

# WINTER 2017 PROPOSAL FORM

➤➤➤ PROPOSAL DUE: FRIDAY, 10/28

Your Name \_\_\_\_\_ Your E-mail/Website \_\_\_\_\_

Your Home/Cell Phone \_\_\_\_\_ Your Work Phone \_\_\_\_\_

Is it okay to print your phone number, website, or email in the brochure? Indicate which \_\_\_\_\_

Your Home /Cell Phone: \_\_\_\_\_ Your Work Phone: \_\_\_\_\_

**Session Dates: 1/9-2/17**

**Make-up Week: 2/20-2/24**

**Holidays: 1/16, 2/13 & 2/20**

\*if you have questions about these Mondays let me know! 1/16 is MLK Day, and 2/20 is Pres.Day  
msmith@ci.capitola.ca.us

**PROPOSALS DUE: FRIDAY, OCT.28**

**January 2017**

S	M	T	W	T	F	S
	9	10	11	12	13	14
15	(16)	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**February 2017**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	(13)	14	15	16	17	18
19	(20)	21	22	23	24	25

Class Title	Ages	Day	Time	# of Weeks	Begin/End Dates	No Class on These Dates	Facility Needed	Min & Max Students	Activity Fee ***	Materials Fee

\*\*\* You are paid 65% of the Activity fee. When we set the Resident class price, we take your Activity Fee and add a **\$16 registration** fee to it. Non-residents pay \$14 more. For example, if you set your Activity Fee at \$50, the Resident class price will be \$66; Non-resident, \$80. You would be paid 65% of \$50, or \$32.50/student.

— Please fill in the other side of this form —

## Capitola Recreation

4400 Jade Street, Capitola, CA. 95010

Phone: (831) 475-6573 / Fax: (831) 475-6279

Email: [msmith@ci.capitola.ca.us](mailto:msmith@ci.capitola.ca.us), or  
[elegare@ci.capitola.ca.us](mailto:elegare@ci.capitola.ca.us) (especially with pictures)

### MATERIALS FEES

If you are charging a materials fee, please indicate the amount you are charging on the other side of this form and list below the materials you are providing (please be specific):

Materials	Cost

### CLASS DESCRIPTION

Write your class description here, as you would like to see it in the brochure, or email it to Marcia at [msmith@ci.capitola.ca.us](mailto:msmith@ci.capitola.ca.us). We will do our best to use the description as you have written it, but reserve the right to edit it if necessary. If you leave this section blank, the same description will be used as the last time your class was listed in our brochure. Email photos to [elegare@ci.capitola.ca.us](mailto:elegare@ci.capitola.ca.us).