

## Community Education



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### Enrichment Specialist

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### Manager

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### Administrative Assistant

Allie Heisserer  
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## Program Timelines

The following timeline may help you in planning classes.

### Fall Catalog

Planning: May, June  
Catalog Mailing: Early-August  
Class Sessions: Late-Sept.-Mid-Dec.

### Winter/Spring Catalog

Planning: September & October  
Catalog Mailing: Mid-December  
Class Sessions: January-May

### Spring/Summer Catalog

Planning: January-February  
Catalog Mailing: Mid-March  
Class Sessions: April-August

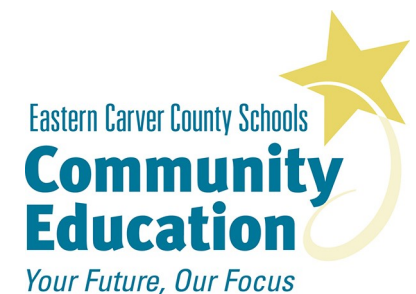
## Thank You!

Your expertise and creativity are appreciated. Please let us know how we can assist in providing an excellent experience for you and your students.

# Community Education



## PreK-12 Coach/Instructor Information



ce4all.org

# Community Education Eastern Carver County Schools

## Community Education

- Has activities for learners of all ages
- Supports the success of all learners through education, recreation, and enrichment
- Provides support so the District facilities are available to the community during non-school hours/days.

## District Sponsored Events Are:

- Sanctioned by Eastern Carver County Schools
- Covered by the District's liability insurance
- Managed by the District or Community Education *(all registrations and payments are processed through the District)*

## Minnesota State High School League Rule:

The District adheres to the MSHL rules including but not limited to, the use of funds and equipment, captains' practices, liability insurance, etc.

Visit [www.mshsl.org](http://www.mshsl.org) for complete rules.



[facebook.com/ce4all](https://www.facebook.com/ce4all)



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## Community Education Provides:

- Priority access to District facilities and resources
- Liability insurance
- Marketing materials
- Processing/maintenance of registrations
- Tracking results
- Scholarships/Financial Aid
- E. Carver Co. Schools affiliation
- Administrative duties
- Budget development and maintenance

## Community Education Activities Are Flexible!


- Activities can run anywhere from 30 minutes to 3-hours, it is up to you depending on the type of activity.
- Activities can be a one-time event or a series of classes/practices.
- You set the maximum and minimum number of participants.
- Pay rates vary and are negotiable.

## Getting Started

If you are interested in teaching a class for District 112 Community Education please complete a course proposal and forward it to the appropriate program specialist. In addition to the course proposal the following are always welcome:

- Brief Instructor Biography
- Course Outline/Syllabus
- Any other supporting material

You will receive a confirmation letter with your classroom assignment and description to proof prior to the catalog going to print. Please be sure to contact us with any updates or changes.



### Activity Proposal

**INSTRUCTOR INFORMATION:**

<b>Name:</b> _____	<b>Company:</b> _____
<b>Address:</b> _____	<b>City/Zip:</b> _____
<b>Email:</b> _____	<b>Daytime Phone:</b> _____
<b>Preferred Contact:</b> <input type="checkbox"/> Email <input type="checkbox"/> Phone	<b>Other Phone:</b> _____

Instructors: Please attach a brief biography reflecting credentials/experience as well as a photo. Information will appear on our website.

**COURSE INFORMATION:**

Course Title:				Preferred Grades:		Minimum Students:	
School/Location				Day of week		Maximum Students:	
Start date	End date	Skip dates	# of sessions	Begin time	End time		

**COURSE DESCRIPTION:** (Brief, persuasive, & fun; stress personal benefit to participant.) Please keep your text brief, we reserve the right to edit.

**SPECIAL INSTRUCTIONS:**

Suggested Activity Schedule: (Use practice dates, game dates, tournaments, etc., if applicable)

<b>Your Fee to Teach:</b> _____	<b>Supply Cost to Participant:</b> _____
<b>Supplies Students Must Bring:</b> _____	<b>Equipment Needed:</b> _____

One part of our mission in Community Education is to meet the needs of underserved populations and to increase opportunities to those that may not otherwise experience them. As we contribute scholarship dollars to this cause, we are hopeful that you and/or your business will do the same in order to best meet the needs of this community. Please indicate the number of students you will accept into this class on partial or full scholarship. # of Full scholarships allowed for this class: \_\_\_\_\_ # of Partial scholarships allowed for this class: \_\_\_\_\_ Thank you so much for partnering with Community Education to offer quality experiences to ALL community members.

**For Office Use Only:** CLASS # \_\_\_\_\_ TUITION/FEE \_\_\_\_\_ CLASS CATEGORY: \_\_\_\_\_  
 Inst. Payment Amt \_\_\_\_\_ per student, per class, per hour, or percentage Budget Code: YEMS HS Enrich  
 STATISTICAL REPORT: Non-Credit Gen Interest Youth Arts/Humanities Youth Health/Safety Youth Team Sports/Athletic Sum School

Return completed form to: Nicolette Abel [nabel@district112.org](mailto:nabel@district112.org); Jim Rejek [jrejek@district112.org](mailto:jrejek@district112.org); Paul Pearson [ppearson@district112.org](mailto:ppearson@district112.org); or Jenny Bodurka [jbodurka@district112.org](mailto:jbodurka@district112.org)  
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