



# CLASS REQUEST FORM FOR INSTRUCTORS

Truckee Donner Recreation & Park District

8924 Donner Pass Rd., Truckee, CA 96161

Phone: 530-582-7720

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E-mail: [info@tdrpd.com](mailto:info@tdrpd.com)  
[katrina@tdrpd.org](mailto:katrina@tdrpd.org)

Name of Class \_\_\_\_\_ Today's Date \_\_\_\_\_

Day(s) of the week requested (Number 1, 2, 3 by choice)

M  T  W  TH  F  Sa  Su

FACILITY REQUESTED: \_\_\_\_\_

More than one day per week? Y N (if Yes, indicate which days) \_\_\_\_\_

Ongoing Monthly: Y N Starting \_\_\_\_\_

Session Class: Y N How many weeks per session? \_\_\_\_\_

	DAY	DATES	TIMES	LOCATION
Session 1:	_____	_____	_____	_____
Session 2:	_____	_____	_____	_____
Session 3:	_____	_____	_____	_____
Session 4:	_____	_____	_____	_____

AGES: \_\_\_\_\_ to \_\_\_\_\_ or GRADES: \_\_\_\_\_ to \_\_\_\_\_

PARTICIPANTS: Minimum #: \_\_\_\_\_ Maximum #: \_\_\_\_\_

TIMES: Day \_\_\_\_\_ Time: \_\_\_\_\_ am / pm  
Day \_\_\_\_\_ Time: \_\_\_\_\_ am / pm

Special Set-up Requirements:

FEES: \$ \_\_\_\_\_ per Class (paid monthly) Drop-ins: Y N Fee: \$ \_\_\_\_\_

or \$ \_\_\_\_\_ per Session / Month + Materials: Y N \$ \_\_\_\_\_ per class / one time (circle)

Class Description (for brochure, flyers & online):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please email any logos or photos (.jpg format) to : [katrina@tdrpd.org](mailto:katrina@tdrpd.org)

Students need to bring to class: \_\_\_\_\_

INSTRUCTOR \_\_\_\_\_ CELL \_\_\_\_\_ HOME# \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_ DOB \_\_\_\_\_ (needed for online account)

SUBSTITUTE INSTRUCTOR \_\_\_\_\_ CELL \_\_\_\_\_ HOME # \_\_\_\_\_

OFFICE USE ONLY:

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

NEW CONTRACT NEEDED: Y N

Notes: \_\_\_\_\_