

# UFM Class Description Sheet – Fall 2012

Please complete one form for EACH class you will be teaching for UFM.

PLEASE RETURN FORM BEFORE: **Friday, May 18**

PLEASE RETURN FORM TO:

Marcia Hornung  
UFM Community Learning Center  
1221 Thurston Street  
Manhattan, KS 66502  
Phone: 785.539.8763 Fax: 785.539.9460

**Fall Term:**

**August 20 – December 9**

**Holiday: Monday, Sept.3**

**Mon-Fri Nov. 19-23 (Thanksgiving)**

**Email: marcia@tryufm.org**

CLASS TITLE: \_\_\_\_\_

INSTRUCTOR(S): \_\_\_\_\_ TITLE(S): \_\_\_\_\_

EMAIL: \_\_\_\_\_ PUBLISH? Y OR N FAX #: \_\_\_\_\_

BUSINESS/ORGANIZATION: \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
Street city state zip

PHONE NUMBER (day) \_\_\_\_\_ (eve) \_\_\_\_\_ (other) \_\_\_\_\_

Number to publish in Catalog: [ ] day [ ] evening [ ] other [ ] none

## Scheduling

### Session 1

CLASS DATES(S) \_\_\_\_\_

CLASS DAY(S) \_\_\_\_\_

CLASS TIMES \_\_\_\_\_

# MEETINGS \_\_\_\_\_

(# times class meets)

### Session 2

CLASS DATES(S) \_\_\_\_\_

CLASS DAY(S) \_\_\_\_\_

CLASS TIMES \_\_\_\_\_

# MEETINGS \_\_\_\_\_

### Session 3

CLASS DATES(S) \_\_\_\_\_

CLASS DAY(S) \_\_\_\_\_

CLASS TIMES \_\_\_\_\_

# MEETINGS \_\_\_\_\_

**NUMBER OF PARTICIPANTS:** (In each session) Minimum \_\_\_\_\_ Maximum \_\_\_\_\_ No limit \_\_\_\_\_

This program is geared for: Adults \_\_\_\_\_ Children \_\_\_\_\_ Teens \_\_\_\_\_ Families \_\_\_\_\_

Are you planning any additional advertising? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, describe \_\_\_\_\_

\*Additional Advertising **MUST** be approved by UFM Education Coordinator Approved: \_\_\_\_\_ Date: \_\_\_\_\_

## FEES/INSTRUCTOR EXPENSES

PLEASE LIST AND ITEMIZE ALL CLASS FEES TO BE PAID TO THE INSTRUCTOR: \_\_\_\_\_  
\$ \_\_\_\_\_ TOTAL PER PARTICIPANT

## EQUIPMENT AND LOCATION NEEDS

CLASS LOCATION: No preference \_\_\_\_\_ UFM \_\_\_\_\_ Other (Address) \_\_\_\_\_

SPECIAL EQUIPMENT/LOCATION NEEDS: (to be provided by UFM)

VCR \_\_\_\_\_ Screen \_\_\_\_\_ Slide Projector \_\_\_\_\_ Overhead Projector \_\_\_\_\_ Other \_\_\_\_\_

\*Number of Photocopies needed (per participant) \_\_\_\_\_

\*The cost of photo copies needs to be included in the class fee, please note the number of copies that you will need for each participant in your class. UFM will make copies for your class and include the cost in our base fee.

