

# 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.)

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## Instructor Bio:

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## Facilities and Equipment

Technology or audio-visual equipment (limited availability): \_\_\_\_\_

Special Facility needs: \_\_\_\_\_