



Petaluma Arts Center • 230 Lakeville Street • Petaluma CA. 94952 • (707) 762-5600
www.petalumaartscenter.org • Executive Director

Petaluma Arts Center Course Proposal

Please print clearly and provide all supporting materials when submitting your course proposal.

INSTRUCTOR INFORMATION

Name: _____

Mailing Address: _____

Phone(s): _____ Fax: _____

Email: _____

Scheduling Information: *(Currently, Summer Session is for Kids & Teens only)*

Fall Session: Mid September – Mid December

Winter/Spring Session: Mid February – End of May

Summer Session: Mid June – Early August

I would like to teach:

- Weeknights at the Arts Center** (for adults and/or teens)
- After School at the Arts Center** (for kids or teens, Monday –Thursday afternoons, 3:30-5pm)
- Weekends at the Arts Center** (1 or 2 day workshops for kids or teens or adults)

Age level (check all that apply) Adult Teen Children ages 8-13 Children 4-7

Other (explain) _____

Please indicate your class meeting preferences in the boxes below, or indicate whether you are flexible regarding the class meeting day and time.

| | |
|------------------------|---|
| 1 st Choice | Day of week: _____ Times: _____ Number of meetings: _____ Preferred dates: _____ |
|------------------------|---|

| | |
|------------------------|---|
| 2 nd Choice | Day of week: _____ Times: _____ Number of meetings: _____ Preferred dates: _____ |
|------------------------|---|

| | |
|------------------------|---|
| 3 rd Choice | Day of week: _____ Times: _____ Number of meetings: _____ Preferred dates: _____ |
|------------------------|---|



Proposed Class Title: (Please list a few choices)

If you are teaching a version of this class elsewhere please use a different name.

Please attach a two-paragraph (100-200 words) **description** of your proposed course. Each description should be factually complete and include course details.

Please include a day-by-day **outline of your course content**. If you are proposing a one day workshop, please include an outline of that day’s curriculum.

Please attach a brief **biographical sketch** (one paragraph) including your present employment and your teaching experience.

Please attach your current **resume**.

What is your maximum class enrollment? _____ (Minimum enrollment is 10 students.)

BUDGET

Materials Fee:

Children’s Classes - All materials will be included in the course fee.

Adult classes - Materials can be included in the course fee, or students given a supply list to be purchased in addition to the class fee. Instructors are responsible for providing all supplies needed for their class not provided by the students.

What is the total materials cost per class? _____ (Some require a set amount regardless of the class size)

What is the materials fee per student? _____ Please include an itemized **materials list**.

Model fees _____

Duplication fees _____

Additional costs _____

Special equipment needs (audiovisual equipment, etc.) _____

Class Tuition:

Class tuition is based on the instructor salary and materials costs. All course expenses require prior approval by PAC to qualify for reimbursement. PAC will reimburse supplies with submittal of original receipts (due by the last class meeting) with cover sheet attached.



Are you teaching this class anywhere else? If yes, please provide the details regarding location, dates & times _____

The following items must be returned with this completed course proposal form in order for your application to be considered complete.

- Instructor resume
- Class description
- Course content
- Brief biography
- Materials list

Signature _____ Date _____

Mail to: Petaluma Arts Center
 230 Lakeville Street
 Petaluma CA 94952
 Attn: Education Proposal

Or fax: (707) 789-0537