



CONNECT

COMMUNITY EDUCATION

Greetings Prospective Facilitator:

Thank you for your interest in *Connect* - Lake Tahoe Community College's Community Education Program. If you are a professional expert in your field and would like to share your passion with our community, please complete the form below.

We encourage you to visit our website at www.ltcc.edu to view our current offerings and become familiar with our program. Please keep in mind that we do not duplicate our offerings, for both credit and non-credit classes.

After completing the form, select the Print button to print a copy for your records, then select the Submit by Email button. At that time you will have the opportunity to attach your resume and any additional information that may be helpful in evaluating your proposal. Note that only completed forms will be considered.

You will be contacted if your class is selected for inclusion in our program. Prospective facilitators will undergo a short interview in which you will teach a lesson in the area of your expertise. Additionally, strong teaching, leading and excellent customer service skills will be required. Competitive facilitator pay will be offered.

If you have any questions, please feel free to contact our office at (530)541-4660 ext. 718.

Kindest regards,

Megan Waskiewicz
Community Education



CLASS PROPOSAL FORM

Date _____

Last Name _____

First Name _____

PROPOSED CLASS INFORMATION

Class Title _____

Class Description (50 words or less):

Expected Learning Objectives

Suggested Class Days & Date(s): _____

Suggested Class Time(s): _____

Suggested Class Fee for Participants: \$ _____

Any Additional Fees (please explain): \$ _____

Special Facility Requirements (if any): _____

Other: _____



FACILITATOR APPLICATION

PERSONAL INFORMATION

_____ Last Name	_____ First Name	
_____ Address	_____ Company Name/Tax ID (if applicable)	
_____ City	_____ State	_____ Zip
_____ Daytime Phone	_____ Email Address	

EDUCATION

Name of Institution	Degree Earned
1. _____	_____
2. _____	_____
3. _____	_____

TEACHING EXPERIENCE

Name of School	Subjects	Dates
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

School District(s) _____ Employee (or)
 _____ Independent Contractor

NON-TEACHING EXPERIENCE

Name of Company	Job Title or Duties	Dates
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

TEACHING REFERENCES (this section must be completed)

Contact Name	Business Name	Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____