

**City of Benicia Parks and Community Services Department**  
**250 East L Street, Benicia CA 94510**  
**Jill Wynn, Recreation Supervisor**  
*(707) 746-4772 / jwynn@ci.benicia.ca.us*

**CLASS INSTRUCTOR APPLICATION**

<b>Instructor Name:</b>	
<b>Home Phone &amp; Cell #:</b>	
<b>E-mail Address:</b>	
<b>Address:</b>	

**Class Name:** \_\_\_\_\_

**CLASS DESCRIPTION:** Should be just a few lines to print in the Activity Guide. Use "catch phrases" and specific information that will attract the attention of Joe or Jane Citizen to feel they cannot miss your class. *(Descriptions may be edited by the Department. All sections must be completed). E-mail is preferred & can be sent to [jwynn@ci.benicia.ca.us](mailto:jwynn@ci.benicia.ca.us)*

**Class Description:**

**Ages:**

**Day(s):**

**Time(s):**

**Session 1 Dates:**

**Session 2 Dates:**

**Session 3 Dates:**

**Session 4 Dates:**

**Base Resident Registration Fee** *(see Contract Class Fact Sheet):* \$

**Materials Fee** *(if applicable- would be collected by instructor in class):*

**Participant Information:**

- ◆ Min. # participants= \_\_\_\_\_ Max. # participants= \_\_\_\_\_
- ◆ Will the participant need to purchase materials outside of class? If yes, please include a list.
- ◆ Will materials be needed for the first class meeting? If yes please list what is needed:

**Activity Guide Information:**

- ◆ Do you have any photographs or short testimonials of your class? If yes please e-mail a photo.  
*Pictures in the activity guide draw attention to your class!*

**Department Support:**

- ◆ When giving you the total number of participants registered in your class, how many days notice would you like? May I e-mail you the total or is it best to reach you by phone?
- ◆ Compensation schedule and % is explained on the first page of your contract. You are paid after the completion of the course.
- ◆ Do you have any written information that needs to be duplicated for your class?
- ◆ Is there any other assistance that we can give you in order to promote your class?

**Activity Guide Schedule:**

<b>Edition</b>	<b>Applications &amp; Content DUE</b>	<b>Mailed to Residents</b>	<b>Effective Dates of Activity Guide</b>
Spring	First week of October	Last week in November	January 1 – May 31
Summer	First week of February	Last week in March	June 1 - August 31
Fall/Winter	Last week of May	Last week in July	September 1 – December 31