



CLASS PROPOSAL

Name: _____ Address: _____

Last
Street

First

MI

City

State

Zip

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E-mail: _____ Fax: _____ Have you instructed this class before? ☐ Y ☐ N

Class Title: _____ STUDENT Min: _____ Max: _____

Please limit titles to 35 characters.

Class Description: Limit to approximately 200 characters for the printed catalog, additional class information can be posted online.

2026-27 SCHEDULES: FALL: 9/8/26 - 10/22/26 (7 Weeks); Proposal deadline: July 23, 2026
WINTER: 1/19/27 - 3/4/27 (7 Weeks); Proposal deadline: Nov. 13, 2026
SPRING: 4/12/27 - 5/6/27 (4 Weeks); Proposal deadline: Feb. 19, 2027

***Please note – Your class does NOT need to run the full length of the session.**

SESSION	DAY	TIME	REQUESTED DATES	LOCATION	STUDENT AGE
☐ Fall	☐ Monday	☐ 6:30 - 7:30 PM		☐ Riverglen JH	☐ Adult (18+) Youth Only
☐ Winter	☐ Tuesday	☐ 6:30 - 8:00 PM		☐ Timberline High	☐ Youth & Adult
☐ Spring	☐ Wednesday	☐ 6:30 - 8:30 PM		☐ West JH	
	☐ Thursday	☐ 7:30 - 8:30 PM		☐ Online	Specify ages:
	☐			☐ Off-Site:	

Instructors teaching students age 17 or younger (without an adult present) MUST allow the Boise School District to conduct a background check, (REGARDLESS of any previous background checks conducted by other organizations), which includes being fingerprinted for an FBI Criminal History Check.

Materials:

- ☐ Students will purchase the materials listed below.
☐ Instructor will purchase the materials listed below, submit receipt(s), and be reimbursed by Community Education.

Item	Vendor (where purchased)	Quantity	Cost (per student)

(Attach list of additional items, if necessary)		TOTAL	
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Room Requirements: (open space, kitchen, etc.) _____

Equipment Needs: (computer, projector, TV, etc.) _____

Instructions for Students: (items to bring to class) _____

ASSISTANT: (Anyone assisting you with this class; must complete an Instructor Application)

First Name	Last Name	E-mail	Phone	Alternate Phone

(Attach list of additional names, if necessary) _____ |

verify that I have read and understand the Boise School District Community Education Program Volunteer Instructor Agreement and have designed my class to meet the established criteria.

VOLUNTEER Instructor's Signature

Date