

Grass Lake Community Education Course Proposal – 2010 Spring/Summer

Proposed Instructor's Name: _____

Proposed Instructor's Address: _____ City: _____

Proposed Instructor's Phone: _____ E-Mail Address: _____

Proposed Course's Title: _____

Description of Proposed Course. (More information can be added to the back of this sheet) *If the course description is a direct pick-up from a previous version, please include it with this proposal:*

Preferred day(s) class is to meet: _____

Time class is to meet: From _____ To _____ Date of first class: _____

Number of weeks: _____ Limit class size to: _____ Supply fee (per person) _____

Room requirements (table & chairs, sink, A/V, etc) _____

Choose one by checking appropriate box (Please read carefully):

I choose to have the Grass Lake Community Education Department administer this class. I understand that my course will be advertised in print and on the Grass Lake Community Schools website at no charge to me. I agree that I will receive an hourly rate of \$23.30 per instructional hour, and that adequate registrations must be received to pay for my time before the class commences. I also acknowledge that there will not be a rental fee for the facility to conduct my course.

I choose to administer this course myself by collecting registrations and payments. I choose to pay \$50 for each course description to be included as a part of the print and web editions of the brochure. (Multiple class listings may result in a discounted rate for publication.) I also agree to pay a facility rental fee of \$10 for the first instructional hour of each session, and \$5 for each additional instructional hour per session.

I choose to administer this course myself by collecting registrations and payments. I choose not to be added to the print edition of the brochure, but I agree to pay \$20 per course to be added to the web edition of the brochure. (Multiple course listings may result in a discounted rate for publication.) I also agree to pay a \$10 rental fee for the first instructional hour of each session, and \$5 for each additional instructional hour per session.

Mine is a non-profit organization and I choose to administer the course myself. I agree that the course will be advertised at no charge in the print and web editions of the brochure and that I will not be responsible for a rental fee for facilities.

I choose to offer this course at no charge to the public. In doing so, I agree that the course will be advertised at no charge in the print and web editions of the brochure and that I will not be responsible for a rental fee for facilities.

Signature of Proposal's Author: _____ Date: _____

Mail proposal to: Grass Lake Community Education
Attn: Doug Moeckel
11500 Warrior Trail
Grass Lake, MI 49240

Or fax proposal to: 517-522-5604

**COURSE SUBMITTAL DEADLINE –
WEDNESDAY, MARCH 10, 2010 AT 5:00 PM**

Office Use Only –

Print & Web Edition Cost: _____ Web Edition Cost: _____ Facility Rental Cost: _____

Total Amount Payable to "Grass Lake Community Schools": _____