

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):

4. Instructor(s) Name:

 Contact information (this will not be public)
 PHONE: EMAIL:

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

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

6. Will you teach as a volunteer or would there be a cost for your services. If there is a cost, please indicate how much:

7. Format preference:
 ___ Zoom ___ In person ___ Hybrid (only if you have the skills to host)

8. Do participants need to purchase materials? If yes, please describe:

 Cost per participant:

9. Are there a set number of participants needed to run the course? Indicate below:
 One or more: _____ Not less than: _____ Not more than: _____

10. 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)
NOTE: classes cannot be held on Friday evenings or Saturdays. Evening classes can only be held Monday-Thursday, or Sunday before 7 or after 7:30

FIRST CHOICE: _____

SECOND CHOICE: _____

THIRD CHOICE: _____

11. 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) _____

Yurt space (stand alone, circular, semi-outdoors) _____

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

12. 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.