



Thank you for your interest in becoming a Community Education instructor with Inver Grove Heights Schools. We are always looking for high-quality instructors to lead new and engaging classes for our community. Inver Grove Heights Community Education offers life-long learning opportunities for all ages, with classes held before and after school, in the evenings, and on weekends.

If you have a special skill, talent, or class idea to share, we encourage you to submit an [Enrichment Course Proposal](#). For each upcoming season, our program staff reviews proposals based on community requests, enrollment trends, and current interests in adult learning.

Here's some of the information you'll need to complete the proposal form:

- Name and contact information
- Class title and description
- Preferred format (virtual or in-person)
- Desired dates, times, and days of the week
- Course materials and supply information
- Instructor fees and any additional supply fees
- Preferred minimum and maximum number of students
- Facility, room setup, and equipment needs
- Instructor bio (optional)

Proposal Timelines:

- Fall: September– mid-December
- Winter/Spring: January – mid-April
- Summer: May–August

After submitting a proposal, we'll contact you regarding the status of your submission and to schedule an interview if we're interested in offering your class.

If you have any questions or would like help with your proposal, please contact the Inver Grove Heights Community Education office at **651-306-7501**.

Thank you again for your interest in sharing your talents and helping us provide meaningful learning opportunities for our community.

Adult Enrichment Course Proposal



Instructor Information

Name _____ Date _____

Address _____ City _____ State & Zip _____

Work Phone _____ Home Phone _____ Cell Phone _____ E-mail _____

Address _____ Emergency Contact _____ Phone _____ Class _____

Related Blog, Website, Facebook page, etc: _____

Course Information

q I am interested in teaching this or another class is this language

Course Title	# of Sessions	Day(s) of Week	Set-up Time	Class Start & End Time	Clean-up Time	Type of Room Needed	Start Date	End Date	Skip Dates

Course Description: Complete description as you wish it to appear in the Community Education brochure. If participants are expected to bring anything to the class, wear special clothing or if there is a supply fee please indicate that information as well. (Descriptions may be edited for space or content.)

Instructor Bio: _____

Class Maximum _____ Class Minimum _____ Instructor Compensation: oIn Kind o Per Student _____ o Instructor Percent of Revenue: _____

Facilities, Supplies and Equipment

Technology or audiovisual equipment (limited availability): _____

Special Facility needs: _____

Other Facility/Equipment requests: _____