



# Small Business Masterclass Teacher Application

### Contact Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

ADDRESS (for payment) Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Please choose the season(s) in which you are interested in teaching:

Summer Series (June-July)  Fall Bootcamp (Sept-Nov)  Spring Bootcamp (March-May)

Name of Class: \_\_\_\_\_

### Class Synopsis (1,500 characters max):

### Teacher Information (your business background/biography, 1,500 characters max):

### Donating part of your class fees to charity? Please fill out the following:

Name of charity: \_\_\_\_\_

Charity contact name / phone: \_\_\_\_\_ / \_\_\_\_\_

CHARITY ADDRESS Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Thank you for your interest in teaching a **Small Business Masterclass**. Masterclasses are done through Zoom. Classes will be no less than 60 minutes of instruction with 30 minutes for questions. Masterclasses are taught Wednesday through Saturday. Classes will be recorded and then available for purchase in our Library for \$30. Cost to take a live Masterclass is \$40. You will receive half of paid registrations. A check will be made to you or the charity you choose, at the end of the month your class is held. Once your class is placed on the calendar you are committing to teaching. Confirmed classes can be moved but not canceled once they are advertised to our Bootcamp students. Your signature is your agreement to these terms. Once your application is accepted you will receive an email requesting marketing needs (head-shot, logo, etc.).

Electronic Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**SAMPLE FORM**



*Don't forget to choose when you want to teach!*

## Small Business Masterclass Teacher Application

### Contact Information:

Name: Jane Jillenhopper Phone: 555-555-1234

Email: jane@jillenhopper.com Website: https://jillenhopper.com

ADDRESS (for payment) Street: 5555 Jillenhopper Way  
City: Beaverton State: OR Zip: 97234

### Please choose the season(s) in which you are interested in teaching:

Summer Series (June-July)  Fall Bootcamp (Sept-Nov)  Spring Bootcamp (March-May)

Name of Class: How to Network with Confidence

### Class Synopsis (1,500 characters max):

*In this Class we will go through the 5 key areas of being confident when Networking. Are you wearing the right clothes? Where do you put your name badge, and does it matter? When do you give out your Business Card and so much more. Networking is a valuable tool to getting your name out there. We want you to be able to do that with CONFIDENCE!*

**(Tie your specific background experience to your class to help potential students see the value)**

### Teacher Information (your business background/biography, 1,500 characters max):

*My name is Jane and I have been in networking for 12 years. I've run 3 successful networking groups in that time frame and have taught hundreds of business owners how to successfully network their businesses in the networking setting.*

**(Make sure the potential student understands what they will learn in your class)**

### Donating part of your class fees to charity? Please fill out the following:

Name of charity: Billy's Pit Bull Rescue

Charity contact name / phone: Billy Jones / 555-555-1234

CHARITY ADDRESS Street: 555 Pitbull Circle  
City: Banks State: OR Zip: 97234

Thank you for your interest in teaching a **Small Business Masterclass**. Masterclasses are done through Zoom. Classes will be no less than 60 minutes of instruction with 30 minutes for questions. Masterclasses are taught Wednesday through Saturday. Classes will be recorded and then available for purchase in our Library for \$30. Cost to take a live Masterclass is \$40. You will receive half of paid registrations. A check will be made to you or the charity you choose, at the end of the month your class is held. Once your class is placed on the calendar you are committing to teaching. Confirmed classes can be moved but not canceled once they are advertised to our Bootcamp students. Your signature is your agreement to these terms. Once your application is accepted you will receive an email requesting marketing needs (head-shot, logo, etc.).

Electronic Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_