

Reston Community Center New Program Proposal Form

Name		Date	
Email		Phone	

Proposed Class Title (300 character max)	
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What is the class objective and the skill sets you want students to learn? (20 character max)

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

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

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

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)



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.		<input type="checkbox"/> Yes	<input type="checkbox"/> 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.			
<input type="checkbox"/> Infant	<input type="checkbox"/> Youth	<input type="checkbox"/> Teen	<input type="checkbox"/> Adult <input type="checkbox"/> 55+
Will you volunteer your services? If not, please indicate your hourly instruction rate.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please write a brief description of the class you are proposing. (400 character max)			

Please complete and email to Kevin Danaher, Leisure and Learning Director,
at Kevin.Danaher@fairfaxcounty.gov, or fax to: 703-476-8617.

Thank you for your interest in teaching at RCC!

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