



Winter/Spring 2020 (Jan-May)

CLASS PROPOSAL

Deadline: Monday, Sept. 9, 2019

City of El Paso de Robles
Community Services Department

Winter/Spring Holidays:
Wednesday, January 1, Monday, January 20,
Monday, February 17, Monday, May 25.

Closed on City Holidays

Activity Name _____ Today's Date _____

Instructor's Name _____ E-mail: _____

Address, City, Zip: _____

Phone _____

DAY

EVENING

CELL

May we list your phone number so that the public can contact you with questions? Yes No Day Evening Cell

May we list your email address so that the public can send you questions? Yes No

1. Class Description: Same as previous Changes or New - Use back of form.

2. Mark days of class: Monday Tuesday Wednesday Thursday Friday Saturday

3. List dates and times for each session/month in spaces below.

PLEASE USE ONE FORM PER CLASS. MULTIPLE SESSIONS OF SAME CLASS CAN BE LISTED ON SAME FORM.

Beginning & Ending Dates of Sessions	Class Hours	Office Use: Session #	Punch Pass/Other#

4. What type of facility do you prefer for your class?
 White Oak Live Oak Banquet Room A B All
 Gym Senior Center Acorn Room
 Indoor Pool Outdoor Pool Gym Meeting Room

8. Total Registration Fee New \$ _____

Please do not include the supply fee here if charging. See line #7.

5. Age range of participants: _____

Punch Pass #: 8 10 20 \$ _____

6. Number of participants: Minimum _____ Maximum _____

9. Amount of Discount

7. Supply fees (payable to instructor): \$ _____

Sibling: \$ _____ Family: \$ _____

Supply fee (sibling or family): \$ _____

Other (Specify): \$ _____

Please Note: After using meeting rooms, set up the room per posted diagram.

For Office Use Only

Brochure Template:	Initials:	Date:	Changes: (Template)	Initials:	Date:
Activenet Input:	Initials:	Date:	Changes: (Activenet)	Initials:	Date:

Closed on City Holidays

New Years Holiday	1-1-2020	Veterans Day	11-11-2020
Martin Luther King, Jr. Day	1-20-2020	Thanksgiving Day	11-26-2020
Presidents Day	2-17-2020	Day after Thanksgiving	11-27-2020
Memorial Day	5-25-2020	Christmas Day	12-25-2020
Independence Day	7-4-2020	Christmas Holiday*	12-26-2020
Labor Day	9-7-2020		

**Recreation Division Closed*

1. Online Class Description: (150 words or less)

1a. Pre-requisites: _____

1b. Special Clothing: _____

2. Recreation Brochure description. *Please describe your class in 25 words or less.*

3. Please add ADDITIONAL non-published notes here. Use this space to provide any additional information you would like to convey to Heather Stephenson, Recreation Coordinator about your classes. Thank you!
