

Please **READ** first!



at Slippery Rock University of Pennsylvania

## INSTRUCTIONS for ILR \*TRIP\* PROPOSALS

### SCHEDULING CONSIDERATIONS

- ▶ **Fall Term:** begins the **2<sup>nd</sup> Monday of Sept.** and ends before **Thanksgiving.**
- ▶ **Spring Term:** begins the **2<sup>nd</sup> Monday of March** and ends the **last week of May.**

Section

**A**

### PARTICULARS

1. Please provide the time the group will be **meeting to depart** and the time that the group will be **finished with all activities** and will be on their own or return to the rendezvous location
2. Indicate the **fewest #** of participants needed to schedule the event or obtain a "group rate," as well as the **greatest #** allowed. This number should **INCLUDE** leaders. Leaders **MUST** register for the trip, so that they are included in the count. Please provide any important deadlines

Section

**B**

### TRANSPORTATION

1. Please indicate how the group will travel. Note that motorcoaches hold 22 people.
2. Please indicate where the group will meet to depart.

Section

**C**

### FEES

1. Please itemize any costs for the trip. The ILR office will total the fees. This is the amount that will be published in the catalog.
2. Choose whether your group will have a meal during their trip, and then what type of meal, cost, and description, etc.

Section

**D**

### PAYMENT ARRANGEMENTS

1. Either the ILR will list the fee in the catalog so that participants will pay the ILR directly and then we will provide payment to the venue or trip leader **OR** participants can pay their own fee individually on the day of the trip (This is best when the cost is variable.)
2. Some locations need to be paid ahead of time; some take payment on the day of the event. Find out which they require.
3. If the trip leader needs to pay one sum on the day of the trip, which type of payment is needed? Ask the venue how they prefer payment.

Section

**E**

### RESTRICTIONS

- ▶ Please indicate any of the listed items that pertain to this trip. Please also note any other concerns that participants may need to consider, i.e. flashing lights, limited bathrooms, noisy conditions, etc.

## Instructor Bios & Class Descriptions

- ▶ **Instructor Bios** (50 words or less) This will appear in the catalog. Please introduce yourself.
- ▶ **Class Descriptions** (50-100 words) Please include what participants will see, experience, or learn during the activity.

## ADDITIONAL INFORMATION

### Level and Format:

- ▶ ILR members are well-educated and mentally sharp. Activities may include suggested readings, but no exams or required assignments.
- ▶ Formats that encourage active participation are well-received.

### ILR Policy re: Instructors Who Represent a Business:

ILR members and instructors/facilitators **may not** use class meetings, rosters, or membership lists to **actively 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.

## WHAT'S NEXT?

1. Please mail, email, or deliver the completed proposal to the ILR office for approval. Unless you hear otherwise, your proposal has been accepted. No news is good news!
2. Within 4 weeks of the proposal deadline, you will receive an Instructor/Facilitator **Verification Letter** in the mail. If you will be away at this time, please make alternate arrangements with the ILR office.

This will include:

- a. The **SCHEDULE** indicating the date(s) and time(s) of your class;
- b. The Final **INSTRUCTOR BIO** as it will be printed in the catalog;
- c. The Final **CLASS DESCRIPTION** as it will be printed in the catalog;
- d. **FINAL INSTRUCTIONS** – Please read carefully.

***The VERIFICATION LETTER must be reviewed and the ILR must be notified of corrections or approval within one week of receipt.***

***We reserve the right to cancel any classes for which we do not receive timely confirmation of the schedule and descriptions.***

**PLEASE DISCARD THESE INSTRUCTIONS, FOLD THE CLASS PROPOSAL FORM IN HALF, TAPE CLOSED, STAMP, AND MAIL TO THE ILR. Thank you.**