

North Branch Community Education Class Worksheet (school year 2020-2021)

Instructor Name _____
Address _____
City _____ State _____ Zip _____
Daytime Phone _____ Evening Phone _____
Email Address _____
(For emailing contracts and class rosters.)
Title of Class _____
Description of class (as it should appear in the brochure)

Quarter: Fall/Winter Deadline July 1 ___ Winter/Spring Deadline Oct 26 ___ Summer/Fall Deadline Jan 25 ___

Please see calendar on the other side of this form for school availability.

Class Dates **Fall/Winter** 1st Choice _____ 2nd Choice _____

Class Dates **Winter/Spring** 1st Choice _____ 2nd Choice _____

Class Dates **Summer/Fall** 1st Choice _____ 2nd Choice _____

Number of sessions _____ Length of each session _____ Preferred time to teach _____

Intended audience: ___ youth (grades ___ and/or ages ___) ___ adults ___ intergenerational

Minimum number to run the class _____ Maximum number _____

Type of space needed to conduct class: _____

Equipment needed in classroom: TV/VCR ___ White Board with markers ___

Will you be bringing your laptop to connect to our projector ___ Yes ___ No

YES/NO: I will email handouts in Word or PDF format 5 business days prior to start of class.

YES/NO: I offer this class as part of a business. Name of business _____
I know that this class must be educational/informative in nature and not used as a promotion of this business. If I sell products, I know I must provide other sources as well. I may hand out a business card at the end of the session.

YES/NO: I want information about purchasing an ad in your brochure.

Expected payment for service: \$ _____

Material fee you need to collect from each student: \$ _____

Ideas for registration incentives:

Selection of classes and scheduling of them will be based upon the comprehensive plan established by the community education office.

* Once class is confirmed we cannot make changes unless an emergency arises.

More on back.

**Please return to the community education office
38705 Grand Avenue, North Branch, MN 55056
Fax 651-674-1027 Phone 651-674-1025
Email: commed@ISD138.org**

North Branch Community Education Class Calendar 2020

Circle all dates that you would like to have class.

Legend	
Schools Closed or not available = Blacked Out	No School = X
K – 4 Conference – Sunrise School Not Available = \\	
5 – 8 Conference – Middle School Not Available = //	
9-12 Conference-High School Not Available = \	

April 2020							May 2020							June 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	31					1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
July 2020							August 2020							September 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	30	31					1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	28	30			
October 2020							November 2020							December 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
January 2021							February 2021							March 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
31				1	2			1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	17	18	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
April 2021							May 2021							June 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	30	31					1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			