

Education Proposal Form

CAPITAL CITY QUILTERS: WORKSHOP PLANNING DOCUMENT

Today's date: _____ Proposed date: _____

Instructor: _____

Proposed class fee: CCQ member \$ _____ non-member \$ _____

Proposed Fund Raisers: _____

Proposed class times: _____

Proposed class site: _____

Description of classes or workshops (include kit fees & fabric requirements):

COST ANALYSIS:

Instructor's fee: \$ _____ (flat fee for class or per student fee?)

Transportation: \$ _____ Luggage/shipping fees*: _____ (advise instructor of maximum approved; CCQ pays or reimbursement to instructor? who is arranging transport for the instructor? include any luggage fees **NOTE***: CCQ does not pay shipping on products the instructor plans to sell to participants.)

Type of transportation required: AIR FERRY NONE (circle one)

Classroom site: \$ _____ Food & Lodging: \$ _____ (where and how much; CCQ paying or instructor? Included in the fee or additional expense? Costs during travel?)

Minimum number of students: _____ Maximum number of students: _____

Estimated cost per student: \$ _____

Proposed amount from the JHEF: \$ _____