

Community Education Class Proposal Form

Duluth Township Community Education
5926 Ryan Rd. Duluth, MN 55804
218-525-0663 ext. 300 or EducCoordinator@duluthtownship.org

Instructor Name: _____ Date Submitted: _____

Address: _____

Phone: _____

Email: _____

Proposed Class Title: _____

Proposed Class Description: _____

Number of class sessions needed and suggested times: _____

What days of the week and dates would work best for you? _____

Minimum number of Students you would want: _____

Maximum number of Students you would want: _____

Costs:

Suggested course cost per student: _____

Your fees: _____ (per student or flat rate)

Keep in mind that our goal is to provide affordable opportunities for area residents and yet provide compensation to instructors that is deserving of their talents and knowledge. However, fees that you would normally charge at a private studio or larger institutions may not be attractive enough to local residents to fill your class. Our basic formula for calculating instructor fees is based on what would be a reasonable amount to charge each student for the class and allow 85% of that to go to the instructor and 15% to go to the DTCE program for administrative expenses.

Supply Fees:

Please understand that any supply fees charged by the instructor must reflect their actual cost and are not intended to be a moneymaker for the instructor. Please include supply fee information in the class description. The instructor must collect supply fees from the students on the first day of the class.

Describe your relevant interest and/or experience in the proposed course: _____

Equipment needs(eg DVD or VHS player and monitor, PowerPoint Equipment, etc.): _____
