



# OOB/Saco Adult Education

*Learning for Better Living*

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## **Course Proposal Form**

We pride ourselves on offering a variety of quality, relevant educational experiences and are always searching for new ideas and great teachers. Thank you for your interest in our program!

Working in/on our school sites requires a **Criminal History Records Check** (background check & fingerprinting through the Maine Department of Education), a simple process, partially reimbursed!

Additionally, you would join our payroll system OR provide a valid EIN. Note: The hourly rate of pay for new teachers begins at \$25.

Materials costs are, generally, incorporated into the course fee (discussed at course prep)

### **Please Print Clearly**

**Legal First/Last Name:** \_\_\_\_\_ / **Business 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? Min:** \_\_\_\_ **Max:** \_\_\_\_

**Where would you like to offer the class?** Your location *please type address:* \_\_\_\_\_

In one of our RSU23 schools or at the Saco Learning Center

In four to eight sentences, describe your course offering with details of what students will do and learn in class. If you need additional space, please attach another document.

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28 Jameson Hill Road, Old Orchard Beach, ME 04064

Phone: (207) 934-7922 | Text: (207) 370-9622 | Email: [adulthoodinfo@rsu23.org](mailto:adulthoodinfo@rsu23.org)  
[oobsaco.maineadulted.org](http://oobsaco.maineadulted.org)

Please provide a 2-4 sentence bio outlining your qualifications to teach this class.

Please list all materials students will need, including approximate cost.

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

Will you need any copies made? (up to 20 pages per student, black & white only)    Yes    No

**Note:** Handouts must be submitted a minimum of one week prior to class start.

**Payment:**

Will you be providing an    EIN or    joining our Payroll System?

\*Submit your **Employer Identification Number (EIN)**, a unique nine-digit number assigned by the IRS to businesses operating in the US, with a completed/signed federal W-9 form.

\*\*Joining our **Payroll System** requires additional paperwork and a brief face-to-face meeting with RSU 23's Human Resources Department personnel.

Additional comments / details you'd like to provide:

**Program Proposal Deadlines:**

Fall Semester (September–December): On or before June 1st

Winter Semester (January–March): On or before October 1st

Spring & Summer (April–August): On or before January 9th

**Submit Your Proposal by Email or Mail:**

Email: [rstonge@rsu23.org](mailto:rstonge@rsu23.org)

Mail: OOB/Saco Adult Education

Attn: Rose St. Onge, Office Manager

28 Jameson Hill Rd

Old Orchard Beach ME 04064