



## CLASS PROPOSAL

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
Last First MI Street City State Zip

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ Have you instructed this class before?  Y  N

**Class Title:** \_\_\_\_\_ **STUDENT Min:** \_\_\_\_ **Max:** \_\_\_\_

Please limit titles to 35 characters.

**Class Description:** Limit to approximately 200 characters for the printed catalog, additional class information can be posted online.

**2020-21 SCHEDULES:** Fall: 9/13/21 - 10/21/21 (6 Weeks); Proposal deadline: July 28, 2021  
Winter: 1/24/22 - 3/17/22 (8 Weeks); Proposal deadline: Nov. 12, 2021  
Spring 4/18/22 - 5/12/22 (4 Weeks); Proposal deadline: Feb. 25, 2022

*\*Please note - Your class does NOT need to run the full length of the session.*

SESSION	DAY	TIME	REQUESTED DATES	LOCATION	STUDENT AGE
<input type="checkbox"/> Fall	<input type="checkbox"/> Monday	<input type="checkbox"/> 6:30 - 7:30 PM		<input type="checkbox"/> Hillside	<input type="checkbox"/> Adult (18+)
<input type="checkbox"/> Winter	<input type="checkbox"/> Tuesday	<input type="checkbox"/> 6:30 - 8:00 PM		<input type="checkbox"/> Timberline	<input type="checkbox"/> Youth
<input type="checkbox"/> Spring	<input type="checkbox"/> Wednesday	<input type="checkbox"/> 6:30 - 8:30 PM		<input type="checkbox"/> West	<input type="checkbox"/> Youth & Adult
	<input type="checkbox"/> Thursday	<input type="checkbox"/> 7:30 - 8:30 PM		<input type="checkbox"/> No Preference	<i>Specify age:</i>

Instructors teaching students age 17 or younger (without an adult present) MUST allow the Boise School District to conduct a background check, (REGARDLESS of any previous background checks conducted by other organizations), which includes being fingerprinted for an FBI Criminal History Check.

### Materials:

- Students will purchase the materials listed below.  
 Instructor will purchase the materials listed below and be reimbursed by Community Education.

Item	Vendor (where purchased)	Quantity	Cost (per student)
(Attach list of additional items, if necessary)		<b>TOTAL</b>	

**Room Requirements:** (open space, kitchen, etc.) \_\_\_\_\_

**Equipment Needs:** (computer, projector, TV, etc.) \_\_\_\_\_

**Instructions for Students:** (items to bring to class) \_\_\_\_\_

**ASSISTANT:** (Anyone assisting you with this class; must complete an Instructor Application)

First Name	Last Name	E-mail	Phone	Alternate Phone

(Attach list of additional names, if necessary)

I verify that I have read and understand the Boise School District Community Education Program Volunteer Instructor Agreement and have designed my class to meet the established criteria.

\_\_\_\_\_  
VOLUNTEER Instructor's Signature

\_\_\_\_\_  
Date