



**Community
Education**

SHAWANO COMMUNITY EDUCATION Enrichment Class Proposal Form

Return to:
Shawano Community Education
1050 S Union Street
Shawano, WI 54166

Name: _____ Date _____

Email address: _____

Address: _____ City: _____ State/Zip: _____

Home phone: _____ Cell phone: _____ Work phone: _____

INSTRUCTOR INFORMATION

Briefly describe your background and qualifications to teach this course.

COURSE INFORMATION

Proposed Course Title:

Proposed day(s) of the week:	Preferred building/room type:
Proposed time-frame:	Special equipment/e.g., LCD projector
Maximum # of participants:	Total # of sessions:
Wage requested (60% reg., hourly, per student)	Anticipated costs – supply/material costs only:

Course description—this description will be published in Community Education magazine.
If materials are provided by either you or the participant, please include in course description.

<i>Breakdown of costs associated with course supplies/materials:</i>	<i>Estimated Cost</i>
Provided by instructor (material/supply fee for students)	
Provided by participants (supply list needed)	
Provided by Community Ed (cost will be added into reg. fee)	

Photocopying needs: Handouts – Number of pages _____