

Soldotna Community Schools Program Proposal Form

Thank you for considering teaching a program with Soldotna Community Schools. SCS is a service to the community offered by the City of Soldotna Parks and Recreation Department and the Kenai Peninsula Borough School District. Our goal is to offer quality educational and recreational opportunities of various types to the Central Peninsula community.

No certification or special training is required to teach a Community Schools classes. Anyone with a skill or knowledge of a subject is welcome to submit a proposal. The SCS Coordinator will determine which classes will be offered each session. All instructors must have a completed background check on file prior to first class.

The Soldotna Community Schools Coordinator, Joel Todd can be reached at jtodd@soldotna.org or 907-714-1211 to discuss your class proposal.

There are **Two** sessions through the year and instructors can decided the length of the classes - between one and ten weeks, one time workshop or monthly. Classes are held during the afternoon and weekday evenings.

Fall:	September to December	Deadline: August 1 st
Winter:	January to April	Deadline: November 15th

Although many of the instructors volunteer their time and energy there is an option for Instructors to receive a payment for their class. More details can be discussed with the Coordinator.

Program Proposal

Soldotna Community Schools Program

Instructor Name _____ Phone _____

Mailing Address _____ City _____ State _____ Zip _____

Email _____

Title of Proposed Class _____

Proposed Program Times (Please provide several choices)

1 st Choice (Days/Time) _____ 3rd Choice (Days/Time) _____

2 nd Choice (Days/Time) _____ 4th Choice (Days/Time) _____

Type of Session () One Time Workshop () Weekly () Monthly () Other _____

Beginning Date _____ Ending Date _____

Participants (Age Range, Skill Level, etc.) _____

Minimum number of participants needed _____ Maximum _____

Is there a materials fee? () Yes () No If yes, how much? _____

What does it cover? _____

Fee you would like to receive for class \$ _____ Suggested class cost per person \$ _____

Preferred Class Location _____

Is there any equipment required? _____

Brief Class Description:

Please indicate your background, training, education, and experience as it relates to this class.

References: Please list three references who know of your abilities to teach this class.

Name _____ Phone _____

Mailing Address _____

Name _____ Phone _____

Mailing Address _____

Name _____ Phone _____

Mailing Address _____

The Approval Process Please include any additional materials, or information that you may have. Submit this form to the SCS Coordinator by mail to 538 Arena Drive, Soldotna, AK 99669 or email to jtodd@soldotna.org

The process begins with a potential instructor “proposing” a program. The proposal is then submitted to the Program Coordinator.

The Program Coordinator will then review the proposal, and assess the content of the program to determine its potential in meeting the Programs vision and goals.

The Program Coordinator may work with you to determine the specific design of the course/program/activity in regards to suitability, availability, fee structure, time frames, participation requirements, age ranges, descriptions, etc.