



CRPD CONTRACT INSTRUCTOR Class Program Proposal Form

Today's Date _____

Title: _____ Content: _____

Name _____	Home Phone _____
Address _____	Cell Phone _____
City _____ Zip _____	Email _____

Thank you for your interest in providing a program at Goebel Adult Community Center. Our goal is to offer a wide variety of quality programs to the senior adult population. We receive a large number of requests and while we do our best to provide for all types of programming, not all requests can be accommodated.

- Contracted Classes are a 60/40 split with Conejo Recreation & Park District.
- Classes are run on 7 week sessions with 5 sessions per year.
- Understand by teaching a class you are an **"Ambassador"** of the Goebel Adult Community Center and CRPD and should treat all patrons with respect.
- Recognize and respect diversity and treat others with courtesy and consideration.
- Use voice, language, and behavior that will not offend or disturb other participants or staff.
DO NOT USE PROFANITY.
- Use the center and its equipment with care.
- Understand that the Goebel Adult Community Center is a public facility requiring compliance with city, state, and county regulations.
- Supervisor will contact you about proposal (allow up to 4 weeks).

Preferred day/time: _____

Brief Class Description: _____

Please provide the following:

- 1. Two references that we can contact regarding your abilities to conduct/teach a class.**
- 2. Attach any pertinent documents relating to your proposed class, ie., (syllabus, flyer, hand-out, etc.)**

NOTE: Failure to supply the above may be cause for denial of proposal.

**Goebel Adult Community Center
1385 E. Janss Road, Thousand Oaks, CA 91362
For more information call: (805) 381-2744
or email us at: gacc@crpd.org**

OFFICE USE ONLY:

Date of receipt _____

Final Determination _____

Reason/
notes _____

Date of Completion _____