

WINTER!

TAHOMA LEARNING COMMUNITY

Tahoma School District No. 409
25720 Maple Valley-Black Diamond Road SE
Maple Valley, WA 98038
PHONE: 425-413-3431



October 20, 2009

TO: Tahoma Learning Community Instructors
FROM: Erin Powell, Community Education Coordinator

Winter Quarter 2010 (January 19 – March 26, 2010)

On the back of this letter you will find the Winter Quarter 2010 Course Proposal form. Publication of the Winter 2010 catalog for Tahoma Learning Community will take place in December, 2009. If you are interested in participating as an instructor in our program please send your proposal as soon as possible, the deadline is specified below. We will review your proposal and secure facility space for your class. If possible, please include an e-mail address for easy communication. Please include a resume that outlines your employment and education history. Instructors in our program that work with children are required to be fingerprinted with the state. Cost of fingerprinting is covered by the instructor.

PROPOSAL DEADLINE: FRIDAY, NOVEMBER 20, 2009

Please feel free to e-mail me at epowell@tahomasd.us or call me at 425-413-3431 if you have questions or concerns. I look forward to receiving your Winter 2010 proposal. You may mail your proposal to Tahoma Learning Community at the above address, to the attention of Erin Powell. Or fax it to: 425-413-3455.

Tahoma Learning Community Winter 2010 COURSE PROPOSAL

Please attach a brief course outline, a current resume with education and employment history (new applicants only), and any additional information you deem necessary.

Course Name: _____

Instructor Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: day _____ evening _____

E-mail Address: _____

<u>Day of Week</u>	<u>Time</u>	<u># Classes</u>	<u>Start Date</u>	<u>End Date</u>

WINTER QUARTER: January 19 – March 26, 2010

NO CLASSES (HOLIDAYS - SCHOOL CLOSED): Feb 5, the Week of February 15-19th, and March 19th.

Site Preference: 1st _____ 2nd _____ 3rd _____

Target Age Group _____

Minimum number of students _____ Maximum number of students _____

AV Equipment/Room Arrangements: _____

Suggested Course Fee \$ _____

(Instructor's suggested fee only - actual fee charged to participants may vary)

Participant Materials Cost \$ _____

(This amount covers materials instructor provides to students & is payable directly to instructor at first class--material fees are not covered in registration costs)

Materials Students Need to Bring to Class _____

Catalog Description: (Please attach one if you need more space) _____

If you are a new instructor or would like to update a short biography about yourself, please attach the information to this sheet, we may use it in the catalog.