



Decatur Parks and Recreation
610 4th Avenue, SE
P. O. Box 1315
Decatur Alabama 35602
256-341-4930

Dear Prospective Instructor:

We appreciate your interest as an instructor with Decatur Parks and Recreation. Our relationship will be on a contractual basis with a pre-arranged percentage of class registrations determining your pay. DPR will coordinate with you what will be necessary for an effective and successful class through our facilities, registration and promotion. You will provide supplies and other instructional materials.

We will review the completed Course Proposal which is provided below. Please return it to the attention of Kelly Varnell:

Decatur Parks and Recreation
P. O. Box 1315
Decatur, Alabama 35602

Also, please provide your resume and additional information you deem significant in evaluating your proposal.

For additional information or question please contact me at:

256-341-4930
kvarnell@decatur-al.gov

Sincerely,

Kelly Varnell
Recreation Superintendent
Decatur Parks and Recreation



Decatur Parks & Recreation

Course Proposal

Name _____

Street Address _____

City _____

Zip Code _____

Telephone _____

E-mail _____

Course Title _____

Course Description _____

Facility Requirements _____
(tables, chairs, mats, space, etc.)

Preferred class days/times _____

Length of class/session _____
(ex: 1 day, 6 weeks, etc.)

Targeted participants _____

Why will this class be successful in Decatur/Morgan County? _____

What is your background in teaching this subject? _____

> please attach additional pages as necessary <