



# Class Proposal Form

All class proposals will be reviewed by the Cardinal Community Learning Center director. If the class proposal meets the criteria of the program mission, it will be approved and added to class offerings.

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

Please give a brief description (30-100 words) of the class for the catalog. Be specific about what participants will learn and how it will benefit them. Also list supplies participants will need to bring to class (if applicable).

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Class Date(s) \_\_\_\_\_ Day(s) of the Week \_\_\_\_\_ # of Sessions: \_\_\_\_\_

Class Starting Time/Ending Time \_\_\_\_\_

Minimum # of Students: \_\_\_\_\_ Maximum: \_\_\_\_\_

Registration fee for class: \$ \_\_\_\_\_ Materials fee: \$ \_\_\_\_\_

If payment is required, who should the check be made payable to?

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Please list any Audio/Visual equipment or materials that you may need for your class (i.e. DVD/Monitor, LCD Projector, class handouts, textbooks, sink access, etc.):

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**NOTE:** If you need copies of class handouts, please send originals to the Community Education Office no later than 10 days before the beginning of your class.

Instructor's Name: \_\_\_\_\_

What business, if any, are you representing: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business/Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Have you taught for any other Community Education programs? YES / NO

If yes, which district(s)? \_\_\_\_\_

**Names of three references:**

- |    |       |       |              |
|----|-------|-------|--------------|
| 1. | _____ | _____ | _____        |
|    | Name  | Phone | Relationship |
| 2. | _____ | _____ | _____        |
|    | Name  | Phone | Relationship |
| 3. | _____ | _____ | _____        |
|    | Name  | Phone | Relationship |

**Return proposals to:**

Jenny Schafer, Community Education Coordinator  
Cardinal Community Learning Center  
140 W. Elm St.  
Chippewa Falls, WI 54729

*Or via email to [schafejl@chipfalls.org](mailto:schafejl@chipfalls.org)*

**NOTE:**

Instructors leading Cardinal Community Education classes are obtained for the sole purpose of sharing a special skill, talent or expertise on a subject matter. As part of the CFASD, we cannot endorse the opinions expressed or products represented by the individual or organization leading the class or activity. Instructors can represent their business/organization but are not allowed to use the teaching opportunity as a way to promote their business/organization or the products they represent.