



## Community Service Course Proposal Packet

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### WELCOME!!

Community Services Education invites you to share your knowledge and enthusiasm with our community by becoming a Community Service Instructor. The following forms are intended as a first step in your application process. They include a *New Course Proposal Form*, in which we expect you to describe and outline your new course ideas, an *Instructor Worksheet* to walk you through the projected expenses, an *Instructor Application Form* similar to a job application, and an *Insurance Quote Form* to help assess projected expenses. Please complete these forms legibly in ink and submit them via mail or fax to the Academic Services office. We will contact you to let you know if your course proposal has been approved or denied. Instructors are hired as independent contractors on a session-by-session basis through Community Services Education at Lassen Community College. You are responsible for filing the appropriate IRS forms and paying self-employment taxes, if hired.

**Your proposal is considered complete when we receive the following items:**

1. **New Course Proposal Form**
2. **Instructor Worksheet**
3. **Facility Use Form**
4. **Instructor Application Form**
5. **Copies of any handouts, media, or supplies**



## Operational Procedures for Establishing Community Service Classes

Community Service classes are designed for the physical, mental, moral, economic, or civic development of the persons enrolled. The class provides subject matter content, resource materials, and teaching methods that are deemed appropriate by the District. The class must be conducted in accordance with a predetermined strategy or plan and be open to all members of the community. The classes are not transferable and do not carry any credit or noncredit value and do not receive state apportionment or support.

1. Completed proposal packet must be submitted to the Academic Services office for approval. No community service course can be offered without approval from Academic Services.
2. Originator will be notified by the Academic Services office upon approval or denial. Special note: If approved, completed Instructor Contracts must be submitted prior to class start and hiring paperwork must be completed for approval by the Human Resources Director.
3. The Originator will be responsible for:
  - A. Maintaining college standards and safety
  - B. Determination of cost per student based on estimated enrollment. If an insufficient number of students enroll to cover the cost of the course, the course will either be cancelled, student fees increased, or instructor remuneration decreased
  - C. Development of course materials (handout materials, etc.)
  - D. Development of all marketing materials. The marketing materials must conform to the Graphic Standards as stated in the current LCC Graphic Standards Handbook
  - E. Ensuring that all students are registered for the class. Parent/guardian signature required for all minor students.
  - F. Delivery of instruction
  - G. Completion of Reconciliation Form at end of course
4. The College will be responsible for:
  - A. Assistance/approval of marketing materials for the course by Academic Services office
  - B. Provision of facilities
  - C. Originator compensation (not to exceed class revenue)
  - D. Processing of completed reconciliation

**Board Policy: 4400**

### Fees for Community Service Classes

Community Service classes shall be offered at no cost to the District. The fees for such classes shall be set by the Office of Instruction with the approval of the Dean of Administrative Services and shall cover all costs to the District.



## COURSE PROPOSAL AND INSTRUCTOR APPLICATION FORMS

### Course Proposal Form

*Please Type or Print legibly and in ink. You may provide additional information on separate sheets and include attachments, but please complete the form in full. We use this information not just to evaluate your proposal, but also for our website*

#### COURSE INFORMATION:

**Course Title:** A brief, but descriptive title can sell the class! Catchy titles work.

**Prerequisites:** Do students need any prior experience or skills to succeed in your course?

**Brief Description:** 100 words maximum. Please tell prospective students why they should take this course. *Present your description as it will appear on our Website.*

**Student Learning Outcomes:** After completing this class, what will the student be able to do? (list 3-4 items)

**Brief Course Outline:** Outline or list all topics that will be covered and the time schedule you will follow. List what material you will cover each class meeting. Use a separate sheet, if necessary.

**Biographical Info:** Each course is listed with a brief 1-2 sentence instructor biography. We offer each Community Service instructor the opportunity to have a biographical web page on our website for free. Please include a paragraph about yourself, highlighting your background in the course subject.

**Course Preferences and Equipment:** When scheduling a class, it is important that we know what accommodations you will need in addition to your preferred campus and meeting dates and times. We will consider your preferences, but ultimately reserve the right to schedule locations, set meeting dates and times and maximum enrollment. Equipment is limited, so please let us know what you will need.

**Course Fee:** A *reasonable* materials fee may be requested of students. However, we must pre-approve your fee (for full disclosure to prospective students) and you must provide copies of materials lists and any media or publications that you will be selling for our office to keep on file.

**Pay:** Instructor pay is based upon fees collected for enrollment.

#### Instructor Application Form

Please complete this application legibly and in ink. Please complete the form in full regardless of any redundancy. We appreciate your understanding, as this application is necessary for employment as an Independent Contractor with Community Services Education at Lassen Community College. Your personal information is kept private and secure.

#### Contact us if you have any questions or need additional information:

Lassen Community College, Academic Services  
530.251.8819 or [LCCAcademicServices@lassencollege.edu](mailto:LCCAcademicServices@lassencollege.edu)

***PLEASE SUBMIT FORMS AT LEAST TWO MONTHS BEFORE TO ALLOW FOR PROCESSING***



# COMMUNITY SERVICE COURSE PROPOSAL FORM

Please Print Legibly In Ink

## CONTACT INFORMATION

Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_  
First Last

Email: \_\_\_\_\_

## COURSE INFORMATION

Course Title: \_\_\_\_\_

If this course has been taught before, list where and dates taught: \_\_\_\_\_

Prerequisites:
Brief Description:
Target Audience:
Student Learning Outcomes:
Brief Course Outline:
Biographical Info:

## COURSE INFORMATION

Days of week Check:  M  T  W  TH  F  Sat  Su

Meeting Times: \_\_\_\_\_

Proposed Dates: \_\_\_\_\_

Number of Class Sessions: \_\_\_\_\_ At \_\_\_\_\_ hours each

Maximum Enrollment: \_\_\_\_\_

Minimum Age: \_\_\_\_\_

Location: \_\_\_\_\_

- Large Tables
- DVD
- Overhead Projector
- Slide Projector

Approved  Denied Instructional Administrator: \_\_\_\_\_



# INSTRUCTOR WORKSHEET

### PROJECTED EXPENSES:

College Administrative Reimbursement: \$ \_\_\_\_\_  
(\$50 if student fees collected is under \$400.00 or \$100.00 if student fees collected is over \$400.00)

College Income: \$ \_\_\_\_\_  
(10% minimum of remaining student fees)

Cost of Facility: \$ \_\_\_\_\_

Cost of Advertising: \$ \_\_\_\_\_

Cost of Materials \$ \_\_\_\_\_

Cost of Supplies \$ \_\_\_\_\_

Cost of Meals: \$ \_\_\_\_\_

Cost of Housing: \$ \_\_\_\_\_

Cost of Instructor (Salary): \$ \_\_\_\_\_

Insurance--Complete form on page 8

Other....Please Explain \$ \_\_\_\_\_

**Total Projected Expenses:** \$ \_\_\_\_\_

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Projected Number of Students: \_\_\_\_\_

Cost per Student: \$ \_\_\_\_\_

**Total Projected Expenses/# of Students** \$ \_\_\_\_\_

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### For Office Use Only

Insurance Quote from HR: \$ \_\_\_\_\_  
(Based on the # of students)



# LASSEN COMMUNITY COLLEGE REQUEST FOR USE OF FACILITY FOR COMMUNITY SERVICE COURSE

Return to: Academic Services

Today's Date: \_\_\_\_\_

Instructions: Please fill in the top portion. An approved copy will be returned to you. This is not a request for scheduling a class.

Office/Group making request: \_\_\_\_\_

Campus Phone: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Approximate Number to be present: \_\_\_\_\_

Building and Room Desired: \_\_\_\_\_

\*For Facility Fees, please contact Academic Services at 251-8819

Day(s) of the Week: Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Date(s) of Event: \_\_\_\_\_

Hours in Facility:

Check-In: \_\_\_\_\_

Check-Out: \_\_\_\_\_

Event Begins: \_\_\_\_\_

Event Ends: \_\_\_\_\_

Nature or Purpose of use: \_\_\_\_\_

Is this event open to the public?  Yes  No

Will Catering be needed?  Yes  No

If Yes, you will need prior approval from the Food Service Coordinator

Person Requesting Facility: \_\_\_\_\_

\_\_\_\_\_

Signature

Phone

**It is your responsibility to make sure you leave the room you are using in its original state.**

**For Food Services Use Only**

Facility Available:  Yes  No

Food Service Coordinator: \_\_\_\_\_

Signature

**For Academic Services Use Only**

Date Received: \_\_\_\_\_

Facility Available:  Yes  No

Verified By: \_\_\_\_\_

Date: \_\_\_\_\_

Additional Notes:

FACILITY PRIORITIES: 1) Credit Courses 2) Non-Credit Courses 3) Community Services Courses 4) Community Requests





INSURANCE QUOTE  
SPECIAL RISK COVERAGE QUESTIONNAIRE

Please provide all information requested. This must be current.

1. Name of Policy Holder: Lassen Community College

2. Name of Activity: \_\_\_\_\_

3. Give Details of Event: \_\_\_\_\_

4. Dates of Activity: \_\_\_\_\_

5. Location of Activity: \_\_\_\_\_

6. Includes Travel?  Yes  No

7. Methods of Transportation: \_\_\_\_\_

8. Number of Participants: \_\_\_\_\_

9. Age of Participants: \_\_\_\_\_

10. Number of Counselors: \_\_\_\_\_

11. Sports Related:  Yes  No

Duration

1. How Many Weeks: \_\_\_\_\_

2. How Many Days per Week: \_\_\_\_\_

3. How Many Hours per Day: \_\_\_\_\_