



## Class Proposal

Please complete all items on this application. Use a separate application for each class you propose to teach. Please note:

- All classes are scheduled at the discretion of the Community Education office.
- Classes should be scheduled M-F beginning 4:30pm or later, or Saturdays. \*Summer times are more flexible.
- 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 to finalize arrangements and complete the necessary paperwork. If you are not an employee of Mustang Public Schools, a criminal background check will be required.
- Class supplies, copies, etc. will be the responsibility of the instructor. Supplies can be listed as requirements for enrollees to purchase prior to the start of class.
- Community Education will split course registration with the instructor; instructor receives 70%, Comm. Ed. receives 30%.
- You do not need to resubmit a proposal for the same class each session - all proposals will be kept on file.
- Classes will be scheduled one season ahead (ex. if it is currently Spring, we are scheduling for Fall), according to the following deadlines: **June 15 for Fall (Sept.1 – Jan. 31) and Dec. 15 for Winter/Spring (Mar.1 – July 31)**. We encourage you to plan ahead and turn in new dates/times/ideas as early as possible.

Title of Class: \_\_\_\_\_ Age/Grade Specifications: \_\_\_\_\_

Please give a brief description of the class for the catalog. Be specific about what participants will learn and how it will benefit them.

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Class date(s): \_\_\_\_\_ Number of sessions: \_\_\_\_\_ Cost: \$\_\_\_\_\_

Class start time: \_\_\_\_\_ am/pm Class End Time: \_\_\_\_\_ am/pm Class Minimum: \_\_\_\_\_ Class Maximum: \_\_\_\_\_

Supplies required for class: \_\_\_\_\_

Prerequisite: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ Business/Organization Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Instructor Bio:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Needs (tables vs. desks, projector, SmartBoard, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office use:  W9  Contract  Eleyo  Folder  Calendar  Catalog  Space Reserved  Background Check

Return to: [communityed@mustangps.org](mailto:communityed@mustangps.org) or by mail to 12400 SW 15<sup>th</sup> St, Yukon, OK 73099.

Questions: Email [communityed@mustangps.org](mailto:communityed@mustangps.org) or call 405-376-7843.