

**Casper College Community Education  
Proposal to Teach**

**Name** \_\_\_\_\_

**Phone (H)** \_\_\_\_\_ **(C)** \_\_\_\_\_

**Address** \_\_\_\_\_  
                                Street                                City                                State                                Zip

**E-mail Address** \_\_\_\_\_

**Class Title** \_\_\_\_\_

**Description:** Describe your proposed class as you would like it to appear in the Community Education catalog. Descriptions need to be long enough to accurately explain the class but cannot exceed 120 words. We reserve the right to edit as needed. Please NO rhetorical questions.

\_\_\_ Please check here if you would like to use previous description

**Target audience** \_\_\_\_\_ **Maximum number of students** \_\_\_\_\_

**Preferred day of the week to teach** \_\_\_Sun \_\_\_ Mon \_\_\_Tues \_\_\_Wed \_\_\_Thurs \_\_\_Fri \_\_\_Sat

**Preferred time to teach** \_\_\_\_\_ a.m/p.m.

**Length of each class session** \_\_\_ 1 hr \_\_\_ 1.5 hrs \_\_\_ 2 hrs \_\_\_ 2.5 hrs Other \_\_\_\_\_

**Length of the class** (1 day, 6 weeks, etc.) \_\_\_\_\_

**Preferred date(s)** \_\_\_\_\_

**Room requirements** (classroom, lab, desks or tables, etc.)

**List any equipment** (overhead projector, laptop, etc.) **you will need.**

**List any supplies or books the students will need to bring with them to class.**

**List any supplies you will need for the class and the approximate cost if known.**

**Will you be purchasing materials for which students will need to provide payment to you? \_\_\_\_\_**

**If so, what will the fee be? \_\_\_\_\_**