



## Work with Us!

### Benefits of partnering with Community Education

#### PUBLICITY/MARKETING

Under partnership options one and two, Community Education will assist in publicity/marketing including: online and printed catalogs, electronic flyers, social media and more. Regardless of the chosen option, information should not be publicized until proposal form and/or permits are approved.

#### REGISTRATION

Under options one and two, registration and fees are facilitated on our online registration system through Community Education. Additionally, Community Education will provide live support for registration and program administration.

#### EQUIPMENT

The District has a limited supply of equipment available upon request. Requests for equipment must be approved prior to the program. In the event of damaged or missing equipment, a replacement fee will be charged to the program provider.



#### ADDITIONAL INFORMATION

##### Supervision:

Instructor/vendor/rentals(s) are required to provide comprehensive supervision for participants at all times and in all locations including hallways and rest rooms. Failure to provide adequate supervision may result in the cancellation of the remainder of the Community Education programs.

##### Accommodations needs:

Each vendor/instructor is required to provide reasonable accommodations to participants with accommodation needs. A program registration cannot be cancelled due to a special accommodation request.

##### Insurance:

Under option one, instructors are covered under the District's liability insurance policy. Under options two and three, vendors/renters must provide their own liability insurance.

##### Rental charges:

Under option three, program organizer is required to pay the appropriate facility charges as described in the Facility Use brochure.

# COMMUNITY EDUCATION PROGRAM PROPOSAL

## DEFINITIONS & PROCEDURES



#MVCELearningTogether

[moundsviewschools.org/communityeducation](https://moundsviewschools.org/communityeducation)



For more details: 651-621-6020

*for more info*

[moundsviewschools.org/communityeducation](https://moundsviewschools.org/communityeducation)



# Community Education Partnership Options

## OPTION 1:

### Community Education instructor

An hourly wage would be paid as determined by Mounds View Community Education. It may include a preparation time for your program. Community Education determines the program fee and minimum number of participants. Programs will be covered under district liability insurance. This option is recommended for internal and independent instructors.

## OPTION 2:

### Community Education vendor

Prior to all bills, 25% of gross revenue produced by the program will be retained by Mounds View Community Education. Vendors are responsible to:

- carry their own liability insurance and be able to provide documentation.
- pay their instructors/staff.
- ensure their staff and individual instructors (individual service workers) working within our MVPSDCE programs pass a criminal history background in accordance with The Minnesota Child Protection Background Check Act (299C.60-64) and provide documentation.

## OPTION 3:

### Facility rental

Individuals and groups may opt to run their program independent of the District. A facility use charge would be assessed. The organization or instructor would be responsible for all aspects of the program. Additionally, the organization or instructor will need to provide proof of insurance.

## Becoming a Community Education Instructor or Vender offers the following benefits:

- Program promotion/marketing which may include school and District newsletters, printed and electronic catalogs, Peachjar flyers, social media and direct email marketing.
- Use of facility
- Custodial staff
- Book - keeping
- Registrations, fees, refunds, and class rosters handled by Community Education.
- Support personnel
- Financial assistance for participants
- Accommodation needs support, such as interpreters or paraprofessionals, paid for by Community Education.



## How to Submit your proposal

1. Determine which partnership option best fits you or your organization.
2. Gather your program details: description, learning outcomes, dates, times, building, grade/age, staff ratios, material/supplies expenses, minimum and maximum number of students, instructor biography and space needs.
3. Visit [moundsvIEWSchools.org/CE/teach](https://moundsvIEWSchools.org/CE/teach) and submit your proposal.

