*Please return completed form to:*

*Crivitz Elementary School, 718 Hall Hay, Crivitz, WI 54114*

*Or ccopiskey@crivitz.k12.wi.us*

***Attention:*** *Christie Copiskey*

*Crivitz School ComEd Supervisor: 715-854-2721 ext.385*

**Instructor**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Class Title**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Please Print)**

**Address/City/State/Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Social Security or Federal Tax ID Number If you are a for profit business, & Proof of Insurance. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**All other classes will fall under Community ED**

(\_\_\_)\_\_\_\_\_\_\_\_\_**Daytime Phone** (\_\_\_)\_\_\_\_\_\_\_\_\_\_**Alternate Phone**

***Please circle the number that can be shared with participants.***

**Email**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Fax**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of class(es)** \_\_\_\_\_\_\_\_\_ **Day(s) of week\_\_\_\_\_\_\_\_\_\_\_\_**

**Hours**: **From \_\_\_\_\_\_** to **\_\_\_\_\_\_ meet for \_\_\_\_\_\_\_ weeks**

**$ \_\_\_\_ Fee** (payment for your time/per participant) ***\*District policy: ComEd adds an additional 7% to the “participant fee” amount you record in order to pay for behind the scenes costs of offering classes to our community. Instructors get paid per hour or participant fee.***

**$ \_\_\_\_\_** **Cost of Materials**, Reimbursement for approved supplies. Receipts must accompany time sheet for payment. Any additional costs go to Community Ed to help cover instructor costs.

**\_\_\_ Minimum # of participants** [**must cover your fee** for time(s) you meet]

**\_\_\_ Maximum # of participants** (comfort level or in space/class needs)

**Proposed Course Description:** (Be specific about what will learn and how class will benefit learners.)

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**Items students should bring to class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Classroom space needs/location/equipment:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Also instructors are required to fill out a usage form for the class.)**

(If you need copies made by me, please send originals to the ComEd office no later than 7 days before class begins.)

How many helpers are you in need of for your class?\_\_\_\_\_\_\_

**Instructor Biography:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Instructor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Class Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Please Print)**

*Thank you for your time and expertise.*

*Helping to spread the word about our programming makes a difference.*

*Word of mouth is a powerful connection in our community.*

**Teaching a Community Ed Class**

Sharing your talents, skills and knowledge is a great way to expand your own experience, as well as meet others who share your interests. Community Education offers several ways to conduct classes, workshops, seminars and other types of learning experiences. Keeping learning at a break even cost and using our school district facility.

(Class instructors must fill out a Facility Usage Form)

**NWTC Classes & Events**

Wisconsin Technical College partners with local Community Education in planning and administering classes and events. Benefits such as reduced rates for senior citizens can be utilized in this partnership. Instructors fill out a NWTC application package and receive compensation from the college through direct deposit. Generally, a flat hourly rate is utilized. Courses can be held at Crivitz High School or nearby off-campus locations can be considered. Student fees are set by NWTC, as are instructor payment rates.

**In-House Classes & Events**

When planning “In-house” classes/events, we can determine the student fees together; a percentage is added on to your asking rate per participant for Community Ed

Administration costs. We promote and advertise in ways stated below, as well as track registrations. You are always welcome to also market and spread the word in additional ways. Seven times/seven ways is a great mantra known to reach target audiences. You can help us get word out in different avenues.

**Special Event Planning**

Our facility is available for rental during non-school times. Spaces available include classrooms, library, auditorium and gyms. Fees vary depending on a number of factors. We are happy to help you coordinate your event.

**We will help you…**

…every step of the way, however you decide to proceed. We provide a variety of advertising venues, including:

District newsletter CYI (Crivitz Youth Incorporated)

Local newspapers Posters/Flyers (If requested)

Social Media (FB) CBA (Crivitz Business Association)

District Website

Additionally, we can also provide you with audio-visual equipment needs. Be sure to let ComEd staff know in advance of specific needs. (Also Listed on Facility Usage Form)

Please have the helpers fill out the appropriate paperwork in the Administration Office (District Office) and get their timesheets from the ComEd Supervisor. They are responsible to fill out timesheets and turn in. There is a 2 week processing of payment unless an emergency, then see Finance personnel.

Volunteers working for scholarships must fill out tracking records and can turn them in at the end of every worked event. Copies will be made for individuals and recorded with the ComEd advisor. Records will be shared with guidance counselors.

The # of volunteer helpers for Program? \_\_\_\_\_\_\_\_

The # of paid helpers under your program? \_\_\_\_\_\_\_\_\_\_

Please turn all required paperwork into the ComEd Director and information will be kept on file for future usage. Each (class or season) requires a yearly background check, check updated waiver and Facility Usage Form (found on the district website).

All helpers and volunteers 18 years of age are required to have a background check. Paperwork available at the either Administration Office. You will need 2 forms of identification.