



## 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. Duplicate classes prohibited; refer to Instructor Handbook page 10 for additional information.
- 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. 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. See handbook for details.
- 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/Winter (Sept. 1 – Jan. 31) and Dec. 15 for Spring/Summer (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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Class start & end time: \_\_\_\_\_ am/pm Class Minimum/Maximum: \_\_\_\_/\_\_\_\_ Enroll Deadline: \_\_\_\_7 days \_\_\_\_ 2 days

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.) Please list if you use a MacBook or a Windows device:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return to: [communityed@mustangps.org](mailto:communityed@mustangps.org) or 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.

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