

Grass Lake Community Education Course Proposal

FALL, 2013

Fall, 2013 Submission Deadline – Wednesday, August 14, 2013

Instructor's Name: _____

Instructor's Address & City:

Instructor's Phone: _____

Instructor's E-Mail: _____

Proposed Course Title: _____

Description of Proposed Course: If your course is a pick-up from a previous date, simply note that in this area.

Preferred day(s) class is to meet: _____

Preferred time class is to meet: From _____ To _____

Date of first class (**No classes before September 16, 2013**): _____

Number of class periods: _____ Limit class size to: _____

Signature of Proposal's Author: _____ Date: _____

Mail proposal to:

Grass Lake Community Education
Attn: Doug Moeckel
899 S. Union Street
Grass Lake, MI 49240

Or fax proposal to:

517-522-5604

Or E-Mail Information to:

doug.moeckel@grasslakeschools.com

Contact Doug Moeckel with questions:

Phone: 517-522-5544

E-Mail: Doug.Moeckel@grasslakeschools.com

Grass Lake Community Education Advertising and Building Usage Fee Schedule 2013-2014

ADVERTISING IN THE COMMUNITY EDUCATION BROCHURE AND CLASS LISTING

- A. Handling fees for inclusion in printed and electronic versions of Grass Lake Community Education publications:
- All organizations offering classes with instructors being paid by Grass Lake Community Education - \$0
 - Non-profit organizations charging NO participation fees - \$0
 - Non-profit organizations charging participation fees - \$25
 - For-profit organizations being run by current Grass Lake school district employees - \$25
 - For-profit organizations being run by non-current Grass Lake school district employees - \$50
- The printed version will be distributed to large numbers of residents of Grass Lake and the surrounding area.
 - The electronic version will be distributed to our school e-mail groups, on our website at www.grasslakeschools.com, and on our school district Facebook page.

COMMUNITY EDUCATION BUILDING USAGE

School classroom usage fees for classes advertised through Grass Lake Community Education:

- All organizations offering classes with instructors being paid by Grass Lake Community Education - \$0
 - *(Our instructors are paid \$23.30 per instructional hour. Courses must have four participants to run.)*
- Grass Lake non-profit organizations with 75% or more participation of Grass Lake Community Schools students - \$0
- All other organizations are subject to rates that are published as the "GLCS Building Use Rates". (Contact Doug Moeckel) All spaces are subject to availability.

I am a for-profit organization: Yes No

Your participation group is based in the Grass Lake community and will include 75% or more of Grass Lake Community Schools students? Yes No

(Discounts are available for activities that are specifically targeted for Grass Lake students.)