



# Chesterfield County, Virginia

## Department of Parks and Recreation

P.O. Box 40 – Chesterfield, VA 23832-0040  
804-748-1623 – Fax: 804-751-4131 – [www.chesterfield.gov/parks](http://www.chesterfield.gov/parks)



## Course Proposal

1. Brief resume/history of instruction
2. Copy of relevant certifications(s), if any
3. Description of class including required age of participants and/or skill level; day and time of class; duration of instruction (i.e. one day only or one or two classes per week for a certain number of weeks)
4. Indicate what type and how much material, supplies, equipment and/or space will be needed.
5. Indicate which of the items referenced in #4, if any, will be provided by the instructor.
6. What is your fee? The amount you are requesting from us.
7. If your proposal is for participants under 18, are you willing to complete the required Criminal Background Check and Fingerprinting Process?
8. Indicate the participant minimums and maximums for the class that you will instruct.

### **Related Information:**

Our Program Guide is distributed three times each year.

Winter/Spring: January – April

Summer: May – August

Autumn: September – December

Participants are required to register at least one week before the start of the program/class. If the minimum number of participants is not met, the class will be cancelled. You would not be obligated to teach the class at that point.