OLLI-CSUF Course/Event Proposal

PLEASE READ CAREFULLY

To propose a new course or event for OLLI-CSUF, please follow these steps:

- 1. Complete the OLLI-CSUF Course/Event Proposal form, save a copy with your name (e.g., jdoe-OLLI course-event proposal), and email the copy to **ollicurriculumcsuf@gmail.com**. You may also print a copy of the form, hand-write the information, and turn the form in at the OLLI-CSUF office for consideration by the Curriculum Committee.
 - a. Proposals submitted by a non-OLLI member require an advocate who is an OLLI member.
 - b. No honoraria will be paid to instructors, lecturers or performing artists.
 - c. The Curriculum Committee meets monthly. To be considered, please submit your proposal at least 7 days prior to a meeting date. The meeting dates are available on the OLLI website at: http://olli.fullerton.edu/classes/other_activities/CurriculumCommitteeMeetings.php
 - d. No course or event can proceed to scheduling without receiving prior approval from the Curriculum Committee.
 - e. Courses or events that are to be published in the OLLI Blue Book Catalog must be submitted and approved 5 months prior to the proposed start date.
 - f. Courses or events that will be advertised through flyers, email announcements or the OLLI website must be submitted and approved at least one month prior to the proposed start date.
- 2. You will be contacted by the Curriculum Committee with the disposition of your proposed course or event.

OLLI-CSUF Course/Event Proposal

Your name:				Date	e:
OLLI Member:	Yes	No	(if No, OLLI A	Advocate)	
Telephone #:			Email:		
Course/Event title:					
Name(s) of proposed	instructor(s):			
Name(s) of proposed	l OLLI coor	dinator	r(s):		
How would you like	Course/Eve	nt anno	ounced (required	lead times are show	wn):
Blue Book Catalog (5 months)			Other (1 month)		
Type of Course/Even	it to be offer	red:			
Lecture		Activity Group			
Discussion Group			Special Event		
Study Group)				
Prefer to offer Cours Fall Semeste)			
Spring Seme					
Summer Sen					
Other, Please	e specify:				
Preferred schedule if being held for a fu			ll semester:	Weekly	Alternate Weeks
Preferred day:					
Preferred time (morn	ing, afternoo	on, or e	evening):		
Anticipated number of	of participan	its:			
Request Course/Event be open to the ge			neral public:	Yes	No
Anticipated facility no	eeded:				
Anticipated equipmen	nt needed:				
Anticipated cost, if an	ny, per parti	cipant:			

Please submit a general outline of the content of the proposed Course/Event and why you think this would be of interest to OLLI-CSUF members
General outline of the content of the proposed Course/Event:
Why this Course/Event would be of interest to OLLI-CSUF members: