



**Workforce & Economic Development  
COMMUNITY EDUCATION CLASS PROPOSAL FORM**

**This Form must be filled out completely**

If you have any questions please feel free to contact WED at 304-424-8383 or via e-mail at [wed@wvup.edu](mailto:wed@wvup.edu)

<b>Instructor Name:</b> _____	
<b>Instructor Address:</b> _____	
<b>Phone:</b> _____	<b>Mobile Phone:</b> _____
<b>Email:</b> _____	
<b>Business Name (if applicable):</b> _____	

**Class Title:** \_\_\_\_\_

**Class Description:**

Write a description which would be used for advertising your class. Descriptions should include any materials or equipment students must bring to class (ie: Yoga mats, craft tools, digital camera, etc.) Special Material Fees: Fees for special Materials should be included in your class description.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Class Outline:**

Briefly state the outline of the class. How will you fill the time, what will participants learn?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Facility Needs:**

What kind of space and equipment do you need WED to provide?

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**Enrollment Capacity:** \_\_\_\_Maximum \_\_\_\_Minimum (to be determined by coordinator)

**Age requirements for participants:** \_\_\_\_\_

**Days of the Week and times of availability to teach?**

\_\_\_\_ Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_ Saturday

\_\_\_\_ Mornings \_\_\_\_ Afternoons \_\_\_\_ Evenings

**Total hours required for this class** \_\_\_\_\_

**If class will be broken into more than one session, please state how many days and hours each day it will be taught:**

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**Please note:**

- Paperwork will be required in advance of the class running.
- Classes will run with administration approval and if minimum number of students enroll.
- Personally photographed examples of course related items would be helpful if available.

**TO BE COMPLETED BY COMMUNITY EDUCATION STAFF:**

**Date(s) of Class:** \_\_\_\_\_

**Times of Class:** \_\_\_\_\_

**Location:**

- On-boarding complete
- Payment authorization complete
- R25 Notification with any set up/tear down instructions

