



**LEISURE  
WORLD**  
OF MARYLAND

# Class Proposal

Education and Recreation Department

Thank you for your interest in providing a class with the Education and Recreation (E&R) Department of Leisure World. Please complete the below information and submit it electronically to \_\_\_\_\_ or by hand to the E&R office in either Clubhouse I or Clubhouse II. The information will be used to determine suitability of your proposed class and, if selected, for room scheduling and promotion in Leisure World News. This completed form must be received at least **four weeks** prior to your desired date for the start of your class.

If accepted, a minimum of 10 students must be registered five (5) days before the first class or the class will automatically be cancelled. If a class cannot be held on any scheduled meeting date, call 301-598-1300 any time between 8:30 a.m. and 9:30 p.m. and leave a message. When scheduling your sessions, be certain to check your calendar for holidays and schedule your make-up class, if any, accordingly.

Please note that payment for all classes will be accepted by the E&R Offices only. Instructors are not to accept payment. When instructor permission is given for late entry to a class, that check will be deposited with the next session.

Date Submitted:	_____		
Class Title:	_____		
Instructor:	_____		
Phone:	_____		
Email:	_____		
Class Begins:	Day: _____	Date: _____	Time: _____
Class Ends:	Day: _____	Date: _____	Time: _____
Holiday/days class will not be held:	_____		
Price Per Student (including 20%):	\$ _____	Maximum Number of Students: _____	\$ _____

**POLICY/PROCEDURE FOR INCLEMENT WEATHER**

If Montgomery County Schools are closed, your class on that day will automatically be cancelled. When schools are scheduled to open late, do you want to (check one):

Hold class on time \_\_\_\_\_ Cancel class \_\_\_\_\_

Please make your class members aware of this policy and remind them to watch the closed circuit TV or call 301-598-1313 for updates. Check with E&R for make-up sessions.

**IF A CLASS DOES NOT RECEIVE A MINIMUM NUMBER OF REGISTRANTS AFTER TWO CONSECUTIVE ATTEMPTS, THE SPONSOR/INSTRUCTOR MUST WAIT 6 MONTHS BEFORE RESUBMITTING FOR THE SAME CLASS.**

**PROVIDE A BRIEF DESCRIPTION OF YOUR CLASS** in the below box. If available, attach a copy of previous listing from Leisure World News (include edition date); indicate changes as necessary.

**PROVIDE A BRIEF DESCRIPTION OF YOUR QUALIFICATIONS AND AT LEAST ONE REFERENCE** in the below box.

You will be contacted within 7 days of submitting this proposal to advise you of the status of your submission. If you have questions, please contact:

\_\_\_\_\_. Thank you!