

# CITY of YORBA LINDA PARKS & RECREATION

## CLASS PROPOSAL

Please type your class information in the space provided. Complete one form for each class you would like to offer. Please save a copy of the completed form for your records.

**SESSION:**

Is this a NEW class? Yes  No

**Class Title:**

Is this class co-offered with another city? Yes  No

If Yes, what city?

Course Description (**50 words or less**):

Is there a material/supply fee? Yes  No  Supply Fee: \$

*If yes, please fill out and attach material fee proposal form.*

Please check all that applies to your class:

- Supply/Material fee is paid by participant to instructor at first class.
- Supply/Material list is provided to students when registration receipt is mailed. *Please attach a supply list.*
- Supplies/Materials are provided by the instructor at no additional cost.
- Supplies/Materials are included in cost.

Instructor Student Ratio:

Minimum # of students:

Maximum # of students:

COURSE NUMBER <small>(office use only)</small>	Location Requested	Start Date	End Date	Day(s)	Number Of Weeks	Number Of Meetings	Time	Ages	Fee <small>(do not include the \$7 fee)</small>	Date(s) Class not held

**Main Contact:**

**Contact Phone Number:**

*Can this number be provided to the public?*

*If not, please provide number.*

**Email:**

**\*Instructor(s) Legal Name(s)**

\*Must provide the name(s) of instructor(s) who will be teaching the class.

## MATERIAL FEE PROPOSAL

Please provide your material fee information in the space provided. Complete one form for each class you are offering. A list of materials including the prices will need to be submitted with your class proposal form.

Staff will review and approve each material fee. Failure to submit the material fee proposal form will result in your material fee not being listed in the activity guide and you may not charge the fee for the session.

### Material Fees

Material fees are fees that are charged to the participant separate to the class fee by the instructor. Material Fees are for supplies that the instructor requires the participant to have in order to participate in the class. Material fees are collected by the instructor for expendable supplies for students; i.e. craft supplies, handouts, film, camp t-shirts, printing of photos or equipment retained by the student (one-time use items). Material fees should **not** be collected for cost relating to services required for general operation of the class such as:

- Allowance for maintenance, depreciation and replacement of instructional equipment i.e. scissors, music, insurance premiums, sports equipment, etc., as these supplies are necessary expenditures of doing business for multiple class sessions and should be included in the class fee.
- Salaries, wages of additional instructors
- Costs associated with general facility use i.e. rental fees of location, electricity, etc.

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### Material Fee Breakdown

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In order to determine if your material fee falls under the policy, please provide a breakdown and list of materials and fees. Please include proof of pricing: