

St. Louis Park Community Education – Adult Enrichment Class Proposal Form

Please complete this form or use your own form including this information and return to:

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 6715 Minnetonka Boulevard, St. Louis Park, MN 55426 Fax: 952-928-6447

Instructor Information

Name _____ Phone Number (s) _____

Address _____ City _____ State & Zip _____

E-mail Address _____ Class Related Blog, Website, Facebook page, etc: _____

I am fluent in a language other than English: _____

I am interested in teaching this or another class in this language

Optional Demographic Information:

Date of Birth: _____ Gender: Female Male Other _____

Race/Ethnicity: American Indian/Alaskan Native Asian Black/African American/African
 Hispanic/Latino Native Hawaiian or other Pacific Islander White Other

First Time Proposal? Please attach a résumé or summary of qualifications.

Course Information Class Maximum _____ Class Minimum _____

Requested Instructor fee: _____ (this can be per person, per hour, flat fee, or other arrangement)

This is the fee you are requesting as the instructor; Community Ed will set the student fee for the class.

This Class will be held: In-Person Online using: _____ (Zoom, Google Meet, YouTube, etc)

Course Title	# of Sessions	Day(s) of Week	Set-up Time	Start-End Time	Clean-up Time	Room Type	Start Date	End Date	Skip Dates

Course Description: Brief description as you wish it to appear in the Community Education brochure. *Remember, you are selling your class – make it interesting and include benefits to the students.* If participants are expected to bring anything to the class, wear special clothing or if there is a supply fee please indicate that information as well. (Descriptions may be edited for space or content.)

Instructor Bio:

Facilities and Equipment

Technology or audio-visual equipment (limited availability): _____

Special Facility needs: _____