



BADGER

— COMMUNITY EDUCATION —

2026-2027 Course Proposal Form

Thank you for your interest in engaging our community! **Please note that all instructors are required to submit a background check.**

After completing the form, please either email or mail it to the address included at the end of this form.

Instructor Name	
Instructor Email	
Instructor Phone	

Please include your qualifications to teach:

Course Title: _____

Course Description: (Please note that due to spacing limitations on the catalog, descriptions may be edited from what is submitted).

CLASS INFORMATION

Please indicate which session you would like to teach:

Fall (September - November) ☐

Winter (January - March) ☐

Spring (April - May) ☐

Classes may run between **5:00pm-9:30pm**, Monday-Friday.

Weekend classes are able to run between **9am-2pm**.

Please include the date(s) of your class_____

Please include the **minimum** and **maximum** number of participants.

FEES

As the instructor, you can set the cost of the class, however it must be a reasonable fee. You will receive 70% of the registration fees. Some classes may require a material fee paid directly to you, this is usually for craft classes in the event you provide materials for the participants.

Class Fee: _____

Material fee:_____

LOCATION PREFERENCE

We will do our best to schedule your class at the preferred location, however due to school activities it may not be feasible. Please mark all locations of interest.

Badger High School	
Lake Geneva Middle School	
Star Center Elementary School	
Eastview Elementary School	
Central Denison Elementary School	

FACILITY SPACE NEEDS

Please check all the facility requirements you may need:

- ☐ Projector
- ☐ Specific room (i.e. art room, gym, etc.)_____
- ☐ Other: _____

Next Steps:

- After receiving your proposal form, you will receive an email confirmation or phone call to confirm your class.

Questions- Please contact:

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Community Education Coordinator