



Community Education

Class Proposal Form

Class Title: _____

Describe the class you are proposing (attach additional information if needed):

Describe the benefit the student will receive from your class:

Instructor's Qualifications & Experience:

Have you taught this class previously? ☐ Yes ☐ No
If yes, what enrollment did you have?

Please explain why you feel the program was successful:

Student Age: _____ Max # of Students: _____ Min # of Students: _____ # of Sessions: _____

Class Duration: _____ Hours per class for _____ weeks.

Preferred Class Day & Time: ☐ M ☐ T ☐ W ☐ Th ☐ F ☐ Morning ☐ Afternoon ☐ Evening

Room Requirements (tables, chairs, desks, sinks...):

Additional Equipment Needed (computers, internet access, projector, VCR, overhead):

Materials to be supplied by student:

Instructor and Supply Fees (what you expect to be paid per hour):

Other information you would like to share about your proposed class:

Contact Information

Name: _____ Email: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____