

# North Branch Community Education Class Worksheet (year 2022-2023)

Instructor Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
Email Address \_\_\_\_\_  
(For emailing contracts and class rosters.)  
Title of Class \_\_\_\_\_  
Description of class (as it should appear in the brochure)

**Brochure Deadline:**

Summer 2022- Feb 25, 2022 \_\_\_ Fall 2022- July 1, 2022 \_\_\_ Winter 2023- Oct 24, 2022 \_\_\_

Please see calendar on the other side of this form for school availability.

Class Dates **Fall/Winter** 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Class Dates **Winter/Spring** 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Class Dates **Summer/Fall** 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Number of sessions \_\_\_\_\_ Length of each session \_\_\_\_\_ Preferred time to teach \_\_\_\_\_

Intended audience: \_\_\_ youth (grades \_\_\_ and/or ages \_\_\_) \_\_\_ adults \_\_\_ intergenerational

Minimum number to run the class \_\_\_\_\_ Maximum number \_\_\_\_\_

Type of space needed to conduct class: \_\_\_\_\_

Equipment needed in classroom: TV/VCR \_\_\_ White Board with markers \_\_\_

Will you be bringing your laptop to connect to our projector \_\_\_ Yes \_\_\_ No

YES/NO: I will email handouts in Word or PDF format 5 business days prior to start of class.

YES/NO: I offer this class as part of a business. Name of business \_\_\_\_\_  
*I know that this class must be educational/informative in nature and not used as a promotion of this business. If I sell products, I know I must provide other sources as well. I may hand out a business card at the end of the session.*

**YES/NO: I want information about purchasing an ad in your brochure.**

Expected payment for service: \$ \_\_\_\_\_

Material fee you need to collect from each student: \$ \_\_\_\_\_

Selection of classes and scheduling of them will be based upon the comprehensive plan established by the community education office.

\* Once class is confirmed we cannot make changes unless an emergency arises.

**More on back.**

**Please return to the community education office  
38705 Grand Avenue, North Branch, MN 55056  
Fax 651-674-1027 Phone 651-674-1025  
Email: [commed@ISD138.org](mailto:commed@ISD138.org)**

# North Branch Community Education Class Calendar 2022-2023

**Circle all dates that you would like to have class.**

## Legend

First day of school September 6, 2022 – Last day of school June 8, 2023  
 Schools Closed or not available = Blacked Out                      No School = X  
 K – 5 Conference – Sunrise School Not Available = \\  
 6 – 8 Conference – Middle School Not Available = //  
 9-12 Conference-High School Not Available = \

April 2022							May 2022							June 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	<del>18</del>	19	20	<del>21</del>	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
July 2022							August 2022							September 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
31					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	<del>23</del>	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
October 2022							November 2022							December 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31					1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	<del>17</del>	<del>18</del>	19	<del>20</del>	<del>21</del>	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	<del>24</del>	25	26	<del>27</del>	28	29	27	28	29	30				25	26	<del>27</del>	<del>28</del>	29	30	31
January 2023							February 2023							March 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	<del>10</del>	11
15	16	17	18	19	20	21	12	13	<del>14</del>	15	<del>16</del>	<del>17</del>	18	12	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	18
22	23	24	25	26	<del>27</del>	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	
April 2023							May 2023							June 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	<del>10</del>	11	12	<del>13</del>	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	