



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.
- 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.
- 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: **July 6 for Fall (Sept - Dec), November 30 for Winter/Spring (Feb - Apr), February 26 for Summer (May - July)**

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 Final Proposal Folder Calendar Catalog Space Reserved

Return to: communityed@mustangps.org or by mail to 12400 SW 15th St, Yukon, OK 73099.
Questions: Email the above email address or call 405-376-7843.