



COMMUNITY EDUCATION CENTER

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**Community Education Enrichment Class Proposal Form**

Class Title: <i>As you would like it to appear in the brochure</i>			
Instructor Name:			
Address:	City	State	Zip
Cell Phone	Email		
Class Date(s):			
Class Time(s):		# of sessions:	
The registration deadline is usually 2 business days prior. Do you need additional days? If so, how many?		Number of participants: Minimum: Maximum: Age or Grade Range of Participants:	
Does your class require a special release form?		Equipment needs ( <i>projector, white board, open space</i> )	
Do you have a preferred school building or room?		Amount of set up time needed:	
Please list your fee per registration for this class ( <i>Community Ed will add \$10-15 to this amount to cover admin, advertising and brochure costs</i> ):			
Class Description: <i>please limit to 60 words</i>			

Send completed form to [mmoser@northfieldschools.org](mailto:mmoser@northfieldschools.org)