**Procedures For Submitting A New Class or Activity for OLLI-CSUF – Electronic Form Version PLEASE READ CAREFULLY**

If you would like to propose a new class or activity for OLLI-CSUF you must complete the following steps:

1. Complete the OLLI-CSUF Course/Activity Proposal Form, print it out after completing it, and turn it in to the OLLI-CSUF office for consideration by the Curriculum Committee. Please note the following:
   1. No honoraria will be paid to lecturers or performing artists.
   2. New course proposals must be submitted or championed by an OLLI member.
   3. No class or activity may begin without receiving prior written approval from the Curriculum Committee.
   4. Classes or activities to be listed in the Blue Book must be submitted 10 months prior to their start. (Work on the Blue Book occurs 6 months prior to its publication and the Curriculum Committee meets monthly)
   5. Classes or activities to be advertised in the *ChroniCLE* must be submitted to the Curriculum Committee at least 3 months prior to the desired start time.
   6. The Curriculum Committee requires at least a month to consider your proposal if you plan to advertise it through flyers, the email Announcements, or the website.
2. You will be contacted by the Curriculum Committee and notified in writing or email about the disposition of your proposed course or activity and they will assist you in scheduling a room and meeting time.
3. To use the electronic form, **double click** on the boxes to reveal a dialogue box that will describe your choices. In some cases, the box will allow you to choose a choice, some are text boxes in which you can type in text.
4. Save out the electronic version with **your name** so it can be identified easily (e.g., JDoeOLLICurriculumProposal.docx)
5. You may be contacted by a member of the Curriculum Committee to submit an electronic version of your form.

**OLLI-CSUF COURSE/ACTIVITY PROPOSAL FORM – Electronic Version**

Your name       OLLI-CSUF Member ▢Yes ▢ No

Telephone #:      Email address:

Class/Activity title:

Name of Proposed Class Coordinator:

Name(s) of Proposed Class Instructor(s):

Mode of communication of class offering (required lead times):

▢ Blue Book (10 months) ▢ Chronicle (3 months) ▢ Other (1 month)

Type of class or activity to be offered (Check all that apply):

▢Lecture

▢Discussion Group

▢Study group

▢Activity group

▢Field Trip

▢Special Event

Class duration

▢Regular term (Fall/Spring 12 weeks, Summer 10 weeks)

▢Short-term class (2-6 weeks)

▢One-day class

▢One-day event

Preferred time for offering class/event:

▢Fall (12 wks) ▢Spring (12 wks) ▢Summer (10 wks) ▢Other

Day Preferred ▢Weekly ▢Alternate Weeks

Time Preferred ▢ 7-9 am ▢ 10-noon ▢1:15-3:15 ▢ 3:30-5 pm

▢ 5:30 -7 pm ▢ 6:30 – 8 pm Other (indicate time)

Anticipated number of participants:       Will this be open to the public?

Anticipated facility needed:

Anticipated equipment needed:

Anticipated cost per participant, if any:

Please submit on **no more than one page**, 1) a general outline of the content of the proposed course/activity, and 2) why you think this course/activity would be of interest to OLLI-CSUF members.