



## Community Enrichment Course Proposal

Please complete the application and return to our Events Specialist at [fctcevents@stjohns.k12.fl.us](mailto:fctcevents@stjohns.k12.fl.us)

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_ Other \_\_\_\_\_

Name of course/workshop/seminar \_\_\_\_\_

Description of course/workshop/seminar as you would include on a flyer to promote

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long are the class sessions? \_\_\_\_\_ hours/per evening (3 hours maximum)

How many meetings per week? \_\_\_\_\_ Indicate which day(s) you prefer to teach \_\_\_\_\_

How many weeks will the classes meet? \_\_\_\_\_ Note: courses typically run 6 to 9 weeks

Special equipment required \_\_\_\_\_

Space requirement \_\_\_\_\_

Describe prior experience teaching this class, and include a reference, with contact information

\_\_\_\_\_  
\_\_\_\_\_

Please check any of the below that apply to you:

I am SJCS D Employee  Non-Employee  Substitute Teacher  Adjunct Coach  Approved Vendor

**Community Enrichment instructors are hired by staffing specialists, SS Solutions, LLC., St. Augustine, not the St. Johns County School District. Decisions as to which courses will be taught will be made by St. Johns County School District Community Education staff. Submission of a course proposal does not guarantee that the course will be offered. Instructors will be notified of acceptance one month before the first day of class to allow time for hiring, processing, scheduling and promoting classes . If you have questions, call (904) 547-3460.**