



# Winter/Spring 2023 January-May CLASS PROPOSAL

City of El Paso de Robles  
Community Services Department

Winter/Spring Season Holidays (no class on these dates): Monday, January 2, Monday, January 16, Monday, February 20 and Monday, May 29

**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 Year's Day	1-2-2023	Veterans Day	11-10-2023
Martin Luther King, Jr.	1-16-2023	Thanksgiving Day	11-23-2023
Day Presidents Day	2-20-2023	Day After Thanksgiving	11-24-2023
Memorial Day	5-29-2023	Christmas Holiday	12-25-2023
Independence Day	7-4-2023		
Labor Day	9-4-2023		

*\*Recreation Division Closed*

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

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**1a. Pre-requisites:** \_\_\_\_\_

**1b. Special Clothing:** \_\_\_\_\_

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

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**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!

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