



**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 Logan Mace at 304-424-8383

Instructor Name: _____	
Instructor Address: _____	
Phone: _____	Mobile Phone: _____
Email: _____	
Business Name (if applicable): _____	

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?

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

Please Lists Specific times: _____

Please note:

- An application and new hire job packet will be required to be completed in advance.
- Classes will run with administration approval and if minimum number of students enroll.

TO BE COMPLETED BY COMMUNITY EDUCATION STAFF:

Date(s) of Class: _____

Times of Class: _____

Location:

- Resume/Transcript (if required)**
- New Hire Packet**
- Contract/Purchase Requisition**
- R25 Notification with any set up/tear down instructions**

