



Independent School District 152



1313 30th Ave. S., Moorhead, MN 56560



Phone: 218-284-3300



www.isd152.org



Fax: 218-284-3333

Community Education Activity and Course Proposal Form

Administrative Procedure: 901.2

Section: 900 COMMUNITY RELATIONS

Date Adopted: 09/09/1982

Date Revised: 02/08/2016

Dates Reviewed: 02/08/2016

Topic of Proposal: _____

Submitted by: _____
(Name)

(Address) (Phone)

(Date) (Email Address)

Submitted to: Community Education Director and Executive Director of Communication and Public Relations

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.): _____
