



Old Orchard Beach/Saco Adult Education

Course Proposal Form

Welcome to the world of Adult Education! We pride ourselves on offering a variety of quality, relevant educational experiences and are always searching for new ideas and great teachers!

NOTE:

- Working on school sites requires a **Criminal History Records Check** (background check & fingerprinting through the Maine Department of Education). It's a fairly simple process and partially reimbursed!
- Additionally, you would either join our payroll system or provide a valid EIN.
- Hourly rate of pay begins at \$25 for new teachers. Materials costs incorporated into course fee (discussed at course prep)

Thank you for your interest in our program.

Please Print

Legal First/Last Name: _____

Company Name: _____

Date of Birth: _____ Last 4 of SSN: _____

Address: _____ City: _____ ST: ____ Zip: _____

Phone: Day _____ Eve _____

Email: _____

What is the best time / way to reach you? _____

Suggested Course Title: _____

When would you like to offer the class (day/time)? _____

Sessions (#)? _____ Hours per session (#)? _____

of Participants? Minimum ____ Maximum ____

In four to eight sentences, describe your course offering with details of what students will do/accomplish in class (or attach separate document).

Please provide a short bio with your qualifications to teach the class you wish to offer.

Please list any materials students will need, including approximate cost of all materials:

What kind of space/equipment do you need (ex: gym, classroom, dance/exercise space and LCD projector/TV, etc.)? **Note:** Specialty cooking equipment cannot be provided.

Any copying needs? We allow up to 20 pages per student, in black & white. Y / N

Comments/notes/ideas:

Our Semesters Submission Dates for Consideration (estimated)

Fall: September – December - on or before June 1st

Winter: January – March - on or before October 1st

*Spring: April – June - on or before last week in January

*Summer: July – August - on or before last week in January

*Spring/Summer classes are in the same catalog

Submit Your Proposal

Email: rstonge@rsu23.org

Mail: OOB/Saco Adult Education

Attn: Rose St. Onge, Office Manager

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