

Pillager School Community Education

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 323 East 2nd Street S., Pillager, MN 56473



Instructor / Class Information Form

If you are interested in offering a class at Pillager school, please complete, sign, and return this form to the above address. Thank you!

Instructor's Name		Date	
Address		C, S, Z	
Contact Phone		Email	

Proposed Class Name:		Class size? Max / Min	
Description of Class (attached extra sheet if needed):		Suggested Time (start/finish)	
		# of sessions:	
		Suggested charge to students:	
Supply cost that Pillager School would have to cover: (describe use for these supplies)		Location requested (at the school? Off-site?)	
YOUR Fee or rate: (Per hour? Per student? Flat fee?)		Equipment needed: (TV/projector/DVD)	
Describe your qualifications as an instructor			OFFICE USE ONLY Room: _____ Class Fee: _____ Instr. Paid: _____

Payment for Instructor: (initial the payment arrangement you agree upon)

_____ Community Education does not intend to make a profit on classes offered. If you are self-employed and prefer a contract for your services we can arrange this. Our goal is to offer affordable classes/activities to residents in our surrounding communities. If we do not have a sufficient number of students registered to cover the cost of the class, the class will be cancelled. Payments will be arranged and agreed upon before class is approved.

OR

_____ I choose to NOT to be paid a fee for my teaching skills, simply have my supplies covered.

See back for more info →

Signature _____

Date _____

Class Outline

Please give the main points to be covered in each session. This will help the Community Education office staff in answering questions that students may have about a class and hopefully will also help you, as the instructor, in preparing information you want to present.

Overall goal(s) that you want to attain with this class:

Major points / outline of the class

1
2
3
4
5
6
7
8

Supplies and / or materials students need to bring to class:

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Supplies and / or materials provided by you, the instructor, and cost to the school:

Please list 3 references who would know about your teaching skills. Provide name and phone number

1
2
3