

# Northfield Community Education & Recreation Class Data Sheet

Class Title: (As you would like it to appear in the brochure. Please use less than 6 words. Use a separate sheet for each class)
---

Instructor Name:			
Address:	City:	ST:	Zip:
Home Ph:	Work Ph:	Email:	

Class Date(s):	Class Time(s):	No. of Sessions:
The registration deadline is usually 2 business days before the class date. Do you need an earlier registration deadline? <input type="checkbox"/> Y <input type="checkbox"/> N If so, what date:		Number of learners? Min:                      Max:
Does your class require a special release form to be completed? <input type="checkbox"/> Y <input type="checkbox"/> N	Special equipment needs:	
Do you have a favorite classroom? <input type="checkbox"/> Y <input type="checkbox"/> N If so, which one?	Amount of set-up/take-down time needed:	

Will your class require supplies? <input type="checkbox"/> Y <input type="checkbox"/> N	How much are the supplies per learner? \$
Will you be purchasing these supplies for the learners? <input type="checkbox"/> Y <input type="checkbox"/> N If not, what supplies are required	

Class Description: (approximately 60 words)
---

<b>For Office Use Only:</b> <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring/Summer <input type="checkbox"/> Adult <input type="checkbox"/> Youth			
Class Number:	Class Fee: \$	Learner Max:	Learner Min:
Bus Fee: \$	Price per ticket: \$	Bldg/room #	Bldg Permit #
Registration deadline:		Supply list/Signature required: <input type="checkbox"/> Y <input type="checkbox"/> N	
Payment to Instructor: <input type="checkbox"/> Per Hour Hourly rate: \$            x Hours worked            = Total Pay \$			<input type="checkbox"/> Per Participant Rate per participant \$
Notes to Secretary:			