



Gold LEAF Institute Senior College - UMF Course Proposal

This form helps the Gold LEAF Institute make the necessary decisions regarding any course or activity.

Please send the completed form to:

Gold LEAF Institute - UMF, 186 High Street, Farmington, ME 04938

Email: goldleaf@maine.edu

The Gold LEAF Institute is an educational entity operated by volunteer members. The Institute does not pay honorariums, mileage or other expenses to its study group leaders or facilitators.

TIP: Do not use the tab key (if you do, you may end up with extra blank rows)

Today's Date	
Term (Check One)	<input type="checkbox"/> Spring 2017 (Mar. - June): <i>proposal due by <u>December 19, 2016</u></i> <input type="checkbox"/> Summer (July - Early Oct.): <i>proposal due by <u>May 1, 2017</u></i> <input type="checkbox"/> Fall/Winter (Late Oct. - Feb.): <i>proposal due by <u>August 22, 2016</u></i>

Name(s) of Presenter(s)	
Name of Primary Contact Person	
Mailing Address	
Phone Number	
E-mail Address	
Gold LEAF Point of Contact or Primary Liaison	

Proposed Course Title	Proposed number of sessions	Proposed hours per session

Description: Please write a description of the study topic **as you wish it to appear in the booklet to the members.** Include specific aspects or questions to be covered, any reading requirements and the type of instructional methods you will use. Use a separate sheet if you prefer.

Class Size (Specify number)	Minimum #	Maximum #
Are you willing to run a second class if class enrollment exceeds the maximum? (Second date will be determined later.)	__Yes	__No

Scheduling: Please list your choice for date, length, and time for session(s).

Date(s) of Session(s):	
Length of Session(s):	
Time of Session(s):	

Instructional Materials: List any books or materials needed by participants for your proposed topic.	Teaching Aides: List any equipment needed for your proposed study group. Example: VCR and TV, tables and chairs, easels, chalkboard, overhead projector, etc.

<p>Material costs for which you will request reimbursement: List any supplies or materials that you will provide that will be consumed by the participants of this course. If you wish to be reimbursed, give a cost estimate (either in total or per person). <i>Note: Without advance notice, Gold LEAF cannot be held responsible for costs of materials provided by the presenter.</i></p>
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Biography: Please briefly describe your (the presenter's) background relative to this study proposal. This may appear in the course booklet.

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If you have any questions or concerns, please call the Gold LEAF office at 778-7063.
