



## City of Tampa Parks and Recreation Department Course Request for Instructors

A separate Course Request Form is required for each course you wish to teach. Course Request Forms are accepted year round. Incomplete Course Request forms will not be accepted. Submitting a Course Request Form does not guarantee that the course will automatically be approved and/or added to the Program Guide. There is no exclusivity to instructors or the courses they teach.

Please print and complete entire form.

|  |                    |
|--|--------------------|
| Instructor's Name:   |                    |
| Business/Organization:   |                    |
| Address:   |                    |
| Phone Number:  | Cell Phone Number: |
| Email Address:   |                    |
| Web Address:   |                    |
| Checks should be made payable to: <input type="checkbox"/> Instructor <input type="checkbox"/> Business/Organization |                    |

Please select the Session Dates you are interested in teaching this course:

|  |  |  |
|--|--|--|
| Winter/Spring Program<br>Jan. 1 – May 31<br><input type="checkbox"/> | Summer Program<br>June 1 – Aug. 31<br><input type="checkbox"/> | Fall/Winter Program<br>Sept. 1 – Dec. 31<br><input type="checkbox"/> |
|--|--|--|

|   |
|---|
| Course Title:   |
| Detailed Course Description (weekly course outline, lesson plan, pre-requisites, dress requirements): |
| Course Objectives:  |
| Learning Outcomes (What will the participant learn? What are the benefits of taking this class?):     |

Please give us a five sentence description of your program that will appear in the Program Guide (be creative):

Participant Target Age Group: \_\_\_\_\_

Class Session Length:  1 Day  2 Days  4 Weeks  5 Weeks  
 6 Weeks  8 Weeks  Other: \_\_\_\_\_

Class will be held:  Once a week  Twice a week  3 times a week  Other: \_\_\_\_\_  
 Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Start Time: \_\_\_\_\_ a.m. / p.m. End Time: \_\_\_\_\_ a.m. / p.m.

Course Fee \$\_\_\_\_\_ Is there a Supplies Fee?  Yes  No (should **not** be included in the course fee)

If yes, what is the Supplies Fee \$\_\_\_\_\_. What supplies are included in the fee? \_\_\_\_\_

If no, what supplies are participants required to have? \_\_\_\_\_

Is there any additional cost to the participants?  Yes  No If yes, describe in detail.

Minimum # of participants per class: \_\_\_\_\_ Maximum # of participants per class: \_\_\_\_\_

Type of Facility Needed: \_\_\_\_\_

Desired Location(s): \_\_\_\_\_

Registration will be managed by the Tampa Parks and Recreation Department and all fees will be paid to the department for all approved courses. Submitting a Course Request Form does not guarantee a course will be added to the program or location of choice. Courses should be submitted at least 4 weeks prior to course start date. There is not exclusivity to instructors or the courses they teach. The Tampa Parks and Recreation Department provides for payment after receipt of services and advance payments are not allowed. Instructor will receive payment based on the number of participants enrolled at the time of payment process has begun minus the number of refunds provided. No courses will be offered without approval through the Tampa Parks and Recreation Department and locations are not guaranteed. Please review the entire Recreation Contractor Instructor Manual for all rules and guidelines.

Instructor's Name (please print): \_\_\_\_\_ Phone #: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date