

## **Procedures For Submitting A New Class or Activity for OLLI-CSUF – Handwritten 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. Print out this form and fill it in clearly by hand. The electronic form is preferred but if you are unable to use the electronic version, please use this one.
2. Complete the OLLI-CSUF Course/Activity Proposal Form and turn it in to the OLLI-CSUF office for consideration by the Curriculum Committee. Please note the following:
  - a. No honoraria will be paid to lecturers or performing artists.
  - b. New course proposals must be submitted or championed by an OLLI member.
  - c. No class or activity may begin without receiving prior written approval from the Curriculum Committee.
  - d. 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)
  - e. 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.
  - f. 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.
3. 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.

**OLLI-CSUF COURSE/ACTIVITY PROPOSAL FORM**  
**Handwritten Version**

Your name :

OLLI-CSUF Member (please circle) 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) [Please circle choice]:

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 of week preferred: M T W Th F S      \_\_\_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.