

147 North Broadway Albert Lea, MN 56007 Telephone (507) 379-4834 Mon-Fri 8:30-3:30

## Course Proposal

Phone (home) Cell Phone Email	Name		Is this your first time teaching?
Address	Phone (home)	Cell Phone	Email
Class time: Fromam/pm Toam/pm Start date:End date:  Day/s of the week:# of classes to be held:# of students per class: MinMax Ages of students (i.e. 13 and up, 18 and up) Type of room needed (gym, classroom etc.):			
Class time: Fromam/pm Toam/pm Start date:End date:  Day/s of the week:# of classes to be held:# of students per class: MinMax Ages of students (i.e. 13 and up, 18 and up) Type of room needed (gym, classroom etc.): Supplies on needed (gym, classroom etc.): Supplies needed (white board, sink etc.): Any supplies students need for class? Supplies you furnish for class: \$	Course Name		
Day/s of the week:	Description of Course:		
Day/s of the week:			
Ages of students (i.e. 13 and up, 18 and up) Type of room needed (gym, classroom etc.): Supplies needed (white board, sink etc.): Any supplies students need for class? Supplies you furnish for class: \$ /person	Class time: Fromam/pm	Toam/pm Start date:	End date:
Via Phone/e-mailDate  THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED. THANK YOU!  OR OFFICE USE ONLY (2018-2019):  New Employee Paperwork Complete	Ages of students (i.e. 13 and up, 17 Type of room needed (gym, classr Supplies needed (white board, sind Any supplies students need for classupplies you furnish for class: \$ Financial arrangement: 70/30 Adu 75/25 You	oom etc.):  k etc.):  ss?  /person W  th Programming Cost  th Programming  ing ( and New Instructors will n  W-9 Form- Independent Contr  OR  Complete Employee Paperwork  OR  Complete Employee Paperwork  (licensed teacher)  OR	Vill you need photocopies?st of classsteed to provide a): reactor k & \$20 for Background Check k & \$30 for Background Check
THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED. THANK YOU!  OR OFFICE USE ONLY (2018-2019):  New Employee Paperwork Complete	Instructor Signature	Date	Community Education Signature I
OR OFFICE USE ONLY (2018-2019):  New Employee Paperwork Complete	Via Phone/e-ma	nilDate	
New Employee Paperwork Complete	THIS FOR	M MUST BE COMPLETED, S	SIGNED AND RETURNED. THANK YOU!
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