



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 payable to: <input type="checkbox"/> Instructor <input type="checkbox"/> Business/Organization

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

<input type="checkbox"/> Winter/Spring Program January 1 – May 31	<input type="checkbox"/> Summer Program June 1 – August 31	<input type="checkbox"/> Fall/Winter Program September 1 – December 31
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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 our Registration Software and Program Guide:

Participant Target Age Group: _____ Class Session Length: _____ Days Weeks

Class will be held: _____ x Week Sun Mon Tue Wed Thu Fri Sat

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, 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