



Agreement/Proposal/Store Front Information

Longwood University's Lancer Learning Community is excited to work with:

Name of business/instructor _____.

For the **(Our Lancer Learning Community Name)** _____ series.

Instructor's phone and email: _____.

Class Dates: _____.

Location: _____.

from **(beginning and ending time):** _____.

The business' or teacher's **cost per person** is: \$_____.

This charge includes the following supplies and instructional time:

If the instructor cancels for any reason, other than weather issues, it is the sole responsibility of instructor to find a substitute.

During these sessions the course will cover the following:**(please provide a description of the class to be used on the website and all marketing sources. If this class runs for more than one week, please indicate what will be taught at each session).**

Lancer Learning Community will be marketing these courses through their own website, Longwood University websites, Economic Development social media outlets, Farmville Herald, as well as through participation in local civic groups. We encourage each instructor to market these programs as well. Additionally, at the conclusion of the class, we recommend the distribution of materials to participants which would give way to expanding business opportunities to both the establishment and Longwood.

Participants will purchase the sessions as a product on Storefront, accessed by the following link:

<http://blogs.longwood.edu/continuingeducation/>.

The number of participants will not exceed: _____.

Additionally, the minimum number of students is: _____.

The Storefront will indicate a deadline of three business days prior to the beginning of the series. Our office will contact the instructor with the total number registered.

If there are participants who register after the deadline, how many additional participants would be acceptable _____?

At the conclusion of the first class, please send an invoice dated the day of the first class indicating the number of participants and the charges to: (Blank Invoices are available upon request)

Lancer Learning Community, College of Graduate and Professional Studies, 201 High Street, Room 138, Farmville, VA 23909. This will allow the process for payment to begin prior to the beginning of the class.

Lancer Learning Representative/ Date

Instructor/Date

(For Internal use only) the established Lancer Learning Community price for this class will be _____ per person.

Please route all emails and correspondence to Cindy Odum Harris, M.Ed. at: harrisco@longwood.edu or 804-640-5320