

**INSTRUCTOR INFORMATION:**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_

108 6th Ave South  
Princeton, MN 55371  
763-389-5522  
wendy@cmnartcoop.com



**CLASS PROPOSAL FORM**

PLEASE COMPLETE ALL PORTIONS OF THIS FORM. ATTACH ADDITIONAL SHEETS IF NECESSARY

**TITLE OF CLASS:** \_\_\_\_\_

**CLASS DATES AND TIMES:** \_\_\_\_\_

**BRIEF PARAGRAPH FOR MARKETING PUBLICATIONS (60 WORDS OR LESS):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE ATTACH PHOTO OF COMPLETED PROJECT (if available)

**DETAILED CLASS DESCRIPTION (OPTIONAL):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Min. # of Students:** \_\_\_\_\_ \* **Max. # of Students:** \_\_\_\_\_ **Min. Age:** \_\_\_\_\_ \*\* **Max. Age:** \_\_\_\_\_

**CLASS SUPPLY LISTS**

**MATERIALS PROVIDED BY INSTRUCTOR:** \_\_\_\_\_

**STUDENT MUST ALSO BRING:** \_\_\_\_\_

\_\_\_\_\_

**COST OF SUPPLIES PER STUDENT TO BE INCLUDED IN CLASS FEE:** \_\_\_\_\_

For example, if you are teaching a ceramics class, cost of clay, glazes, etc will need to be included in the class fee.

**PAYMENT**

Instructors will be paid \$25/ hour for an agreed upon class period. One hour prep time will be paid for classes over 2 hours per day.

**OTHER CONSIDERATIONS**

By completing this form, the Instructor agrees to provide quality programming for CMAC students and acknowledges the following: Instructors are expected to arrive at the site no later than fifteen (15) minutes prior to the beginning of each class and remain on-site until students have departed or make arrangements with CMAC staff member. Instructors are responsible for supervising students during class.

- \* If a class does not have a minimum number of instructor-required students enrolled 72 hours prior to the start of the class, the class may be cancelled.
- \*\* If you are planning to teach children under 13, you must provide a Criminal History Report (Background Check).