



# Old Orchard Beach/Saco Adult Education

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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). We provide partial reimbursement for the associated fees.

Hourly rate for new teachers begins at \$25.

**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 to show proof of ID and filling out an I-9 form.

Materials costs are usually incorporated into the course fee (discussed at course prep and paid after course completion).

## **PLEASE PRINT CLEARLY**

**Legal First/Last Name:** \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

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 (business name/address) \_\_\_\_\_

In one of the RSU 23 Schools OR  Saco Learning Center

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 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 will you require (gym, classroom, dance/exercise space, kitchen)?

What equipment will you require (ViewSonic, SmartTV)? \*Specialty cooking equipment not provided.

Will you need any copies made? (up to 20 pages per student, black & white only, and handouts to be submitted a minimum of one week prior to class start). Yes

No

Additional comments / details you'd like to provide:

### **Our Semester Dates**

Fall: September–early December  
Winter: January–March  
Spring: April–mid June  
Summer: July–August (offsite only)

### **Course Proposal Deadlines**

On or before June 1<sup>st</sup>  
On or before October 1<sup>st</sup>  
On or before January 9<sup>th</sup>\*  
On or before January 9<sup>th</sup>\*

\*Spring/Summer have a shared catalog

### **Submitting Your Proposal**

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