

Moon Parks & Recreation
1000 Beaver Grade Road
Moon Township, PA 15108
Phone: 412-262-1703
Fax: 412-262-1840
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www.moonparks.org



INFORMATION SHEET FOR PROPOSED RECREATION CLASS

Please complete the information on this sheet and return to our office as soon as possible. Thank you!

Name of proposed class: _____

Instructor: _____ Phone: _____

Mailing address: _____

City/State/Zip: _____ Email _____

Instructor's Social Security or Tax ID # (required to submit payment): _____

Proposed days for your class to meet: _____

Time From: _____ AM/PM To: _____ AM/PM

Room/area you would like your class held: _____

Fee you recommend charging: \$ _____ per class/month/session

Is there a materials charge? Yes/No If "Yes", how much is the fee? \$ _____

What does the materials fee cover? _____

Total number of weeks your class will meet: _____

Minimum number of participants needed for your class to be held: _____

Maximum number of participants you can handle: _____

Age level of students (if you are teaching children also, indicate youngest to highest age appropriate for the class): _____

Is there a specific skill level you would prefer to teach? Yes/No

If "Yes", indicate which level you will be teaching: _____

Class description:

Goals and objectives you intend to achieve in teaching your class:

Course outline: _____

Please indicate your background and experience as it relates to this class (attach if necessary): _____

Please list three references from people who know of your abilities to teach this class (references will be checked so please list accurate phone numbers and addresses):

- | | | | |
|----|-------|---------|-------|
| 1. | _____ | _____ | _____ |
| | Name | Address | Phone |
| 2. | _____ | _____ | _____ |
| | Name | Address | Phone |
| 3. | _____ | _____ | _____ |
| | Name | Address | Phone |

For any classes open to anyone under the age of 18, please attach the three PA required clearances (FBI Fingerprint, PA Criminal History, and PA Child Abuse Check).

After review of the information you have provided, your clearances and your references checked, you will be contacted by Moon Parks and Recreation. Completion of this information form does not imply a contract. Therefore, no guarantees can or will be made for the proposed class to be offered by Moon Parks and Recreation.