



# Colchester Parks and Recreation Department

127 Norwich Ave

Colchester, CT 063415

860-537-7297 (office) - ~~888-468-6093 (fax)~~ [parksandrec@colchesterct.gov](mailto:parksandrec@colchesterct.gov)

## CLASS PROPOSAL FORM

Use the TAB key to move between fields. Use the SPACE bar to select check boxes. Attach additional sheets if your text is too long and causes scroll bars to appear in a box.

Date

Name

Email

Full Address

Phone

Alt. Ph.

Proposed Class Title

Ages of participants

Description of Class

This text is used to create write-ups for **Colchester Connections** and on-line postings.

Participant Outcomes

We will survey participants to see if these things were accomplished in the class.

Participants will...

Day of the Week

Min & Max Class Size

Times (start - end)

Location or Space Requested

Number of Weeks

Season (Check all that apply.)

☐ Fall

☐ Winter

\*Standard sessions are 8 weeks long.

\*Must meet submission deadlines to be considered for each season.

☐ Spring

☐ Summer

Supplies and Equipment

(that you need CP&R to provide.)

Proposed Rate of Pay

\*\*

☐

Per Participant

☐

Per Session

☐

Other

Proposed Fee to Public

\*\*Standard rate is \$8/ person/ class. (\$6 for instructor, \$2 for Parks and Recreation Dept)  
If proposed rate of pay and/or session length deviate from the standard, an additional request must be submitted in writing via email [parksandrec@colchesterct.gov](mailto:parksandrec@colchesterct.gov) for consideration.

Additional Information