

Contract Programs Course Set Up Form
(for use in requesting a Contract Programs course set up. Use one per course)

CP or HQT Summer School Funding Semester: First Second Third

Course Information:

Title: _____ Grade Level Range: _____

Class Street Address: _____

Class City: _____

County: _____

Course Type (select one): Reading/Writing Life Skills History
 Political Process Mathematics Science Special Interest

Knowledge (select one):

- Volunteer experience in subject/work experience in subject <5 yrs
- Work exp. 5 – 10 yrs in subject/Professional exp <10 yrs in subject/Teaching or training exp <10 yrs in subject
- Prof exp. 10+ yrs in subject/Teaching or training 10+ yrs in subject/Specialized training or recognized expert in subject

Training Level (select one):

- No experience/<5 yrs experience
- 5 – 10 yrs experience
- 10+ yrs w/credential/degree or equivalent

Credential (select one):

- Yes
- No

Contact Person: _____ Contact Person's Phone: _____ Contact Person's Email: _____

Start Date: _____ Last date to sign up: _____ End Date: _____

Start time: _____ Stop Time: _____ Day(s) of the Week: _____

Minimum Class Size: _____ Maximum Class Size: _____ Number of Classes: _____

Materials used: _____

Facilities Name/address/phone _____

Proposed Per Student Per Class Rate (Daily Rate) _____

Total Materials Cost for the Entire Class (all students) _____

Any Extra Notes to be added: _____