

# INSTRUCTOR COURSE PROPOSAL

## Hilton Central School District Community Education



Indicate Semester:

*Fall, Winter/Spring, Summer*

**Dear Hilton Community Education Instructors:** Please complete the following course proposal form for all of the courses and/or activities you wish to teach. Be sure to list the total supply costs and instructor salary separately. Please know that Community Education constraints include facility/room availability, course enrollment trends and the overall program cost(s). After this form is submitted, I will review it and be in contact with you. Your interest in providing instruction is greatly appreciated!

**OUR MISSION** - Hilton School District's Community Education is committed to building a connected learning community through providing reasonably-priced educational courses for adults, youth and families.

**Community Education Web Page** - <http://www.hilton.k12.ny.us/community-education.htm>

Sincerely,

Cheryl Fishbaugh, Director – 585-392-1000, ext. 7045

[cfishbaugh@hilton.k12.ny.us](mailto:cfishbaugh@hilton.k12.ny.us)

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Your Name

Address

City

Zip Code

Phone Number (main contact #)

Work Phone #

Primary Email

Your Brief Bio

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Please enter ALL courses you would like to teach next school year (Fall, Winter, Spring, Summer):

**Course I** - Name and Description

Day of Week and Time

Supply Fee

**Course II** - Name and Description

Day of Week and Time

Supply Fee

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**Course III** - Name and Description

Day of Week and Time

Supply Fee

Print and mail to:  
Hilton Community Education  
Director Cheryl Fishbaugh  
225 West Ave.  
Hilton, NY 14468

Or email to:  
[cfishbaugh@hilton.k12.ny.us](mailto:cfishbaugh@hilton.k12.ny.us)