Madelia
Community Education

"Connecting School and Community"

Madelia Community Education
Class Information & Confirmation

Instructor Information

Name _____

Address _____City_____

State _____ Zip _____

Phone: Home _____ Cell/Other _____

Email Address _____

Payment for Class: Normal payment is a 80/20 split of fees received, some instructors have a required fee per person. Community Ed's portion of fees is to cover advertising and clerical costs. Please circle type desired.

80/20 split $ per person _____

When do I get paid? If payment voucher is completed and returned to CE Coordinator during the first week of the month, you should get paid at the mid-month school board mtg. This is due to the school board having to approve all payments.

Class Information

Class Title _____

Class Description _____

Instructor:

Date of class _____ Time of class _____

Location _____ Class Fee _____

Minimum# _____ Maximum# _____