

City of Santa Cruz

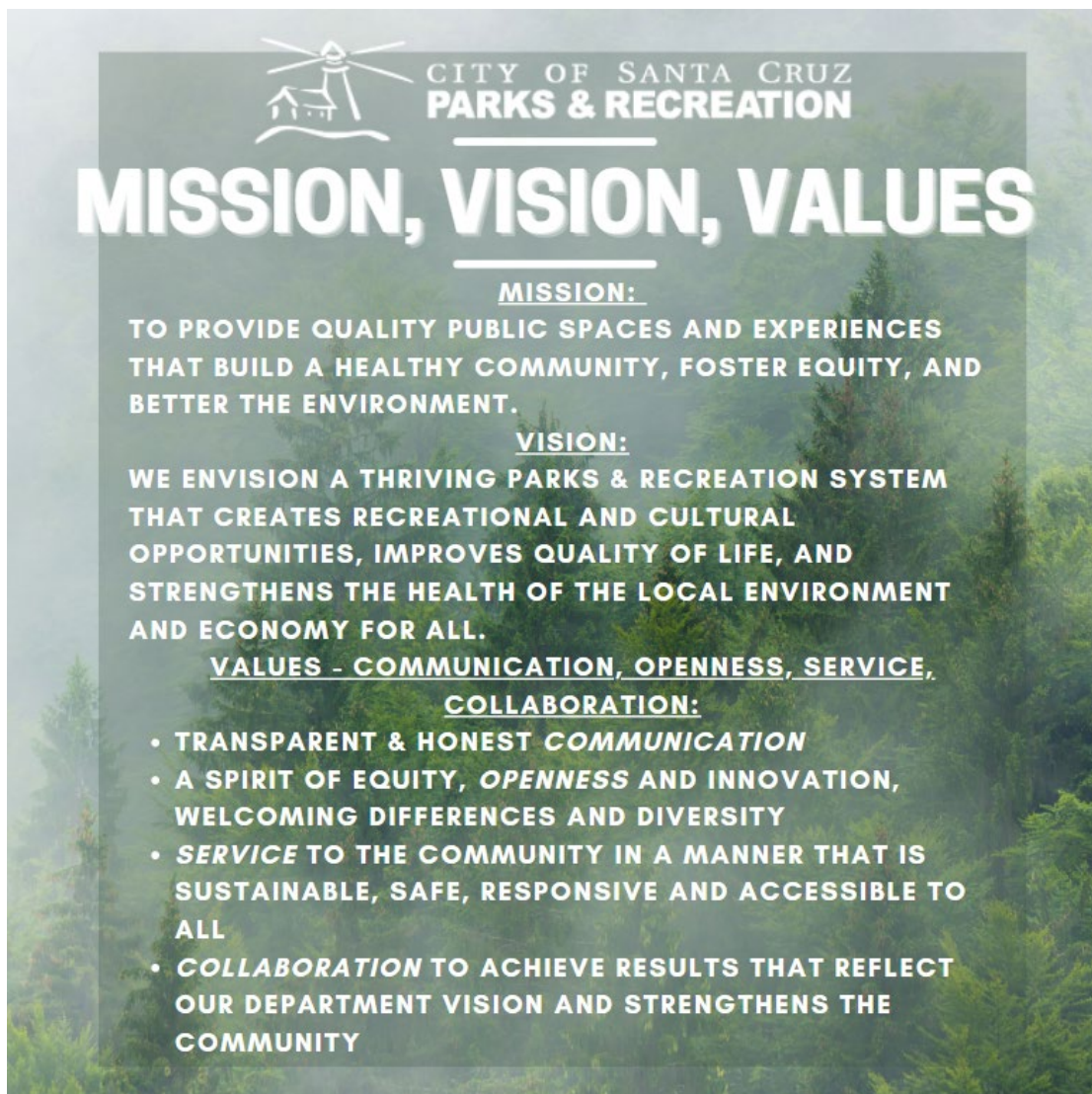
Department of Parks & Recreation

Instructor Proposals

Walk-Through Guide

[Instructor Class Proposal | City of Santa Cruz](#)

Ready to teach a class with the City of Santa Parks & Recreation Department? This guide will help walk you through the steps to make your class a positive experience not just for your students, but also for you as an instructor!



Step 1: Access the Instructor Proposal form that is embedded on the city website.

[Instructor Class Proposal | City of Santa Cruz](#)

[Government](#) » [City Departments](#) » [Parks & Recreation](#) » [Teach a Class With Us!](#) »

Instructor Class Proposal

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Thanks for your interest in teaching with the City of Santa Cruz Parks & Recreation Department.

The Parks and Recreation customer is looking to expand their skills at an recreational level and at an affordable price. Ideally, we are looking for classes that have broad appeal, can accommodate diverse groups of people and where folks are encouraged to have fun!

While a strong interest in teaching is an absolute "must," we're also looking for instructors who have a dedication and passion for their subject matter. Previous teaching experience is highly recommended but not required.

Class Fees
Class resident fees are determined by adding the Instructor's proposed **Base Fee** and the Parks and Recreation **Administrative Fee** of \$23.00. Please note when setting your Base Fee, non-residents pay an additional 30 percent to the base fee plus the \$23.00 administrative fee. Instructors are paid a percentage of the base fee as referenced in their contractual agreement.

For example: If your proposed Base Fee is \$100.00, then the Resident Activity Fee will be \$123.00 and the Non-Resident Activity Fee will be \$153.00.

If students can register directly through the instructor the registration fee must match the Resident Activity Fee listed in the Activity Guide.

Santa Cruz Parks and Recreation - Winter/Spring Instructor Proposals

Please note: You must fill out an Instructor Proposal for each class. It is recommended that you open multiple browser tabs to fill out if you are inputting multiple sections simultaneously.

* Required

Step 2: If you are interested in proposing an instruction for more than one class, you can fill out the form simultaneously.

Just be sure to open multiple windows on your browser so that you can cut & paste the information for multiple sections. (Hold down the Control [Ctrl] button on your keyboard while clicking the "Instructor Proposal" button on the city website to open a new window tab.)

Teach with Parks & Recreation

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Why teach a class with City of Santa Cruz Parks & Recreation?

- Registration is handled by our friendly and professional staff.
- Don't have a facility? We will provide one!
- Connect to your audience through social media and our online and printed activity guide.
- Our Parks and Recreation Department is a trusted provider of classes and programs in the community offering quality, safety and value to our customers.

The [Instructor Information Sheet](#) reviews some of the policies and procedures for class instructors.

Interested in reserving a park for your outdoor class? Click [here](#) to learn more and apply for an Outdoor Class Permit.

NEWS

City Opening
Grant Applic
8/14/2023 3

Season	Duration	Proposals Due
Winter-Spring 2023	Jan 10 - May 30	9/8/23
Summer 2023	June 5- August 4	1/6/23
Fall 2023	Sept 5 -December 15	5/7/23

Propose Online!



Hold the Control (Ctrl) button as you click on the "Instructor Proposal" button to open up a new window tab!

Step 3: The Instructor Proposal Form is sectioned into four sections:

(1) Instructor Information; (2) Course Information; (3) Course Dates, Schedule, Location and Age Groups; and (4) Course Fees & Additional Comments.

Step 4: Below is a sample Instructor Proposal filled out.

Fill out as much information as possible to give us a good idea of what you would like to propose as a course.

****Please note:** Each section has required questions that you must fill out before you are able to proceed to the next step. Please fill out each section to the best of your knowledge. ******

Section 1: Instructor Information

Santa Cruz Parks and Recreation - Winter/Spring Instructor Proposals

Please note: You must fill out an Instructor Proposal for each class. It is recommended that you open multiple browser tabs to fill out if you are inputting multiple sections simultaneously.

* Required

Instructor Information

1. Applicant's Full Name *

Rita Douangpannha (Test Proposal)

2. Who is the instructor of the class? *

Rita Douangpannha

If you are filling out the form for your business and have someone else instructing, please let us know who your instructor(s) will be.

3

Please provide your contact information: Phone number. *

831-420-5256

4

Please provide your contact information: Email address. *

rdouangpannha@santacruzca.gov

Make sure to include your contact information so that we can further discuss the course!

5

Please list the names of all instructors who will be teaching the class(es). *

Rita 1 - Teaching on Monday.

6

If you will have volunteers assisting the instructors, please list their name(s). If you will not have volunteers, please type N/A. *

N/A

Next

After inputting your information, you're ready to move onto the next section. Please click "Next".

Section 2: Course Information

* Required

Course Information

7. What is the name of the class? *

Sticker-Mania (Test Proposal)

8. Has your organization taught this class before with the City of Santa Cruz? *Note: If you have taught the course at another establishment, please use the "Other" section and state the location.

* *

☐ Yes

☐ No

☒ Online - Virtual Class

Have fun and take pride in naming your course. Make it something that will catch the attention of your prospective students!

If you've taught the class before, let us know! We love seeing our instructors expand their courses. You can choose between having your classes in-person, online or try out the new hybrid method.

****Note:** For hybrid sections, a main in-person location is still needed.

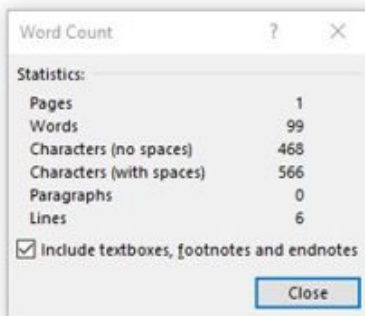
9. What is the class description as you'd like to see it written in the Activity Guide? Please limit the description to 100 words. *

Have you ever found yourself at a loss for words but full of creative ideas in the form of images? Then Sticker-Mania may be for you! This class is jam-packed with creative outlets for artists, doodlers, scrapbookers and the casual passer-by! No idea is too little to be expressed nor too big to be immortalized in sticker form! Our classes are sectioned into multiple age groups, hybrid online & offline sessions, to meet your expressive outlet ways! By the end of the class session, you'll be creating stickers to not only match your wit but also your unique mind!

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Have you ever found yourself at a loss for words but full of creative ideas in the form of images? Then Sticker-Mania may be for you! This class is jam-packed with creative outlets for artists, doodlers, scrapbookers and the casual passer-by! No idea is too little to be expressed nor too big to be immortalized in sticker form! Our classes are sectioned into multiple age groups, hybrid online & in-person sessions, to meet your expressive outlet ways! By the end of the class session, you'll be creating stickers to not only meet your wit but also your unique mind!



Our printed guides have a 100-word limit per blurb. If you need more space, let us know more in the additional comments at the end of the proposal form.

Section 3: Course Dates, Schedule, Location & Age Groups

Winter/Spring 2024 City School Schedule			
School / Grade	M, T, Th & F	Wednesday	Minimum Day*
Bay View / Kinder	8:25-2:20	Minimum Day*	8:25-12:45*
Bay View / 1st-3rd grade			
Bay View / 4th-5th grade	8:25-2:45		
DeLaveaga / Kinder	8:25 - 2:25	Minimum Day*	8:25-12:20*
DeLaveaga / 1st-3rd grade	8:25-2:30		8:25-12:25*
DeLaveaga / 4th-5th grade	8:15-2:40		8:15-12:35*
Westlake / Kinder	8:20-2:25	Minimum Day*	8:20-12:10*
Westlake / 1st-3rd			
Westlake / 4th-5th	8:20-2:45		8:20-12:30*
Gault / Kinder	8:30-2:41	Minimum Day*	8:30-12:30*
Gault / 1st-3rd			
Gault / 4th-5th	8:15-2:41		8:15-12:30*

Winter/Spring 2024 School Holidays		
Friday, February 16	Lincoln's Birthday	No School
Monday, February 19	Presidents' Day	No School
Friday, March 29	Minimum Day	Minimum day schedule
Mon-Fri, April 1-5	Spring Break	No School

**Elementary School Bell
Schedules & School
Holidays for
Winter/Spring 2024.**

2024 CALENDAR

FEBRUARY 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Create a calendar for yourself.
When will your sections and sessions take place? Maybe you have a pre-planned vacation – make sure to exclude those days from your sections! Plan and organize your thoughts to ensure a successful course.

* Required

Course Dates, Schedule, Location and Age Groups

Winter/Spring 2024 City School Schedule						
School / Grade	Monday	Tuesday	Wednesday	Thursday	Friday	Minimum Day*
Bay View / Kinder	8:25-2:20	8:25-2:20		8:25-2:20	8:25-2:20	8:20-12:45*
Bay View / 1st-3rd grade	8:25-2:20	8:25-2:20	Minimum Day*	8:25-2:20	8:25-2:20	8:25-12:45*
Bay View / 4th-5th grade	8:25-2:45	8:25-2:45		8:25-2:45	8:25-2:45	8:25-12:45*
DeLaveaga / Kinder	8:25-2:25	8:25-2:25		8:25-2:25	8:25-2:25	8:25-12:30*
DeLaveaga / 1st-3rd grade	8:25-2:30	8:25-2:30	Minimum Day*	8:25-2:30	8:25-2:30	8:25-12:35*
DeLaveaga / 4th-5th grade	8:15-2:40	8:15-2:40		8:15-2:40	8:15-2:40	8:15-12:35*
Westlake / Kinder	8:20-2:25	8:20-2:25		8:20-2:25	8:20-2:25	8:20-12:30*
Westlake / 1st-3rd	8:20-2:25	8:20-2:25	Minimum Day*	8:20-2:25	8:20-2:25	8:20-12:30*
Westlake / 4th-5th	8:20-2:45	8:20-2:45		8:20-2:45	8:20-2:45	8:20-12:30*
Gault / Kinder	8:30-2:41	8:30-2:41		8:30-2:41	8:30-2:41	8:30-12:30*
Gault / 1st-3rd	8:30-2:41	8:30-2:41	Minimum Day*	8:30-2:41	8:30-2:41	8:30-12:30*
Gault / 4th-5th	8:15-2:41	8:15-2:41		8:15-2:41	8:15-2:41	8:15-12:30*

Winter/Spring 2024 School Holidays		
Monday, February 16	Lincoln's Birthday	No School
Monday, February 19	Presidents' Day	No School
Friday, March 29	Minimum Day	Minimum day schedule
Mon-Fri, April 1-5	Spring Break	No School

10

When is the class start date? *

2/5/2024


It's okay to break your classes into two sections. You can have a first session that covers six days and a second that covers five.

11

Which day(s) of the week will the class be held on? *

Mondays.

12

When is the class end date? 

3/25/2024

13

Will there be any skip dates? If there will be no skip dates, please type "N/A".

*Please note that classes cannot be held on the following Holidays - Lincoln's Birthday (2/16), Presidents' Day (2/19) or during Spring Break (1/1-1/5). * *

Yes, the two (2) skip dates: 2/19 (Holiday); 3/11 (Instructor Personal Day).

When creating a class schedule, think of how you would feel as a student. Does an 8-wk class feel too long or would a 6-wk class be better? Plan around breaks and holidays also.

14

How many classes will be included in the section? *

6

Create a time schedule that works for you and your students. Maybe you want the class to be at the start of the week or maybe the end of the week works better. Create something that works for you.

15

(Optional) What day(s) are included in the section (e.g., please list the dates that you will hold instructions)?

February (3 days): 5, 12 & 26.
March (3 days): 4, 18 & 25.

16

What time will your class be scheduled? *Please refer to above bell schedule, if needed. * *

M: 3:30PM - 5:30PM

While creating my course test run, I noticed my time frame is catered more towards parents rushing between schools and drop-offs. By considering time cushions for the students, my goal is to give parents just enough time to run errands in-between but also have time to spend asking their kids about their day before being dropped off at the program.

However, some parents prefer programs that start exactly after school; so, find the time frame that is right for you!

17

What is the age range of your class? (What age group do you expect to be teaching and want the course to be limited to including?) *

This section will be for ages (4-8).

18

What is the minimum enrollment of your class? (For example, if your minimum enrollment is three (3) but only two (2) students enrolled, our system will automatically cancel the section. Please have a hard-set minimum enrollment to avoid having your section accidentally cancelled.) *

2

19

What is the maximum enrollment of your class? (Please note: Maximum enrollment is for the number of students your instructor(s) is capable of handling. If you find that you are able to accommodate more students, we can manually increase the maximum enrollment to be higher at a later time.) *

6

20

Which location will the class be held at? (Please reference class locations on main Instructor Class Proposal page for class location selections.) *

London Nelson Community Center - Room 7 or Room 1 is preferred.

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Concerning questions 18, 19 & 20, please be aware that instructors are paid a percentage of the base fee. In addition, there is an administrative fee added to the base fee.

Question 18: The minimum enrollment is the number of students you are willing to accept to teach the course. **If the enrollment is below this threshold, our system will prompt the cancellation of the section.** To ensure that the course does not accidentally get cancelled, please select an enrollment number that works best for you.

Question 19: To ensure a safe, fun and enjoyable experience for our instructors and the students, please consider the staff/instructor to student ratio. If the class does not require much supervision, perhaps you can increase the number of student enrollment. However, if the class requires a lot of 1-on-1 assistance, be sure to consider this for your instructor to make their experience enjoyable as well and maintain a good instructor-to-student ratio.

Question 20: If you have a location in mind, please let us know. If not, we can assist you in renting a room at the London Nelson Center, connecting with one of our After-School sites or finding a park's location to meet your activity needs. Just let us know what you need to make your course a wonderful experience!

Section 4: Course Fees & Additional Comments

* Required

Course Fees & Additional Comments

21

What is the base fee you'd like to charge for your class? Please note- there is a \$23 Admin Fee automatically added to the Base Fee. If your Base Fee is \$100, the total fee for the class will be \$123. Instructors are paid a percentage of the Base Fee. *

\$240

The material fees will only include fees for items in which the students will get to keep.

22

Will there be a material fee? If so, how much and what will it include? *

\$30 - Includes 12 sticker sheet paper, markers, printer & ink access.

**Software for personal use is up to the student to purchase on their own. Free versions of different art software will be discussed and used. **

***Students are encouraged to bring their own tablets if they want to do artwork electronically. However, it is not required and most artwork can be done by hand and then scanned for print. **

23

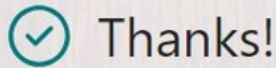
Any additional comments/questions. (If you are adding supplemental information to a question, please reference the question number, etc.) *

Depending on in-person interest, I would like to expand the class and introduce a hybrid - online component. Currently, I have the course set for six (6) in-person classes (Question 14). However, I may hold 1-2 of these sessions as a hybrid and hold them online to get students to use the art & graphic design software. In these cases, students can still meet in person, but have the option of attending online to use the software from their own desktops. At the end of the course, I would like to encourage students to try selling their artwork as well to showcase how they can make their hobbies profitable. I will add an additional class session to the section(s) that will expand the sticker-making into a small business.

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Submit

Santa Cruz Parks and Recreation - Winter/Spring Instructor Proposals



Your response was submitted. Thank you!

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After clicking on the “Submit” button, you will either get a “Thanks!” for your submission or will be redirected to the first section where you can review your progress before proceeding through all the “Next” buttons until you arrive back at the “Submit.” Make sure that you get a “Thanks!” confirmation before closing the browser.

As there is no word limit on Question 23, please utilize this space to let us know more about your course vision. Maybe you want to expand the course to have multiple sections. Maybe you want your morning sections to be for older adults or younger children. Perhaps you want your course to have an introductory section that then leads to a more advanced section later in the season. Whatever the case, give us feedback! Let us know what you think, and we can see how to make things happen!

Step 5: After you have submitted your proposal, a “Thanks” confirmation will appear.

After we have received and reviewed your proposal, we will be in contact with you to further discuss your course and how to make it a possibility for the upcoming activity season.

We look forward to hearing from you and seeing what courses you would like to teach this upcoming season!