

# WEST SHORE RECREATION COMMISSION

## Course Description

Please complete this form with as much information as possible regarding the course you are interested in offering through the Commission. Submission of this form does not guarantee that your course will be offered by the Commission. However, all course description forms submitted will be reviewed and given consideration.

Course Title \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_ Date \_\_\_\_\_

Write a brief definition/summary of your activity.

What are the goals and objectives of the course?

Is this course designed for Youth or Adult participants? (Circle one or both)

What specific age or grade range would this course be offered to?

\_\_\_\_\_

How many persons can you supervise in a class: \_\_\_\_\_

How many weeks (sessions) should the class run: \_\_\_\_\_

How many hours should each session last: \_\_\_\_\_ Total hours: \_\_\_\_\_

- continued -

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Is an advanced course possible: \_\_\_\_\_

If yes, please complete an additional Course Description for the advanced course.

List any specific needs for your program (example: internet access, projector, printed handouts):

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Will the participants be required to bring or purchase anything for the course? If so, what is the estimated cost:

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Will you be supplying any materials for the course? If so, what is the estimated cost:

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Write a course outline (lesson plan) of what will be covered during each class meeting. (Use another sheet, if needed).

Have you taught this class before and if so, when: \_\_\_\_\_

Where: \_\_\_\_\_

What was the name of the organization/agency you taught for: \_\_\_\_\_

What was the pay rate you received? \_\_\_\_\_

What days and times during the week are you best suited to instruct: \_\_\_\_\_

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Thank you for your interest in sharing your knowledge and skills with the West Shore Rec community. Please understand that we must generate income from all of our programs in order to sustain the organization. Less than 30% of our budget is derived from municipal tax support. As a result, if we decide not to offer your program it could simply be due to a lack of demand/interest from customers to pay for participation.