

COMMUNITY EDUCATION CLASS PLANNING

Dietert Center Club Ed, Kerrville TX

Office Use
Price _____
Loc _____
Entered _____

Class Title _____

Total No. of sessions in the class _____ Length of Each Session _____ hrs.

No. of students (min) (max) _____ Age limits _____

Preferred Day(s) of the Week _____ Preferred Starting Time _____

Preferred Dates (If your first date is not available the second date will be used):

1st choice _____ 2nd choice _____

Special Location/Equipment _____

Instructor Name _____

Address _____

Day Phone _____ email _____

SALARY: Check ONE PLEASE:

- Pay me hourly rate of \$ ___ per hour for class time
- Pay me a fixed rate of _____ per student
- I would prefer other payment arrangements - please contact me
- Please donate my salary back to the program

Office Use
Salary _____

SUPPLIES: We must know in advance if you will use supplies. Check any that apply:

- | | <u>Type of supply</u> | <u>Approx. cost</u> |
|--------------------------|---|-----------------------------|
| <input type="checkbox"/> | Each student must purchase _____ | @ \$ _____ from teacher |
| <input type="checkbox"/> | Each student must purchase _____ | @ \$ _____ on their own |
| <input type="checkbox"/> | Include these supplies _____ in class tuition | @ \$ _____ per student |
| <input type="checkbox"/> | Include these supplies _____ in class tuition | @ \$ _____ for entire class |
| <input type="checkbox"/> | Must attach a new supply list (if used) - EVEN IF it's the same list you gave us before | |

Attach an **80-word** description of your class that can be used in the brochure.

It's how we sell your class! It is also how we place students at the correct level.

Attach a short biography relating to your expertise and experience in the subject.

If you are teaching somewhere besides Dietert or the Auld Center, attach driving directions or map

Return to Dietert Club Ed • 451 Guadalupe St. • Kerrville, TX 78028

830-792-4044 · FAX 830-896-4968 · clubed@dietertcenter.org

Name of Course:

Course Description (80 words approx.):

Name of Instructor:

Biography: