



COMMUNITY EDUCATION CENTER

Marianne Moser, Enrichment Coordinator
700 Lincoln Parkway Northfield, MN 55057
507.664.3648
mmoser@northfieldschools.org

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:
Does your class require a special release form? <input type="text"/>	Equipment needs (<i>projector, white board, open space</i>)
Do you have a preferred school building or room?	Amount of set up time needed:

Will your class require supplies? <input type="text"/>	What is your fee for the class? Is this a Flat fee or per participant?
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Class Description: <i>please limit to 60 words</i>
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Send completed form to mmoser@northfieldschools.org



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For office use only: BROCHURE CYCLE:		ADULT	YOUTH
CLASS #	CLASS FEE:	ENROLLMENT MAX MIN	
REGISTRATION DEADLINE	FLAT FEE OR PER PARTICIPANT		