

WALLENPAUPACK AREA SCHOOL DISTRICT
COMMUNITY EDUCATION

2552 Route 6
Hawley, PA 18428-9045
(570) 226-4557 ext. 3000
Fax: (570) 226-0638

TO: All Community Education Instructors
FROM: Amanda Olving-Chapman
SUBJECT: Community Education – Summer 2019

It is that time of year again when we start thinking about our Summer Community Education Programs. Even though it may seem early we must begin to organize if we are to have a full program to offer to our area residents. I would like to have the attached information sheets returned to me no later than **April 29th, 2019**. **REMINDER: CLEARANCES ARE REQUIRED IF YOU ARE TEACHING A CLASS WITH CHILDREN** (17 years old or younger). Include your clearances with the completed instructor form.

The dates that courses may run for the SUMMER are **June 24th through July 31st, 2019**. No classes will meet over the July 4th holiday. Registration for classes will be from May 14th through June 7th, 2019. After all registration is complete, you will receive your class list and payment voucher. The hourly rate for Community Education is \$20.00 per hour.

I hope to hear from new instructors as well as those who have offered courses in the past. If you know of someone in the community who might be interested in offering a course, please ask them to call me at 570-251-3000 Monday – Friday 8:30am – 4:30pm or email me at olvingam@wallenpaupack.org.

Thank you for your support.

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**SUMMER 2019
June 24th through July 31st, 2019**

Name: _____ S.S. # _____

Address: _____ Home Phone _____
[Street]

_____ Work Phone _____
[City] [State] [Zip]

E-Mail _____

I am interested in teaching the following course: _____

Course description: *(This description will be used in the booklet and for advertising purposes)*

Beginning Date: _____ Ending Date: _____

Time: _____ Day of the Week: _____
[Start] [End]

Minimum and Maximum number of participants Min: _____ Max: _____

Desired location: *(All courses are assigned to a standard classroom, unless you indicate otherwise)* _____

*Age or grade requirements for participants: _____

*If this course is for school age children, all clearances will be needed before you may begin teaching the class. Clearance forms may be obtained at the District Office.

The district cannot guarantee access to any additional equipment; however, I will attempt to accommodate your requests.

List any special requirements/equipment needed by you to teach this course, please be specific as to type and times.

