

Austin Community Education Class Planning Form: Spring 2020

Name: _____ Phone: _____

Email: _____

Address: _____

- I would like to teach a course.
- I can't be involved at this time, please contact me for other sessions.
- I am not interested in teaching a community education course; please remove my name from your list.

Instructor Fee (check one):

- \$15 per hour of classroom instruction
- Flat fee (negotiated with Community Education) \$ _____
- Approximate cost of supplies if required _____
- No Cost

****Community Education determines the price of the class that will be charged. This may/may not be what you suggest as our costs are required to be added.

Class Title: _____

ClassDescription: _____

Ages/Grades class is for: _____

Number of Classes: _____ Preferred Time of Classes: _____

Minimum/Maximum Class Size: _____ Preferred Day: _____

Dates Class will be offered: _____

Room Requirements: _____

Material and supplies requested from Community Education: _____

Materials and supplies required for participant to bring to class: _____

Spring 2020 classes will be offered mid March-the end of May. Completed class planning form submission deadline to the CE office Thursday, February 6th. ** Community Education will set the final price for class.**

Please return completed form to: Teri Wermager
teri.wermager@austin.k12.mn.us
Community Learning Center
912 1st Ave NE
Austin, MN 55912