



Instructor Course Proposal

Year _____ Fall-Winter/Spring/Summer brochure

Thank you for your interest in teaching classes through La Center Community Education. Please answer the following questions and fill out the proposal form. You must be at least 21 years of age to be an instructor. If you are proposing multiple classes, one form is needed for each unique class name and description. If you want a copy of the proposal you must print it prior to submission. When complete hit the submit button. Your proposal will be processed and we'll be in contact with you soon.

Please forward any questions to staci.firl@lacenterschools.org

Instructor: _____

1. Do you work for La Center School District?
Yes No
2. Do you do business with other entities outside of La Center School District?
Yes No
3. Does the business have a Washington State UBI number?
Yes No
4. Does the business file a Schedule C with the IRS to report business income for this activity?
Yes No
If no, how is your business income for this activity reported?
5. Do you have business insurance?
Yes No
6. Do you have employees?
Yes No

District Use Only

Independent Contractor

Hourly

ASB

Booster



Course Proposal

Instructor: _____

Phone: _____

Email Address: _____

Total Seats: _____

Age Range: _____ (Min 21)

Class Name	Registration Fee	Supplies/Materials Fee	CE Use ONLY IC or Hourly Rate

Description:

Special Notice:

Schedule:

Start Date	Session Length	Days of Week	Start Time	End Time

Continue Schedule throughout contract year?

If this is a class that continues on the same schedule throughout the year list it once above and check here. Your schedule will be set to exclude holidays and Community Education required furlough days.

Location Preference: _____

Set-up Needs: _____

Special Notes: _____