

## COURSE PROPOSAL 2021-2022

Name: \_\_\_\_\_ Is this your first time teaching? \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course description (40-120 words):

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Class time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Day(s) of the week: \_\_\_\_\_ Number of classes held: \_\_\_\_\_ Min \_\_\_\_\_ Max \_\_\_\_\_

Age range for class: \_\_\_\_\_ Type of room needed (gym, classroom): \_\_\_\_\_

Supplies needed (white board, projector, sink): \_\_\_\_\_

Supplies students need to provide: \_\_\_\_\_

**\*\*\*Please consider the cost of any supplies into the Amount Paid to Instructor\*\*\***

**Financial arrangement:** 70/30 Adult Programming  
75/25 Youth Programming

Fee to Participant (100%): \_\_\_\_\_

Amount to Instructor (70/75%) \_\_\_\_\_

Amount to Community Ed (30/25%): \_\_\_\_\_

W-9 Form- Independent Contractor  Complete Employee Paperwork & \$25 for Background Check

Previous Instructor with ALCE or Albert Lea School District Employee

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ALCE Signature

\_\_\_\_\_  
Date

**OFFICE  
USE ONLY**

Via:  In-person  Email  Phone New Employee Paperwork Completed:  Date: \_\_\_\_\_