



Ellsworth Adult & Community Education

11 Avery Lane, Ellsworth, Maine 04605

207.664.7110

adultedinfo@ellsworthschools.org

ellsworth.maineadulted.org

Ellsworth Adult & Community Education

Offering Proposal 2025-2026

If you prefer to complete a proposal online, here's a link

[Offering Proposal 2025-2026](https://forms.gle/V4BAR43nqgeqGv5p7) (<https://forms.gle/V4BAR43nqgeqGv5p7>)

INSTRUCTOR INFORMATION	
Name	
Email Address	
Mailing Address	
Town/State/ZIP	
Home Phone	Cell Phone
<p>How would you like to be compensated for this course?</p> <p><input type="checkbox"/> I'd like to volunteer my time <input type="checkbox"/> My organization is paying me</p> <p><input type="checkbox"/> I'd like to contract for my services <input type="checkbox"/> I'd like to be paid hourly as an employee</p> <p><input type="checkbox"/> I'm not sure, I'd like to discuss this with the director</p>	
Sponsoring Organization (if applicable)	
Qualifications/Biographical Information (40 words or less). If you'd like to include a photo for us to add to our website that would be fun.	

OFFERING INFORMATION	
Offering Title Basic Jewelry Design	
Description for Catalog (50 words or less) beginning level jewelry fabrication. Learning the basics of how to work with metal and what it takes to make a simple ring, earrings or bracelet. Go through the process of learning the tools, what makes a ring and making your first piece of metal jewelry. The workshop will include some demonstrations with various tools that might for more advanced projects. The goal of this short course will be for you to explore metal jewelry making to determine whether to further develop your skills and repertoire. You will need to make an initial investment in tools including ring mandrel, ballpeen hammer, and jeweler saw and blades and rio grande	
Images: We are happy to select appropriate photos to promote your classes, but if you have images you'd like us to use to promote your offering please send them to adulthoodinfo@ellsworthschools.org with your offering title in the subject line.	
Prerequisites (if applicable)	
Term <input type="checkbox"/> Fall 2025 <input type="checkbox"/> Winter/Spring 2026 <input type="checkbox"/> Fall 2026	
Course Format <input type="checkbox"/> in-person <input type="checkbox"/> Face-to-Face online <input type="checkbox"/> asynchronous on-line <input type="checkbox"/> Blended (part in-person/part online) <input type="checkbox"/> I'm not sure/open, I'd like to talk to the director about this.	
Day of Week (check all that apply) <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <i>(No Thursday or Friday evening classes at this time.)</i>	
Time (i.e., 6:00-8:00pm)	# of Sessions
Start Date	End Date
Space Needs <input type="checkbox"/> Open Space <input type="checkbox"/> Desks <input type="checkbox"/> Tables/Chairs	Equipment Needs <input type="checkbox"/> TV/DVD <input type="checkbox"/> LCD/Screen <input type="checkbox"/> instructor laptop <input type="checkbox"/> student laptops <input type="checkbox"/> speakers <input type="checkbox"/> other _____

Supplies/Materials <i>(Use a separate sheet to include a detailed list of items and estimated cost per student.)</i>	<input type="checkbox"/> students pay instructor <input type="checkbox"/> instructor pays & reimbursed by program <input type="checkbox"/> purchased by program.
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Please send this proposal to Ellsworth Adult & Community Education, 11 Avery Lane, Ellsworth, ME 04605, email adulthoodinfo@ellsworthschools.org, or deliver it to us in person.

Questions? *Don't hesitate to reach out to us. Some people like to meet with us prior to completing the proposal, and others like to complete the proposal and then meet with the director. We are HAPPY to help you complete the proposal and answer questions about teaching with us.*

For Office Use Only

Instructor PO	Amt/Student	Max. #	PO Amt.
Payroll Paperwork	On File	Need	Requested
Book/Supplies	PO	Ordered	