



660 Forest Hills Avenue SE - Grand Rapids, MI, 49456

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Course Proposal Information

Welcome to Forest Hills Community Enrichment. We are excited about our upcoming program, and your class is a welcome addition to our diverse selection of courses. To ensure a good working partnership among administrative staff, instructors, coaches, and students, please read the following carefully.

About Community Enrichment

Forest Hills Community Enrichment, part of Forest Hills Public Schools, offers a wide variety of enrichment courses, seminars, and sports for adults and youth. Our mission is to enrich the lives of both individuals and the community through lifelong learning opportunities.

- Classes are open to all ages and non-residents.
- Students join to learn new skills, explore interests, and connect with others.
- Teaching with Community Enrichment offers excellent networking and visibility.

Instructors do not need teaching degrees (except for specific certified classes). Anyone with skills or knowledge to share may submit a proposal. Instructors create their own courses and materials, while the Community Enrichment Supervisor arranges teaching space.

Programs run year-round. Courses can span an entire session or be shorter—short formats are often preferred, except for language, fine arts, and intensive programs.

Writing Your Proposal

We seek instructors who are passionate about their subject and excited to share it. Strong proposals help boost enrollment.

Your proposal includes:

- **Title:** Short, clear, and engaging. Use “you,” ask a question, or keep it positive.
- **Description:** Written in second person (“you”). Be factual, accurate, and appealing.
- **Biography:** 15–30 words on your experience and motivation.³⁰³

Proposals are reviewed by the Supervisor. If accepted, you’ll meet for an interview to finalize details, pay scale, contracts, dates, times, and logistics.

What Community Enrichment Offers Instructors

- **Visibility:** Classes appear in our catalog delivered to all district households.
 - **Networking:** Build community connections (no sales or self-promotion allowed in class).
 - **Compensation:** Paid at course conclusion. Requires a W-9, driver’s license (annually), and fingerprinting for youth instructors.
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Instructor Guidelines

- **Class Lists:** Available online, by email, or at the office.
- **Supplies:** Provide a clear list; collect any fees directly from students.
- **Printing:** Use district services for 20+ copies (allow 5–7 days).
- **Changes:** Notify staff immediately if course details change.

- **Cancellations:** Classes not meeting minimum enrollment will be cancelled; students are notified and refunded.
- **Refunds:** Withdrawals up to 3 days before start = refund minus \$10, or full credit (valid one year).
- **Weather Policy:** If schools close/delay, enrichment classes follow district closures. Updates by 2 p.m. for evening classes.

Satisfaction Guarantee

- If students are dissatisfied, contact our office at (616) 493-8950.
- If unresolved, a Community Enrichment credit will be issued (valid one year).

Absences

- Notify our office immediately if you cannot teach.
- Assist in notifying students whenever possible.

Severe Weather Policy

- If Forest Hills Public Schools close, the Community Enrichment Center, Aquatic Center, and Senior Center also close.
- If schools delay two hours, all classes before 9:45 a.m. are cancelled; later classes run as scheduled.
- Evening cancellations announced by 2 p.m.
- Check local TV or call 616-493-8950. Cancelled classes will be rescheduled if possible.

Publication Deadlines

- **Fall (Sept–Dec, ~14 weeks):** Deadline late May
- **Winter (Jan–Mar, ~12 weeks):** Deadline late Sept
- **Spring (Apr–Jun, ~9 weeks):** Deadline late Dec
- **Summer (Jun–Aug, ~10 weeks):** Deadline late Feb

For exact dates and forms, contact your Supervisor.

Community Enrichment Staff

- **Julie Davis** – Assistant Superintendent for Finance
- **Nikki Weber** – Senior Enrichment Supervisor | nweber@fhps.net
- **Melissa Hinken** – Adult Enrichment Supervisor | mhinken@fhps.net
- **Joe Curcuru** – Youth Enrichment & Sports Supervisor | jcurcuru@fhps.net
- **Paula Carlson** – Aquatic Supervisor | pcarlson@fhps.net
- **Emily Borucki** – Administrative Assistant & Social Media | eborucki@fhps.net
- **Bethany DeVine** – Finance Secretary | bdevine@fhps.net

Enrichment Class Form

Keep in mind that this form is the first step to scheduling class dates and times. It is NOT the outcome. Feel free to make additional copies.

Class Title _____

Instructor _____ Phone _____

Start Date _____ End Date _____

Class Time _____ # of Sessions _____

Day (s) of the Week M T W Th F (circle)

Class Maximum _____ Class Minimum _____

Class Location _____

Course Description: *(in 60 words or less)*

Instructor Bio: *(in 30 words or less)*

