



CITY OF SACRAMENTO

Course Request Form

Leisure Enrichment

4623 T Street, Sacramento CA 95819

Phone: (916) 808-5641 / Fax: (916) 808-3565 / bharris@cityofsacramento.org

INSTRUCTOR INFORMATION

Last Name	First	Date
Phone	E-mail Address	

COURSE INFORMATION

Course Title	Minimum Enrollment	Maximum Enrollment
Catalog Session (Check all that apply)	<input type="checkbox"/> Winter/Spring January 1- April 30	<input type="checkbox"/> Summer May 1 – August 31
		<input type="checkbox"/> Fall/Winter September 1 -December 31
How many courses per Session?	Course Start Date	Course End Date
Course Length	<input type="checkbox"/> One Day	<input type="checkbox"/> Two Days
	<input type="checkbox"/> Four Weeks	<input type="checkbox"/> Five Weeks
	<input type="checkbox"/> Six Weeks	<input type="checkbox"/> Eight Weeks
Day of the Week (Check all that apply)	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday
	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
How many course per Session?	Course Date(s)	
Start Time	End Time	Location
		Room Set-up
Participant's Age	Registration Fee	Material Fee
Are there any dates your Course will not be held? If yes, when?		
Would you like your Course information placed in the Recreation Catalog?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If, you are a returning instructor would you like use your Course Description from the previous Catalog?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Detail Course Description: (This information will be used in the catalog, please include any information your participant must have knowledge of such as, dress requirements or lab fees.) **Course Description may be up to 65 words. Attachments accepted.**

DISCLAIMER AND SIGNATURE

Returning instructors will not be able to automatically continue offering the activity or program without submitting a Course Request Form. Submitting a Course Request Form does not guarantee that the course or activity will automatically be added to the City of Sacramento, Leisure Enrichment program. There is no exclusivity to instructors or the courses they teach. Participants must pre-register for all courses. Registrations are processed on a first-come, first serve bases by the City of Sacramento. The City's policy provides for payment after receipt of services; therefore, advance payments are not possible. Approximately, two weeks before the conclusion of the last course taught, the payment process will begin. The instructor will receive a check for course(s) taught from the City of Sacramento approximately 14 days after services have been rendered. Payment will be based on the number of students enrolled at the time the payment process is started.

Signature

Date

