



Pelican Park Instructor Application



63350 Pelican Drive Mandeville, Louisiana 70448

www.pelicanpark.com

(985) 626-7997

INSTRUCTOR INFORMATION

First & Last Name _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Cell Phone:** _____

Email Address: _____

Date of Birth: ____ / ____ / ____ **Residency Status:** District Non-District

Social Security #: _____

* In the event you receive \$600 or more in payments from Recreation District #1/ Pelican Park, a 1099 / W-9 will be filed with the state. Social Security Numbers are used for this purpose only. Please see the attached W-9 form for further completion.

PERSONAL PREFERENCE & PREFERRED SCHEDULING

* Please check or circle all that apply. *Scheduling is first come, first served pending facility availability.*

Day(s) preferred to offer classes: Monday Tuesday Wednesday Thursday Friday Saturday

Preferred Time Options: 10:00am-12NOON 1:00pm-3:00pm 6:00pm-8:00pm 6:30pm-8:30pm

Time Option Not Listed: Start Time: _____ End Time: _____ Time Window: _____

* Final class time reservations will ultimately be determined by Park Staff after consulting facility availability. Staff has the right to approve or deny all suggestions provided.

Known Scheduling Conflicts: _____

LEISURE PROGRAM CLASS INFORMATION:

* Please check or circle all that apply.

Program Type: Art/ Craft Dance Environmental Education Health & Wellness
Food Socials Outdoor Adventure Personal Development
Other _____

Class Title: _____

Class Description: _____

Class Goal/ Objective: _____

Required Supplies by Participants: _____

Does this program require Visual Aids? Please Indicate Images, Handouts, Copies, etc: Y N **Earliest Availability to Host Proposed Program:** ____ / ____ / ____

* Pelican Park requests visuals, handouts, copy requests, etc., for programs be sent in advance to ensure proper advertising and completion for the scheduled program date. We ask for these documents to be sent one week prior to the scheduled program. Requests made after this time are not guaranteed to be completed with Park Assistance. Website descriptions, images, handouts, and copy requests can be sent via email to: erikalehrmann@pelicanpark.com

Does this program require Wifi Access? Y N

Gender Specific: Y N **Age Specific:** Y N **Suggested Age:** _____

Suggested Gender: Male Female Youth Teen Adult Senior

* Please check the class structure that would best fulfill your program needs.

Class Structure:	One-Time Informational Introduction	<i>Typically, general information over the course of a 1.5-3 hr class period.</i>
	In-Depth Multi-Class Series	<i>Weekly or Bi-weekly meetings for 1-2 hrs for an extended period of time.</i>

* For classes within a series, please fill out the following information that would best fulfill your program needs.

Number of Classes: _____

Over the Course of: _____ **Meeting as often as:** _____

ATTENDANCE INFORMATION:

* Pelican Park requires programs host a minimum of 8 registered participants with a varying maximum depending on program demands and targeted age demographics. Physical or Hands-on classes historically require more instructor attention per student than lecture or informative programming. In addition, Youth Programming ages 0-14, have varying levels of allowed maximum participation compared to Adult Programming for ages 15+. Please see the options below for Program Maximum Participation Numbers and circle the option most suitable with your comfort level.

Minimum Attendance: 8 **Youth Maximum Attendance:** 12 15 30 Other: _____

Minimum Attendance: 8 **Adult Maximum Attendance:** 15 25 40 Other: _____

* Exceptions to the required minimum and maximum number of participants are given by staff approval only. If you feel your program requires specialized attention & consideration for adjusting the number of participants, please suggest the appropriate and recommended number below and provide an explanation.

Adjusted Min/ Max Participation Request: _____

Location & Layout Information:

* Final class location reservations will ultimately be determined by Park Staff after consulting facility availability. Staff has the right to approve or deny all suggestions provided.

Desired Location:

<input type="checkbox"/> Castine Center	<input type="checkbox"/> Brown Pelican Gym	<input type="checkbox"/> White Pelican Gym
<input type="checkbox"/> The Groves	<input type="checkbox"/> Pelicans Landing Pavilion	<input type="checkbox"/> Pickleball Courts
<input type="checkbox"/> Dog Park	<input type="checkbox"/> Skate Park	<input type="checkbox"/> Disc Golf Course
<input type="checkbox"/> Blue Field Complex	<input type="checkbox"/> Green Field Complex	<input type="checkbox"/> Grey Field Complex
<input type="checkbox"/> Gold Field Complex	<input type="checkbox"/> Orange Field Complex	<input type="checkbox"/> Purple Field Complex
<input type="checkbox"/> Red Field Complex	<input type="checkbox"/> Yellow Field Complex	<input type="checkbox"/> Silver Field Complex

Specific Location within the Parent Facility listed above: _____

Requested # of Courts/ Fields: _____

Program Location Requirements: Indoor Use Only Outdoor Use Only Indoor & Outdoor Use

Space Requirement: _____

* Please check the class layout that would best fulfill your program needs.

Class Layout Options:

- Lecture Style with Tables & Chairs
- Horseshoe Style - Activity Based
- Lecture Style with Chairs Only
- Groupings - Pod Style
- Open Area

Desired Layout Specifications:

Requested # of Tables:

Requested # of Chairs:

Table Type:

- Round
- Rectangle
- Skinny Rectangle

Require Plastic

- Y
- N

Table Coverings:

Request Use of Park Equipment & Supplies:

* Pelican Park offers a variety of equipment and supplies available for use by our instructors and patrons for scheduled programming. Please see the list of park provided equipment and supplies below. Please check each item you wish to request for your scheduled program. Please note that equipment and supplies are available by request on a first come, first served basis. While you may request these items, final provisions are determined by availability and reservation date.

- | | | |
|---------------------------------------------------------|-------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Art Paint Palettes (20) | <input type="checkbox"/> Hair Dryer (2) | <input type="checkbox"/> Safety Glasses (4) |
| <input type="checkbox"/> Big Shot Sizzix Machine | <input type="checkbox"/> Iron | <input type="checkbox"/> Screen (Large or Small) |
| <input type="checkbox"/> Child Scissors | <input type="checkbox"/> Ironing Mats (2) | <input type="checkbox"/> Scissors |
| <input type="checkbox"/> Clay Machine Crank Roller | <input type="checkbox"/> Laptop | <input type="checkbox"/> Slide Controller |
| <input type="checkbox"/> Cutting Mats (4) | <input type="checkbox"/> Pencils/ Pens | <input type="checkbox"/> Toaster Oven (3) |
| <input type="checkbox"/> Dry Erase Board | <input type="checkbox"/> Pliers (4) | <input type="checkbox"/> Uplights |
| <input type="checkbox"/> Easel | <input type="checkbox"/> Podium | <input type="checkbox"/> Water Cups (Craft) |
| <input type="checkbox"/> Elmo Projector | <input type="checkbox"/> Projector | <input type="checkbox"/> Yoga Mats (4) |
| <input type="checkbox"/> Foam Exercise Block Assortment | <input type="checkbox"/> Rulers (Plastic) | |
- Art/ Craft Supply Box: *includes assortment of construction paper, colored pencils, miscellaneous paint tubes, etc.*
 - Glue Gun Supply Box: *includes assortment of roughly 20 small craft glue guns with provided glue sticks, etc.*
 - Scrapbook Supply Box: *includes assortment of adhesive, misc. paper scraps, paper cutters, rulers, pencils, etc.*
 - Sewing Supply Box: *includes assortment of pins, tape measure, sewing needles, etc.*
 - Miscellaneous Supplies: *includes an assortment extra supplies from previous classes.*

* Please send a request in advance if you are looking for particular items or supplies that may be suitable for your scheduled program. Pelican Park maintains a small inventory of miscellaneous supplies, historically including small beads, jewels, wood blocks, etc.

Additional Information

* Please note any additional information you feel Pelican Park needs to be made aware of regarding your proposed program above.

Notes
