

Course Proposal Form

How It Works

The Clarksville Parks and Recreation Department sponsors and organizes adult education classes to better our community. Thanks to a partnership with the Clarksville Community Schools Corporation, we are able to hold classes on Tuesday and Thursday evenings ONLY, between the hours of 6:00 and 9:00pm at Clarksville Middle School.

Our instructors set the course schedule and suggest a course fee, and we take care providing classroom space and advertising the classes. The final course fee and description must be approved by the Clarksville Parks Department. Once a class is completed, the instructor is paid 80% of the total course fees. The other 20% goes to the Clarksville Parks and Recreation Department to help cover staffing and advertising costs.

To submit a class, simply fill out the form below. Completed forms can be faxed to 812-288-1380, emailed to kconklin@clarksvilleparks.com, or mailed to:

Clarksville Parks & Recreation
ATTN: Ken Conklin
2000 Broadway Street, Suite 221
Clarksville, IN 47129

For more information, contact Ken Conklin at 812-283-1423 or at kconklin@clarksvilleparks.com

Instructor Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Course Information

Course Title	
Course Description (3-5 Sentences Only)	
Course Date	
Course Time	
Course Fee	
Notes to Students (If Any)	