

Dear Prospective Instructor,

Thank you for your interest as an instructor with the Mill Valley Parks and Recreation Department. All course instructors are hired on a contractual basis. A prearranged percentage split of the class registrations determines the instructor's pay. The Recreation Department handles all class registrations, provides a facility and assists in advertising. The instructor must provide all class supplies and other instructional materials.

Please complete the attached proposal form and return it along with a resume to the Mill Valley Parks and Recreation Department, 180 Camino Alto, Mill Valley, CA, 94941, ATTN. Patty McCulley. Include any other pertinent information that will help in evaluating your course proposal.

If you have any questions, please call me at 383-1370, otherwise you will be contacted after your proposal has been reviewed.

Sincerely,

Patty McCulley

**Recreation Supervisor** 

Parks & Recreation Department

Patty McCulley



## Mill Valley Parks & Recreation Department Course Proposal

Your Name:	Social Security #:
Street Address/City/Zip:	
	E-mail:
Course Title:	
Course Description:	
Facility Requirements (tables, chairs, mats	, space etc.):
	s):
Targeted Participants: Adults Teens You (circle one	
Why will this class be successful in Mill Val	ley?

What is your background in teaching this subject?