



INTERNATIONAL HOUSE DAVIS

Continuing Class Proposal Form

This form is for continuing classes ONLY. For new classes please use the New Class Proposal Form.

Instructor Information:

Instructor Name:

Phone Number:

Email:

Class Information:

Class/workshop title:

Proposed class fees for members:

Proposed materials fee for students:

Minimum number of students:

Maximum number of students:

Scheduling Information:

Quarter & Year:

Day of the week:

Start and end times:

**Holidays or days you
will not hold class:**

Additional Notes or changes:

Instructor Signature:

Instructor Name

Signature

Date

Office Use Only

Notes:

Program & Volunteer Coordinator

Signature

Date

Approved: Yes No

Notes:

Executive Director

Signature

Date