



**CITY OF MERCER ISLAND
PARKS & RECREATION**

CLASS PROPOSAL

Please submit a work resume with this proposal

Instructor: _____

Address: _____ City: _____ Zip: _____

Phone #'s: Day: _____ Evening: _____

Email Address: _____

Information listed below represents a proposal I am submitting for consideration by the City of Mercer Island Parks and Recreation Department.

Class/Program Title: _____

Brief Program Description: (Recommended brochure copy) **(Enclose a photo if available)**

General Class Information

First Choice

Day(s) of week would like to offer class: SU M TU W TH F SA
Proposed Start Date: _____ Proposed End Date: _____
Time: From _____ AM/ PM To _____ AM/ PM

Second Choice

Day(s) of week would like to offer class: SU M TU W TH F SA
Proposed Start Date: _____ Proposed End Date: _____
Time: From _____ AM/ PM To _____ AM/ PM

Please check the seasons the program could be offered:

WINTER SPRING SUMMER FALL
(Jan. – Mar.) (Apr. – June) (June – Aug.) (Sept. – Dec.)

Age Group:
From _____ To _____ Years

Target Gender: (Please Check One) Male Female Co-ed
Minimum Number of Students: _____ Maximum Number of Students: _____

Proposed Fee Charged for the Class: \$ _____

The fee will be reviewed with staff.

Supplies/Equipment:

Facility/Room Requirements:

Any additional supplies students need to purchase above the class cost? Yes No

If yes, please indicate the amount: \$ _____

Does Instructor purchase for the student? Yes No

Equipment/Supplies Instructor provides: _____

Equipment/Supplies Recreation Department provides: _____

Do you have CPR or First Aid Certifications? If so, please list dates of certification.

CPR: _____ First Aid: _____

Have you taught this class before? Yes No

If yes, where? _____

Please explain the experience you have teaching this class or cross training experience that enables you the ability to teach the proposed class.

Please list references (Name and Phone Number)

Complete and return with your resume to:

Mercer Island Parks & Recreation

2040 SE 84th Ave SE

Mercer Island, WA 98040

Or email to miparks@mercergov.org