

The most successful Community Education programs are those in which YOU, the Instructor, are actively involved in marketing and promotion. Relying just on the website to fill up a class, will lead to disappointment and cancellation. We no longer put out a catalog for students. All of our classes are listed on our website. Most of our Instructors do extra marketing for their classes themselves. We have instructors who put out their own flyers, and place ads on craigslist and the events section at the Press Enterprise online. Please remember that any printed material you plan to distribute must be pre-approved by our office.

PROFITS

RCCD Community Education receives 60 percent of the profits of a class with the Instructor receiving 40. Materials are constructed and printed by the Instructor and material fees are the sole responsibility of the instructor.

POTENTIAL TEACHERS

To start the process for teaching with RCCD Community Education you must fill out and submit a Course Proposal, resume and references.

If we approve your class there will be an Agreement and other forms that will need to be submitted.

TEACHING FUTURE SEMESTERS

If your program is successful and well received in the community, you will very likely receive an invitation to offer your class again. If you would like to propose an additional new class, you can download the proposal form from the website and send it to us by mail or email.

Classes cannot conflict or compete with college academic classes. We do not have resources available for classes for cooking or any class that insults with organic materials.

We do not at this time, have any classrooms available for athletic based classes.

Returning programs are re-evaluated each semester, along with new proposals and are accepted or rejected based on season, marketability and other financial factors.

CONFLICT OF INTEREST

The purpose of the Community Education Program is to provide quality educational and recreational activities to district residents, designed to enrich and add value to their lives. Under no circumstances may you use our program to sell individual products or services.