



## DIVISION OF EXTENDED LEARNING

### Saddleback College Community Education

28000 Marguerite Parkway, Mission Viejo, CA 92692

949-582-4646 • [comed@saddleback.edu](mailto:comed@saddleback.edu)

[www.saddleback.edu/ce](http://www.saddleback.edu/ce)

To Whom It May Concern:

Thank you for your interest in Saddleback College's Community Education Program.

As a Professional Expert in your field, consideration for all programs, workshops, events, and/or activities is on an as-needed basis. All assignments are tentative and contingent upon sufficient enrollment. We encourage you to review our current offerings and become familiar with our program. Please keep in mind that we do not duplicate offerings.

You will be contacted if your proposal is selected for inclusion in our program.

**Before & After School Enrichment (BASE):** Instructors are paid on a 60/40 split of the net proceeds.

**College For Kids (CFK), Adult Enrichment:** Instructors are paid on a 40/60 split of the net proceeds.

Please complete the online proposal form linked below. You may email additional information or attachments to: [comed@saddleback.edu](mailto:comed@saddleback.edu). *Please Note: Additional information may be requested.*

Please include the following in your proposal:

- Instructor Contact Information (name, phone number, email, home address)
- Instructor Biography (50 words or less – include educational background and teaching experience)
- Program Name
- Program Description (50 words or less)
- Program Fee
- Material Fee (if applicable)
- Minimum/Maximum Program Size
- Preferred Age Range
- Proposed Schedule (program dates, days of the week, number of weeks, and time)

#### Consideration Due Dates:

Important dates for consideration of proposals are listed below. All new proposals or changes to existing programs will go through the same review process, and adhere to the dates listed below.

Term	Proposals Due	Start of Term
Fall	April 1	Mid-August
Spring	August 1	First week of January
Summer	December 1	Last week of May

*Please Note: Start of Term dates may be adjusted to accommodate planning and maintenance. Additionally, it is imperative that proposed dates do not coincide with any federal holidays. You will want to review the college's instructional calendar to confirm Term dates, and included holidays. For the most up-to-date instructional calendar for Saddleback College please visit [socccd.edu](http://socccd.edu) and click on "Calendar" under Quick Links.*

#### Marketing:

All approved proposals will be marketed by the Community Education office via email and/or print publication. Instructors are required to share in this responsibility, and **actively** market their own class(es).

Thank you, and we look forward to reviewing your proposal.

Saddleback College Community Education