



September 18, 2019

Dear Past and Potential Oxford Parks and Recreation Instructors,

We are currently planning our program schedule for the combined Spring 2020 and Summer 2020 semesters (May 1- August 31) and we would like to run your program. If you intend to teach during this time please fill out the Intent to Teach form completely (making additional copies as needed, so there is no more than one class per form) and attach any additional information that you feel is important to include in the brochure description. I will do my best to reserve the program location of your choice but please be flexible, as we are at the mercy of the school calendar and building availability so we may have to choose an alternate location and/or dates. The deadline to submit program information is **Friday, February 14**. If you are considering running sessions back-to-back, please leave a week or two off in between sessions in case make-up time/classes are needed, but be sure to work within the date limits set above. Remember, when using the schools, if there is no school on a day, we are not able to hold classes. To view the school calendar, visit the instructor information page on our website, [www.oxparkrec.org](http://www.oxparkrec.org).

Please make note of our submission process for all brochures: **The Intent to Teach paperwork MUST be turned in by February 14; this is a strict deadline!** Upon receiving your Intent to Teach form, I will arrange the provided information into our brochure format. Within two weeks, I will send out the exact description/prices/dates that will be in the brochure. **The description must be reviewed, initialed and returned to me no later than March 2.** In order for this system to work, I must have the Intent to Teach information returned by February 14. ***PLEASE NOTE:*** By missing this deadline, you have forfeited your reserved spot in our combined Spring 2020 and Summer 2020 brochure which will be **sent to print by March 20 and mailed on April 2, 2020.**

I look forward to working with you this season. The department is always looking for new ways to improve our programs. As a reminder, we offer online registration, please encourage your participants to try this fast and convenient way to register for your class! As always, thank you for your time and understanding regarding the importance of completing these forms and returning them before the above deadlines. If you have questions or concerns please contact me, (248) 628-1720 or email me at [laurensmith@oxparkrec.org](mailto:laurensmith@oxparkrec.org).

Sincerely,

Lauren Smith  
Recreation Developer  
Oxford Township Parks and Recreation