

Community Education Class Proposal Form



Please complete both sides.

Linking Employment, Abilities and Potential

LEAP values programming that reflects the diverse and expansive needs of our program participants. We invite you to complete the form below and submit it via email to communityeducation@leapinfo.org. We review proposals on an on-going basis. Again, thank you for your interest in joining our learning community!

Organization/Company: _____

Instructor Information

First Name: _____

Last Name: _____

Title: _____

Email: _____

Phone: _____

Mailing Address: _____ Apt.# _____

City: _____ Zip: _____

If main contact is different from the above instructor, please provide the following:

Contact Name: _____

Contact Email: _____

Contact Phone: _____

Class Information

Topic: _____

Program Title: _____

Brief Summary:

Instructor Background/Experience:

Preferred Class Time:

Preferred Class Schedule:

Preferred Class Size:

Additional information: _____

Materials Needed by Participants:

Please attach any documents that may help us consider your proposal. You may include documents such as a class outline or lesson plan, a detailed description with goals/objectives and time estimates, evaluation or feedback questions and session materials.

Attached Documents: Yes No

Accessibility Features: _____

Special Considerations: _____

Are you comfortable using virtual meeting tools to conduct the activity or class?

Yes No

Do you have access to promoting the class to any interested audiences? Yes No

If so, please provide details:

Email form to: CommunityEducation@leapinfo.org

OR

Mail to: LEAP, Attn: Community Education, 2545 Lorain Ave, Cleveland, OH 44113

Questions? Contact Community Education Services at (216) 456 – 0825 and a LEAP staff member will contact you

For current class and event information and online registration, visit www.leapinfo.org.

