



MOORHEAD
AREA PUBLIC SCHOOLS

Independent School District 152

Probstfield Center for Education

2410 14th St. S., Moorhead, MN 56560 ■ Fax: 218-284-3333

www.moorheadschoools.org

■ **Superintendent:** 218-284-3330

■ **Assistant Superintendent:** 218-284-3370

■ **Human Resources:** 218-284-3350

Community Education Activity and Course Proposal Form

Administrative Procedure: 930.2

Section: 900 COMMUNITY RELATIONS

Date Adopted: 9/9/1982

Date Revised: 1/23/2012

Dates Reviewed: 12/1/1990, 11/2/2007, 1/23/2012, 2/8/2016

Topic of Proposal: _____

Submitted by: _____
(Name)

(Address) (Phone)

(Date) (Email Address)

Submitted to: Community Education Director and Assistant Superintendent

Recommendation (by person responsible): _____

Approve _____ Disapprove _____ Hold _____

Date

Name

Complete a description of your activity or course proposal. All ten (10) areas must be addressed. Information in support of your proposal should be as comprehensive as possible.



1. Purpose (include a program description): _____

2. Anticipated participants (age range, number, male, female): _____

3. Fee structure: _____

4. Suggested publicity and registration procedures: _____

5. Type of supervision: _____

6. Type of insurance coverage: _____

7. Suggested timeline for implementation: _____

8. Recommendation rationale (if necessary): _____

9. Evaluation procedures: _____

10. List alternative actions available if this proposal is not approved. (It is assumed that any alternative listed is less desirable than the proposal.): _____