

Reston Community Center New Program Proposal Form

Name		Date	
Email		Phone	

Proposed Class Title (140 character max)	
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What is the class objective and the skill sets you want students to learn? (450 character max)

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Please write a sample of your lesson plan for one class meeting. (450 character max)

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Will students need to purchase specific supplies beforehand? If so, please list. (450 character max)

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What are your qualifications to lead this program? Please list all related work experience and applicable certifications. You may also attach a resume if you would like. (800 character max)

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What is the duration of each class meeting and how long do you want the program to be offered? (e.g. once a week for 8 weeks, twice a week for 4 weeks, etc). (300 character max)

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Reston Community Center Hunters Woods
2310 Colts Neck Road • Reston, VA 20191

Reston Community Center Lake Anne
1609-A Washington Plaza • Reston, VA 20190



703-476-4500, TTY 711 • 703-476-8617 (FAX)



Do you require additional preparatory time for set up and/or clean up? If yes, please indicate how much time is needed per class.		Yes	No
When leading the program, what is your preferred date range? Time of day? (300 character max)			
Please describe ideal classroom environment, preferred setup, and required equipment. (580 character max)			
Please list your preference class size.			
Minimum		Maximum	
Please select your preferred for age range.			
Infant	Youth	Teen	Adult
Will you volunteer your services? If not, please indicate your hourly instruction rate.		Yes	No
Please write a brief description of the class you are proposing. (1250 character max)			

Email completed form and additional information (optional) to Eileen Boone, Leisure and Learning Director at eileen.boone@fairfaxcounty.gov, or fax to: 703-476-8617.

Thank you for your interest in teaching at RCC!

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