



CHICO AREA RECREATION AND PARK DISTRICT

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April 19, 2008

Dear Instructor:

It is hard to believe, but we are already starting the process for our Fall Activity Guide. Please read this letter carefully, there are important dates and facility information that applies to classes. In an effort to make this process easier, I have included a copy of the classes you are offering in the summer. This will enable you to set dates that do not overlap with currently offered classes. Since we do start this process very early, please keep in mind this is a request for a class proposal. This is not a guarantee that your class will be offered in the Fall Activity Guide. If your class has suffered from no or low enrollment, it may not be offered in the next Activity Guide. If you have offered one session of class and not had any enrollment, try changing the title and description of your class. Remember, you are competing for our customer's dollars; they need to know why they MUST take your class. Sell it as an experience. Make sure they know what they will get out of your class. When writing your description, refrain from using "In this class you will learn" try using a question to start of your description like "Are you a cheese lover?" or "Have you always wanted to..." Please let me know if you need assistance with this process. I challenge each of you to review your class description and change it up.

CLASS SUBMISSION DATES & ACTIVITY GUIDE SCHEDULE:

Class Submissions Due:	Friday, May 9 (You may email your submission)
Instructor Sign Off:	June 16 – 18 (your sections will be emailed to you or a copy is available at the Main office during this time.)
<u>Start</u> classes no earlier than:	Monday, August 25
Last session should <u>start</u> no later than:	Friday, January 9 (January classes should be included to allow for over lap of brochures)
Fall Activity Guide Available:	Monday, August 11
Online Registration Begins:	Monday, August 18
Walk in Registration Begins:	Tuesday, August 25

CARD HOLIDAYS

CARD is closed for the following holidays. Please keep this in mind when you are planning your classes. Also, please note the office is closed for two weeks in December. We do not offer classes during this time.

CARD CLOSED: 9/1, 11/11, 11/27, 11/28 and 12/22-1/2.

FACILITY MAINTENANCE SCHEDULE:

CARD has developed a maintenance schedule for our facilities. Please refer to the dates below for facilities that will be unavailable for classes. If you use one of these facilities being used, please schedule your classes around the following:

CARD Community Center:

A & C Room: November 19 – 24

All rooms are unavailable 12/22-1/2/2009

PV Recreation Center: All rooms are unavailable 12/22-1/2/2009

Please let me know if you have any questions. 895-4711 ext 115 or awillmann@chicorec.com

Ann Willmann

Recreation Supervisor