

## COMMUNITY INSTRUCTOR PROPOSAL FORM - PAGE A

*Please complete this questionnaire. You may also provide any previously developed material you have that will highlight your proposed activity.*

**Instructor's Name:** \_\_\_\_\_

**Business/Organization** (if applicable): \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

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

**Email Address:** \_\_\_\_\_

**Website Address**(if applicable): \_\_\_\_\_

**Session** (check one) \_\_\_ **Spring/Summer** (Apr-Aug) \_\_\_ **Fall** (Sep-Dec)

\_\_\_ **Winter** (Jan-March)

**Course Title:** \_\_\_\_\_

**Course Description** (Attach additional page if needed): \_\_\_\_\_

**Extra Note for Participants** (i.e. experience level, supplies to bring, etc.): \_\_\_\_\_

**Participant Age Range:** \_\_\_\_\_

**Length of Class** (i.e. 4 wks, 6 wks, 8 wks, etc) \_\_\_\_\_

**Proposed Dates:** (i.e. 4/1-5/7) \_\_\_\_\_ **Proposed Time:** \_\_\_\_\_ to \_\_\_\_\_

**Proposed Advertised Course Fee** \$ \_\_\_\_\_

**Supply Fee** (if applicable)\$ \_\_\_\_\_

**Minimum # of participants:** \_\_\_\_\_ **Maximum # of participants:** \_\_\_\_\_

## COMMUNITY INSTRUCTOR PROPOSAL FORM - PAGE B

### **PROGRAM FOCUS**

What statement(s) does your class support? (Check all that apply)

Fostering Human Development (Fine Arts, Culture, Continued Learning, Skill Building)

Connecting People to Others (Social, Neighbors Helping Neighbors, Friendship)

Strengthening Families (Participating Together, Appreciation, Parenting Skills)

Increasing Safety (Safe Habits, Prevention, Live Saving Skills, Crime Reduction)

Improving Health & Wellness (Fitness, Healthy Habits, Strengthening, Endurance)

### **METHOD OF LEARNING**

How will participants in this program be engaged in learning (Check all that apply)

Active Instructor: Instructor shows the physical example while participants watch and try to repeat steps. Instructor checks for understanding, repeats example if necessary.

Passive Instructor: Instructor tells how it's done while participants try to initiate steps

Lecture: Instructor talks about the subject while participants sit and listen.

Video: Participants watch a video.

Reading: Participants are given material to read and learn.

Parent Participation: Parents are encouraged to participate with child to repeat  
Instructions to participate if necessary.

Take-Home: Participants take materials home with them.

Quiz: Participants take a written quiz on material covered in class.

Performance: Participants have the opportunity to perform as a group.

Small Groups: Participants work in small groups to come together on a solution.

Stations: Participants move among multiple stations.

## COMMUNITY INSTRUCTOR PROPOSAL FORM - PAGE C

### **INSTRUCTOR QUALIFICATIONS**

Please list your previous experience in providing this service along with a reference that can speak to your abilities/qualifications.

**Organization:** \_\_\_\_\_ **Years:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Years:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Years:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

Please list other qualifications that may lead us to contract with you for this service:

---

---

---

---

***Please attach a copy of all pertinent certifications held, resume and/or biography***

**COMMUNITY INSTRUCTOR PROPOSAL FORM - PAGE D**

**PROGRAM OUTCOMES**

List up to 3 outcomes, by priority, using measurable action phrases (i.e. define, demonstrate, name, create, analyze, etc.)

As a result of their experience in this program, participants will be able to...

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**OUTCOME MEASUREMENT**

How will the above outcomes be measured? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A success in this course is defined as: \_\_\_\_\_

\_\_\_\_\_

***Thank you for your proposal for becoming a contract instructor with the Lakewood City Schools Community Recreation Department! Please mail, fax, email or drop off all pages of the Instructor Proposal Form to:***

Lakewood Community Recreation & Education Department  
14100 Franklin Blvd.  
Lakewood, OH 44107  
216-529-4081  
Fax 216-529-4463

Email: [Info@Lakewoodrecreation.com](mailto:Info@Lakewoodrecreation.com)