

Greetings:

Thank you for your interest in our Community Education program! We are always pleased to consider new ideas and meet new instructors. Enclosed are new class proposal forms. Please fill out one form for each class you wish to propose to the best of your ability. Send each form to:

Adele Hamlett, Program Manager
Community Education
5050 Rocklin Rd., Suite A-17
Rocklin, CA 95677

Proposals for Fall are due March 15. Fall classes begin mid-September and end December 15.

Proposals for Spring are due September 1. The Spring season begins late January and ends May 15.

The planning/scheduling process takes many weeks. If your proposal meets our current need, you will be contacted by phone; if not, you will be contacted by mail. In the event your proposal is not accepted for the current season, it does not mean it won't be considered for in the future. We keep proposals on file for several seasons.

We are constantly changing and refining our program in response to community needs and interests, classroom availability, etc. We strive to keep a balanced program while recovering costs.

Again, thank you for your interest.

Sincerely,

Adele Hamlett
Program Manager
Community Education