

Riverside Community College District
Community Education Proposal Form

Your proposal to present a class through Community Education will be considered complete when we receive the following items:

- This completed proposal form, front and back
- Your resume
- A detailed outline of the contents of your program
- Three references
- A copy of any handout you will be selling

You may return this packet by mail or in person to: RCC/CommunityEd, Tech B 201, 4800 Magnolia Avenue, Riverside, CA 92506-1299. We will contact you to either schedule an interview, or explain why your program wasn't accepted.

Name: _____

Business name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Mobile Phone: _____

FAX: _____ E-mail Address: _____

Educational Background/Degree: _____

Class Title: _____

Proposed Date(s): _____ Alternate Date(s): _____

Day of the Week (circle): M T W Th F S Sn Time: _____

Total Number of Meetings: _____ Total Hours: _____

Minimum Enrollment: _____ Maximum Enrollment: _____

Target Audience: _____ Minimum Age Allowed: _____

Suggested Fee: _____ Suggested Material Fee: _____

Type of Facility/Special Program Needs (e.g. audiovisual equipment, large tables, etc.) _____

Biographical Information (one short paragraph): _____

(over)

Class Description: (Remember to address this description to prospective students.)

Student Learning Outcomes:

After completing this class, the student will be about to: (list four)

- 1. _____

- 2. _____

- 3. _____

- 4. _____

Thank you for submitting your proposal to RCC/Community Education!

Date received: _____