



Kennewick Community Education

Class Proposal for the 2022/2023 School Year

Thank you for your interest in our adult learning program. Please complete this form and return it via email, mail or drop off to the address listed at the bottom of the page. Use a separate form for each class you propose to instruct.

Please note:

- A submitted proposal is NOT an approved class.
- If your proposal is approved, you will be contacted by the coordinator to discuss class details.
- You do not need to resubmit a proposal for the same class each session.
- We schedule one session ahead (ex. if it is currently spring, we are scheduling for fall), according to the following deadlines:

Fall (Sept. through Dec.) submissions are due May 2

Winter/Spring (Jan. through May) submissions are due Nov. 1

| Contact Information | |
|---------------------|--------|
| Name: | |
| Business name: | |
| Address: | |
| Email: | Phone: |

| Proposed Class Information | | | | | |
|--|------------|------------|----------|------------|----------|
| Suggested class title: | | | | | |
| Class fees are predetermined - If you will have supply fees for this class, please indicate an estimated amount: \$ | | | | | |
| Please indicate if you will instruct as a volunteer or request payment: | | | | | |
| Volunteer: Yes No | | | | | |
| Requesting payment as a: Vendor/business Individual Are you currently employed by KSD? Yes No | | | | | |
| Equipment: Please indicate any equipment needed (i.e. laptop, projector, docucam): | | | | | |
| Schedule: Classes are scheduled Monday through Thursday evenings, typically starting between 6 - 7 p.m., and one Saturday a month, starting after 9 a.m. The average class time is one to two hours. | | | | | |
| Week day | # of weeks | Start date | End date | Start time | End time |

Please return completed form to Brooke Leggett at:
Kennewick Community Education • 1000 W. 4th Ave. • Kennewick, WA 99336
phone 509.222.6977 • fax 509.222.5050 • brooke.leggett@ksd.org

Please indicate which session you would like to instruct:

Fall/Winter (Oct- Jan) Spring (Feb - May)

Have you instructed this class in the past? Yes No

If yes, please tell us when and where:

Description of proposed class:

Instructor qualifications - please give a short summary of your background and qualifications, highlighting the experience you will bring to this class:

Have you instructed for Kennewick Community Education in the past? Yes No

Your Signature:_____ Date:_____

We appreciate our instructors and are always looking for new and innovative topics to share with our community members. We look forward to connecting with you.

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