



# Hastings Community Education

## New Class Proposal

Please complete all items on this form and return it to the address listed at the bottom of this page. Use a separate form for each class you propose to teach.

**Please note:**

- All classes are scheduled at the discretion of the Community Education Staff.
- A submitted proposal is NOT an approved class. We will contact you only if we plan to schedule your proposed class.
- If your proposal is selected, you will be contacted by a coordinator to finalize arrangements and complete the necessary paperwork as a subcontractor for Hastings Community Education. A criminal background check may/may not be required.
- You do not need to resubmit a proposal for the same class each season - we keep all proposals on file and will contact you if we'd like to use it in the future.
- We schedule one season ahead (ex. if it is currently Spring, we are scheduling for Fall), according to the following deadlines:

Fall submissions - due June 15th  
 Winter/Spring submissions - due October 15th  
 Spring/Summer submissions - due January 15

<b>Instructor Name:</b>	
<b>Instructor E-Mail:</b>	
<b>Instructor Address (Street/City/State):</b>	<b>Zip:</b>
<b>Home Phone:</b>	<b>Work/Cell Phone:</b>

Proposed Class Information
----------------------------

<b>Suggested Class Title:</b>					
<b>Suggested Course fee</b> - Please provide an est. course fee (per person) you think should be charged for this class: \$					
<b>Propose Pay Requirements</b> - <input type="checkbox"/> Hourly <input type="checkbox"/> Contract/Percentage <input type="checkbox"/> Flat Fee Please indicate amount: \$ Note: Payment format and amount will be determined by Hastings Public Schools Community Education Department in conjunction with contracting practices.					
<b>Equipment</b> - Please indicate any special room or equipment needed (i.e. TV/VCR, slide projector, home ec. room):					
<b>Schedule:</b>					
Day(s) of week	# of weeks	Start date	End date	Start time	End time

Please indicate which season you would like to teach:

Fall (Sept-Dec)     Winter (Jan-Apr)     Spring (Apr-June)     Summer (June-Aug)

Are you interested in teaching:

Adults     Seniors (Daytime)     Youth     After School/Non-School Day Programs

Are you a certified classroom teacher currently teaching in Hastings Public Schools?  Yes     No

Are you currently employed by Hastings Public Schools?  Yes     No

Have you taught this course for other community education departments or agencies?  Yes     No  
If yes, please describe:

**Description of proposed class (75 words max.)** - Good class descriptions contain a short, catchy first sentence, information about what participants will gain from the class and any expectations about previous experience participants need to be successful. Also include pertinent biographical information, experience or certificates and something interesting that might attract potential participants:

**Teaching Method:**     Lecture     Group Discussion     Simulation/Demo     Hands-On  
**Describe:**

**What will students know by the end of the course?**

**Instructor Qualifications** - Please give a short summary of your background and qualifications, highlighting the experience you will bring to this class (proof of certification may be required):

**References:**

Name:  
Address:  
Organization/relationship:  
Phone:

Name:  
Address:  
Organization/relationship:  
Phone:

Your Name: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_