



North Light Community Class Proposal Form

North Light Community Center is always interested in new ideas for classes and we accept proposals all year. Before submitting your proposal, look through our website to get an idea about the kind of classes we offer, number of weeks per class, price ranges, etc.

DEADLINES:

February 1: Spring (late April-June)

August 1: Fall (late Sept.-mid-Dec.)

October 1: Winter (late Jan.-March)

First Name: _____ Last Name: _____

Address: _____

Email: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

What contact information may we provide to students? Day # Evening # Email

Do you have a website? If so, please provide the URL: _____

Course/Program Description: Write a specific 50-100 word description. This may be included on North Light's website and should include what will be gained from taking the course, topics to be covered, etc. Put yourself in the students' shoes. What will students get out of the class? Why should they take this class? _____

Teacher bio: Provide a biographical statement about yourself, your experience and why you're qualified to teach this class. _____

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What day(s), date(s), and time of day would you like to teach the class? Please be specific:

What age group/gender are you teaching? _____

How long would the class be? One hour, two, longer? _____

Number of weeks/session: _____

Material fee? Yes No If yes, how much? _____

What is the maximum number of students you can have in a class? _____

Do you have any special classroom needs? (Internet, projector, etc.)
