

JCC Class Proposal Form for Volunteer Instructors

Contact Information

Name: _____

Day Phone: _____ Cell: _____

E-mail: _____

Mailing Address: _____
Street or P.O. Box City Zip

Class Proposal Information

- ✓ Class title (just 3-4 words): _____

- ✓ The class will be for: All levels Beginners Intermediate Advanced

- ✓ Number of Students: Minimum: _____ Maximum: _____

- ✓ Sessions: Ongoing class Specific number of sessions: _____

- ✓ Session length: _____ Hour(s)

- ✓ Frequency: Weekly Bi-Weekly Monthly

- ✓ Enrollment: Open with drop-ins welcome at any session? (Most of our classes)
 Set at first session

- ✓ Please attach: Brief description of the class *and* a brief biography listing your prior experience with this topic.
 Photo (preferably a head shot) of yourself.
 (See attached example of how the photo and listing may appear.)

- ✓ Instruction method: Actual instruction Group interaction and facilitation

- ✓ Materials Costs: Free Materials Fee Amount, if any: \$ _____

- ✓ Goal statement (How will students benefit from taking this class?): _____

- ✓ A/V needs: Computer projector & Screen Wireless Microphone & Audio DVD Player

- ✓ Room set-up specifications: Open with perimeter chairs Chairs in rows
 Rectangular tables with chairs on one side Round tables with chairs Podium
 Other: _____

- ✓ Available Instruction Schedule: Mon Tue Wed Thurs Fri
 _____ a.m. _____ p.m.

Thank you!