



Proposal Form ILR CLASS

Topic of Class: _____

Name of Facilitator/Instructor: _____

ADDRESS _____

PHONE (____) _____ E-MAIL _____

SOC SECURITY # _____ BIRTHDATE _____
MONTH DAY YEAR

IF AN EMERGENCY INVOLVING YOU OCCURS DURING THIS CLASS, WHOM SHOULD WE CONTACT (PREFERABLY A RELATIVE)?

Name: _____

ADDRESS _____

PHONE (____) _____

Attach a Brief Bio (50 words or less). Your Bio will appear in the ILR class catalog. (Warning: due to space limitations, any Bio over 50 words will be edited for length.)

Attach a Description of the Class (50 to 100 words). Please include information about what participants will learn in the class. A class description will appear in the ILR class catalog: may we edit it, or do you want it printed exactly as written? (Warning: due to space limitations, any description over 100 words will be edited for length.)

Okay to edit it _____ Please print as submitted _____

Earliest possible Start Date for class: _____ Latest possible End Date for class: _____

Number of class meetings _____ Length of each meeting (how many hours?) _____

Class size: **Maximum** _____ **Minimum** _____

Acceptable day(s) of the week (circle all that apply) **Mon** **Tue** **Wed** **Thurs** **Fri**

Acceptable start time(s) (check all that apply) _____ **late morning** _____ **early afternoon** _____ **late afternoon**
_____ **other** (when? _____)

Acceptable location(s) (check all that apply) _____ **Slippery Rock** _____ **SRU's North Hills site** (Wexford)
_____ **other** (where? _____)

Check the way you want to be listed in the ILR catalog: class "**Facilitator**" _____ or class "**Instructor**" _____

If a standard classroom is not adequate, what type of instructional space is needed?

What A/V equipment from SRU will be needed? (note: see guidelines)

continue on other side

Materials, supplies, food or transportation the instructor/facilitator will provide and their approximate cost:

Textbooks, materials or supplies each participant needs to provide:

Approx. cost of these items _____ Where the items can be obtained _____

We welcome proposals at any time.

Specific plans for ILR classes & events are developed during the following timeframes:

Fall classes - April thru early June

Spring classes - October thru Early December

Please complete this form as fully as you can and sent it to:

PLEASE TAPE OR STAPLE CLOSED

PLEASE
PLACE
STAMP
HERE

Institute for Learning in Retirement
Center for Lifelong & Com'ty Learning
165 Elm Street
Slippery Rock, PA 16057