**Ohavi Zedek Adult Education Proposal Form for Instructors or Presenters**

Ohavi Zedek Adult Education encourages community members and others to share their talents and expertise, welcoming both Jewish-related and cultural programs. The OZAE Committee will make final decisions regarding accepting proposals to teach classes. If you are interested in teaching a program, please complete the following:

1. Name of Class, Workshop, or Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Number of Sessions: \_\_\_\_\_\_\_\_\_\_\_ how long is each session? \_\_\_\_\_\_\_\_\_\_\_\_
3. Please describe the class or workshop (this may be used in the brochure):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Instructor(s) Name:

Contact information (this will not be public):

PHONE EMAIL

MAILING ADDRESS (street, town, zip) only used if needed

1. Describe briefly your qualifications and/or experience for teaching this class or program:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Will you teach as a volunteer or would there be a cost for your services. If there is a cost, please indicate how much: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Do participants need to purchase materials? If yes, please describe:

 cost per participant: \_\_\_\_\_\_\_

1. Are there a set number of participants needed to run the course? Indicate below:

One or more: \_\_\_\_\_\_ Not less than: \_\_\_\_\_\_\_\_\_ Not more than: \_\_\_\_\_\_\_

1. What date(s) and time(s) do you need to run your class? Dates & times need to fit with other O.Z. events and will be approved by the committee. Please provide options: (indicate date of the week and time such as Mondays 5:00-7)

FIRST CHOICE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECOND CHOICE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THIRD CHOICE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What facilities and materials do you need:

Please check your preferred type of SPACE:

Classroom with tables or desks \_\_\_\_\_

Large space with some chairs and tables \_\_\_\_\_\_

Open space with room to move \_\_\_\_\_\_

Sanctuary space (small or large) \_\_\_\_\_

Yert space (stand alone, circular, semi-outdoors) \_\_\_\_\_\_

Describe other equipment needed (computer with projection, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Any additional information for the committee:

Thank you for your interest in teaching adult education at Ohavi Zedek Synagogue. The O.Z. Adult Education Committee will review your proposal and respond to you.

**Please send this completed proposal to Bob Mayer**: mayer@champlain.edu

SPRING CLASSES: proposals due Oct. 20

FALL CLASSES: proposals due June 30

Questions? Contact Nancy at 802-863-4447 or vze20n9j@gmail.com