

ILR Spring 2022 Class Proposal Form

Please use this form ONLY for Zoom or in-person Fowler building classes.

If you are teaching more than one class, please fill out a separate form for each class.

Please use the Trip Proposal Form for trip proposals.

PLEASE NOTE: By submitting this form you are agreeing to the following ILR policies:

1. **MERCHANDISE SALES:** It is ILR policy that instructors may bring merchandise (books, sign-up lists, etc.) to offer/sell to class members, but it is optional for class members to purchase or participate.
2. **TECHNOLOGY:** It is SRU policy that personal computers cannot be connected to SRU computers. Please bring your presentation on a flash drive.
3. **ILR PRIVACY POLICY:** ILR members and instructors/facilitators may not use class meetings, rosters, or membership lists to solicit clients/customers for a company or individual business. Class participants are free, of course, to inquire further on their own about products or services or to give their explicit consent to be placed on a business' mailing or call list.

* Required

1. Name of Instructor(s) *

2. Are you representing an organization? If so, please supply the name.

3. Email & Phone Number *

4. Title of Class (Note: This may be adapted to fit our catalog needs) *

5. What type of class is this? (Choose ALL that apply)

- Whatever the ILR needs!
- Zoom Class (10:00 AM or 7:00 PM - choose below)
- In-Person Class WITH masks (between 12:00-4:00)
- In-Person Class WITHOUT masks (between 12:00-4:00)

6. Which days of the week are you available? (You can choose more than one.) *

- Monday
- Tuesday
- Wednesday
- Thursday

7. How many times will this class meet? *

- Once (1 time)
- Two-part Class (2 times)
- Three-part Class (3 times)
- Four-part Class (4 times)

Other

8. Are there any dates between March 7 and May 27 that you are not available? *

9. In-Person Classes meet on Mondays through Thursdays between 12:00 and 4:00. Are there any times that you are not available? *

10. If you are willing to teach via ZOOM, what time(s) are you available? If you need to leave details, please use the comments box at the bottom of this form. *

10:00 AM

7:00 PM

Either

11. Is there a minimum enrollment that you require? *

12. Please provide a CLASS DESCRIPTION (Note: I may need to edit for length) *100 words or less
(Please type "Will send later" if more time is needed.)

13. Please provide a BIOGRAPHY for each instructor (Note: I may need to edit for length) or type "On File." *50 words or less each. (Please type "Will send later" if more time is needed.)

14. Additional Comments