



Program Proposal Form

Instructor Information:

Full Name (First, Middle, Last): _____ Maiden Name: _____

Street Address: _____ City: _____ State & Zip: _____

Email Address: _____ Cell Phone: _____ Alternate#: _____

Emergency Contact: _____ Relationship: _____ Phone: _____

Program Information:

Program Title: _____ Alternative Titles: _____

Program Description: (As you want it to appear in the guidebook—be sure to include anything the participants need to bring, wear, or if there is a supply fee. (*Please limit to 75 words use back of page if needed)

Days of the week that you are available to instruct (Circle all that apply): M T W Th F S

Number of days per week the class will be held: _____

Times you are available to instruct: _____ am/pm to _____ am/pm

Length of class (i.e. 30min, 1hr) _____ Length of program session*: _____ *Most programs run 4.6 or 8 weeks

Do you have participants already interested in this program? Yes No If yes, how many? _____

Have you taught this program before: Yes No If yes, where? _____

Which season are you available to instruct?

___ Spring
Mar, Apr, May
Deadline: Dec. 1

___ Summer
Jun, Jul, Aug
Deadline: Mar. 1

___ Fall/Winter
Oct, Nov, Dec, Jan, Feb
Deadline: Jul. 1

Proposed Program Fee:\$ _____ Class Min: _____ Class Max: _____ Reimbursement: \$18/hour - Volunteer

Target Age Group (Circle all that apply): _____ Preschool Youth Teen Adult Senior

***Submission of an application does not guarantee placement as an instructor. Acceptance depends on many factors such as program needs, facility availability, instructor availability, and timeliness of application.**

Please return to:

MHS Field House - 1715 5th West – Menomonie WI 54751 – South Entrance Door #25 – mhsfieldhouse@msd.k12.wi.us



Staff Benefits Form & Questionnaire

FIELD HOUSE MEMBERSHIP FORM

(Please Print)

Name: _____ Date: _____
Address: _____ City/Zip: _____
Phone: _____ E-Mail: _____
D.O.B: _____ Gender: F M X

Yearly MHS Field House Membership

_____ 1 Instructor Adult Pass (Sept. 1- August 31) * \$5 charge for lost or replacement cards

Staff Shirt

Size: _____ XS _____ S _____ M _____ L _____ XL _____ XXL
_____ T-shirt _____ Tank top _____ Long Sleeve

Instructor

BIO:

What motivated you to teach this class:

Your past history as an instructor (if any):

Certifications you may have:

A motto or quote you would like to share:
