



Old Orchard Beach/Saco Adult & Community Education

Learning for Better Living

Teachers Course Proposal

Welcome to the world of Adult Education! You are about to offer your community the service of sharing your talents and that is a wonderful experience. We pride ourselves on offering quality, variety, and relevant educational experiences and are always searching for good ideas and great teachers!

Please fill out this brief proposal form to give us an idea of what you would like to teach along with some of your background that supports your offering. We will keep your proposal on file and give you a call to continue in detail if the decision is made to run your class.

Thank you so much for your interest in our program.

Please print clearly

Date: _____

Company Name: _____

First Name: _____ Last Name: _____

Address: _____

City: _____ ST: _____ Zip: _____

Day Phone: _____ Ext: ____ Evening Phone: _____ Ext: ____

Fax #: _____ Email: _____

Is there a best time or preference in which to reach you?

40 E. E. Cummings Bld.
Old Orchard Beach, ME 04064
207 934 7922 fx 207 934 3705

80 Common St.
Saco, ME 04072
207 282 3846 fx 207 282 3846

Comments/notes/ideas:

Suggested Course Title: _____

Describe your course offering:

Please approximate how many sessions your class would meet for and how long each session would be?

What kind of space do you think you would need?

Please list any items you might like us to provide for your class:

When are you generally available to teach?

Please write or attach any information relevant to your training that supports the class you wish to offer.

Our semesters and submission dates:

Fall: September – December (submit by June 1st)

Winter: January – March (submit by October 1st)

Spring: April – June (submit by January 1st)

Please email (adultedinfo@rsu23.org) fax (207) 934-3705 or mail to:
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