

El Dorado Community School PTA After-School Enrichment Program (ASEP)

Instructor Proposal

Thank you for your interest in leading an After-School Enrichment Program (ASEP) at our innovative El Dorado Community School and sponsored by our hardworking Parent-Teacher Association (PTA)! The PTA strives to offer diverse and enriching programs to students at all grade levels (K-8). The ASEP is offered to students Monday through Thursday from 3:00-4:00 PM. with each class occurring one day per week. To ensure student safety, **Santa Fe Public Schools (SFPS) requires a background check for all instructors.** A background check authorization form will be provided after your proposal is accepted. You will also need to complete a W-9 IRS Form.

*****Please return this Instructor Proposal to the ASEP Coordinator Susan Savoie Brown*****
ssbrown@sfps.k12.nm.us or 505 467-4958

Instructor Name(s): _____

Phone Number(s): _____

E-Mail Address: _____

Mailing Address: _____

Program Activity Name: _____

Program Description (what will students learn and do?)

Preferred Day(s) (circle): **Monday** **Tuesday** **Wednesday** **Thursday**

Are you open to working any day or are there days your class cannot be scheduled (please X out)?

Monday **Tuesday** **Wednesday** **Thursday**

What quarters or sessions can you work? **Semester 1 (14 weeks)** **Semester 2 (14 weeks)**

Custom Weeks: _____ (less than 14 classes)

Targeted Grade Level (Circle): **K** **1** **2** **3** **4** **5** **6** **7** **8**

Will you require a materials/supplies fee? (circle) **YES** or **NO**

