

## Community Enrichment Course Proposal

Course Name: _____	
Start Date: _____	End Date: _____ Storm Makeup date: _____
Night(s) of Week: _____	Start Time: _____ End Time: _____
Total Number of Sessions: _____	Total Number of Hours: _____
Student Limit: _____	Semester: _____ Year: _____
Location: _____	
Please list special requests (example: need sink) _____	
Additional Material Fees: \$ _____ Payable to: _____	
Student Purchased Supply List (attach list): Yes No Estimated Cost: \$ _____	

Instructor's Name: \_\_\_\_\_

Contact person if other than instructor: \_\_\_\_\_

Address: \_\_\_\_\_

Hm. Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Wk. Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please check applicable:**

- Paid Instructor                       Volunteer Instructor                       Incorporated or LLC

**Course Description:** (Please be brief, yet highlight key points, see sample on reverse).

**Instructional Needs:** (Attach book list if applicable, school/office supplies, photocopying- available one week prior to class)

**Technology Needs:** Circle all that apply (available upon request one week prior to class)

- Laptop                      LCD Projector                      TV/DVD                      Speakers                      Sound System

\*Please note that personal computers may NOT be able to access the Internet in all classrooms.

## **SAMPLE COURSE DESCRIPTION:**

### **WATERCOLOR**

Learn watercolor in a relaxed environment. Beginners and those who wish to advance their skills will learn about materials, mixing colors, “tricks and techniques”, composition, light and shadow, and more. A list of materials and a weekly lesson plan will be sent to you after you register for the course. Class limit 10.

### **PLEASE RETURN TO:**

Mid-Maine Regional Adult Community Education  
One Brooklyn Avenue  
Waterville, Maine 04901  
(207) 873-5754