



2026



CITY OF RANCHO SANTA MARGARITA INDEPENDENT CONTRACT CLASS PROPOSAL FORM

Please e-mail completed form as an attachment to recreation@cityofrsm.org

INSTRUCTOR INFORMATION

NAME: _____ PHONE #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

E-MAIL: _____

CLASS PROPOSAL INFORMATION *Each individual course requires a complete form.

COURSE TITLE: _____

AGES: _____ MIN. ENROLLMENT: _____ MAX. ENROLLMENT: _____

MATERIALS FEE AMOUNT: _____ NOT TO EXCEED \$35.00. ATTACH ITEMIZED LIST WITH PRICING.

COURSE
DESCRIPTION:
(275 CHARACTERS
OR LESS)

SESSION/SEASON: ☐ SUMMER (Jun-Aug) ☐ FALL/WINTER (Sept-Feb) ☐ SPRING (Mar-May)

CLASS PROPOSAL CHART:

DAY(S) OF WEEK	START DATE	END DATE	TIME	COST	NO CLASS DATE(S)	# of CLASSES

CITY OBSERVED HOLIDAYS: Jan. 1 (New Year' Day), Jan. 19 (Martin Luther King Jr. Day), Feb. 16 (Presidents' Day), May 25 (Memorial Day), July 3 (Independence Day), Sept. 7 (Labor Day), Nov. 11 (Veterans Day), Nov. 26 & 27 (Thanksgiving Holiday), Dec 25 (Christmas Day)

I, the undersigned, verify that the information provided in this application is complete and correct. I understand that providing false information could result in my application being fully dismissed from the review process and future potential contract opportunities.

INSTRUCTOR
SIGNATURE: _____ DATE: _____
