



### Class Proposal

Please complete all items on this application. Use a separate application for each class you propose to teach. Please note:

- All classes are scheduled at the discretion of the Community Education office.
- Classes should be scheduled M-F beginning 4:30pm or later, or Saturdays.
- A submitted proposal is NOT an approved class. We will contact you only if we plan to schedule your proposed class.
- If your proposal is selected, you will be contacted to finalize arrangements and complete the necessary paperwork. If you are not an employee of Mustang Public Schools, a criminal background check will also be required.
- Community Education will split course registration with the instructor; Comm. Ed. receives 30%, instructor receives 70%.
- You do not need to resubmit a proposal for the same class each session - all proposals will be kept on file.
- Classes will be scheduled one season ahead (ex. if it is currently Spring, we are scheduling for Fall), according to the following deadlines: **June 15 for Fall (Sept.1 – Dec.17), Nov. 15 for Winter/Spring (Feb.1 – Apr.3), Feb. 15 for Summer (May 1 – July 30)**

Title of Class: \_\_\_\_\_ Age/Grade Specifications: \_\_\_\_\_

Please give a brief description of the class for the catalog. Be specific about what participants will learn and how it will benefit them.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Class date(s): \_\_\_\_\_ Number of sessions: \_\_\_\_\_ Cost: \$\_\_\_\_\_

Class start time: \_\_\_\_\_am/pm Class End Time: \_\_\_\_\_am/pm Class Minimum: \_\_\_\_\_ Class Maximum: \_\_\_\_\_

Supplies required for class: \_\_\_\_\_

Prerequisite: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ Business/Organization Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Instructor Bio:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Technology Needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office use:  W9  Contract  Eleyo  Folder  Calendar  Catalog  Space Reserved

Return to: [communityed@mustangps.org](mailto:communityed@mustangps.org) or by mail to 12400 SW 15<sup>th</sup> St, Yukon, OK 73099.  
Questions: Email the above email address or call 405-376-7843.