

Our office receives a high volume of proposals and cannot assign the date and time of your class. Incomplete proposals delay the approval process. Please complete all areas of the proposal form. Mail or email to address as listed.

IMPERIAL VALLEY COLLEGE
Community Services Program
301 N. Imperial Ave. Ste. A
Office: (760) 353-0490 FAX: (760) 353-2186
Email: communityservices@imperial.edu

COURSE PROPOSAL

Presenter Name _____
Address _____ City _____ Zip Code _____
Business Phone (____) _____ Home Phone (____) _____ Cell (____) _____
E-Mail _____ Fax # (____) _____

The following items must be included with your proposal:

1. Course Description (150 words max.)
2. Biographical statement
3. Handouts, flyers, or promotional materials

Payment Information:

Salary will be based on a rate agreed upon between the coordinator and instructor.

Title:	Date(s):	Time:
Material Fee: _____ (Describe materials)		
Enrollment Minimum: _____	Enrollment Maximum: _____	
A.V. Equipment required:		
Room setup required: i.e., chairs, tables, sink		