



3 Easy Ways to Submit Your Course Proposal:

1. Type your entries into the form, save it, & email it to: connie.elvin@district196.org
2. Print the form, fill it out, and mail it to:
District 196 Community Education
Attn: Youth Programs
15180 Canada Ave
Rosemount, MN 55068
3. Print the form, fill it out, and fax it to (651) 423-7930



Youth Class Planning Form

Date Submitted _____

Personal Information

Instructor Name: _____

Address: _____ City: _____ State/Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

Select One: Volunteer Fee for Service

Employee #: _____

Class Information *(please fill out a separate form for each class you plan to teach)*

A. Please describe your class preferences here:

Number of Class Meetings	Time Preferred	Class Size <i>(minimum/maximum)</i>	Day/Evening of the Week	Building Preferred	Special Room Request

B. Suggested class title:

C. Target Audience/Age

Adult Parent/Child Pair Family Children*

*If this class is for children, what age/grade group? _____

D. What benefit(s) will students receive from this class (skills learned, projects completed, etc.)?

E. What is the class format (lecture, workshop, demonstration, etc.)?

F. Please describe the main topic areas below:

Meeting	Major Topic Areas
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

G. Please provide a brief class description (40 words or less):

H. Check the sessions(s) you may want to teach this class: Fall Winter Spring

Supplies

A. What should the student bring to class (if anything)?

B. Are there materials which should be included in the class fee? Yes No

If yes, what are they and how much do they cost per student?

C. Will you need duplicating done? Yes No

D. If students are to purchase all or additional class supplies on their own, how much will they cost?

E. Do you need any audiovisual equipment? Yes No

If yes, list equipment and date(s) needed:

Biography

Please provide a brief biography of yourself relating to this class (25 words or less):

Prep Time

A. Do you have set-up time that requires you either to arrive early at the class site or complete a specific task beyond normal preparation (food shopping, etc.)? Yes No

If yes, please describe nature and amount of prep time requested:

If you have questions regarding this form, please call Connie Elvin, Youth Program Coordinator, at 651/423.7927