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**Northglenn Recreation, Culture & Senior Center  
Class & Workshop Instruction Proposal**

Please complete the following proposal for any class, series of classes, or workshops that you would like to offer at the Northglenn Recreation, Culture & Senior Center. Submit your proposal, a resume and any documentation you have regarding your expertise to teach the proposed class. This could include past program brochures, certificates, past class evaluations, etc.

General interest, technology, sports, and dance proposals and interest, should be sent to Tehra Porterfield (303) 450-8947 at [tporterfield@northglenn.org](mailto:tporterfield@northglenn.org). Culture, theatre, science, bands, and DJ proposals and interest, should be sent to Kimberly Jongejan (303) 450-8785 at [kjongejan@northglenn.org](mailto:kjongejan@northglenn.org).

**Class Name:** \_\_\_\_\_

**Class Description:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What would the class schedule be?**

Once per week for \_\_\_\_\_ weeks, \_\_\_\_\_ hours per class

Twice per week for \_\_\_\_\_ weeks, \_\_\_\_\_ hours per class

One time workshop

Other \_\_\_\_\_

**What would be your preferred days and times for this class?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**How will the class be structured? What would the curriculum or plan be for a single class period?  
If there are multiple days of class, what will be taught during each class period?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What would your space requirements be for this class?** \_\_\_\_\_

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**Would you need any audio/visual equipment?**

- TV/VCR
- TV/DVD
- Overhead Projector
- Screen
- Other \_\_\_\_\_

**What ages would your participants be?**

- Infants
- Children
- Teens
- Adults
- Seniors
- Other \_\_\_\_\_

**What would be the minimum number of participants you would accept in a class? \_\_\_\_\_**  
**The maximum? \_\_\_\_\_**

**What would you recommend as a participant class fee? \_\_\_\_\_**

**What would you request as a payment for teaching a class? \_\_\_\_\_**

**Do you have any supply fees that would be passed along to class participants? Yes No**  
**If so, how much? \_\_\_\_\_**

**Are you currently offering this class elsewhere in the Denver Metro Area? Yes No**  
**If so, where? \_\_\_\_\_**

**Do you have liability insurance? Yes No**

**Other important information you would like to share? \_\_\_\_\_**

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Please be aware that our brochure is published in January, May and September. Classes published in the January brochure take place between the months of January and April, classes in the May brochure take place between May and August and classes in the September brochure take place between September and December. For a class to be listed in the brochure, a decision must be made to schedule the class at least 3 months prior to the publication month (for example, all programs in the January brochure must be approved by the end of September.) This application does not guarantee that the proposed class will be offered at the Northglenn Recreation Center. If a proposal is considered, an interview will be scheduled to further discuss the class. If it is determined that the class will be offered, a Personal Services Agreement will be completed. The class will be listed once the Personal Services Agreement has been signed by all parties, including the class instructor, a City of Northglenn Recreation Supervisor and the Department Director.