

UFM Class Description Sheet – Spring 2012

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

PLEASE RETURN FORM BEFORE: **Friday, October 21**

PLEASE RETURN FORM TO:

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

Spring Term:
January 17 - May 4
Holidays: Jan. 16, MLK Jr. Day
Mon-Fri March 19-23 (Spring Break)
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	Session 2	Session 3
CLASS DATES(S) _____	CLASS DATES(S) _____	CLASS DATES(S) _____
CLASS DAY(S) _____	CLASS DAY(S) _____	CLASS DAY(S) _____
CLASS TIMES _____	CLASS TIMES _____	CLASS TIMES _____
# MEETINGS _____ <small>(# times class meets)</small>	# MEETINGS _____	# 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.

