OLLI@UGA Class Proposal Form 2021

After completing this form, use the “Save As” function in the File menu, then email the form as an MS Word document to your recruiter (see below). The recruiter will forward the CPF to olli@uga.edu.

 P DF or handwritten forms cannot be processed.

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| --- | --- | --- |
| **Term (check ONLY one per class offering)** |  **CPF Submittal Deadline** | **Important – Please Note:** |
| [ ]  **Term A (Early Spring): February 1 – April 2** |  **Monday, November 2: 9am** | **All CPFs must be received by the OLLI@UGA office before the submittal deadline for the term in which the class is to be taught – no exceptions!** |
| [ ]  **Term B (Late Spring): April 19 – June 18** |  **Monday, January 18: 9am** |
| [ ]  **Term C (Summer): July 6 – August 5/6** |  **Monday, April 30: 9am** |
| [ ]  **Term D (Early Fall): August 17 – October 8** |  **Monday, May 14: 9am** |
| [ ]  **Term E (Late Fall): October 18 – December 17** |  **Monday, July 30: 9am** |
|  |
| **Presenter Contact Information** | **Recruiter Contact Information** |
| **Name**: | **Name**:  |
| **Email**: | **Email**: |
| **Phone**: | **Phone**: |
| **Presenter Mailing Address**: |
| **Presenter Biography:** (*75 words max, 3rd person;**we reserve the right to edit for length and clarity)*[ ] *Use bio on file* |  |
| **Class Title:** |  |
| **Class Description:**(*100 words max, 3rd person;**we reserve the right to edit for length and clarity)*[ ] *Use description on file* |  |
| **Materials/Supplies Fee, if any, per student**. |  |
| **Required Text(s), if any**: *Please include the title, author, and ISBN.* |  |
|  |
| **Schedule Preferences** **Please provide at least three dates to help us schedule your class** |
| **Enter Dates:** | **1st choice** | **2nd choice** | **3rd choice** | **4th choice** |
|  |  |  |  |
| **Enter Class****Details:** | **Preferred Class Start Time:** | **Class Length:** | **How many times will this class meet?** | **Max Enrollment:** |
| [ ] **10:00 am**  | [ ]  **12:00 noon** | [x] **60 min** | [ ] **75 min**  | [x] 1 | [ ] 2 | [ ] 3 | [ ] 100 |
| [ ] **10:30 am**  | [ ]  **1:00 pm** | [ ] **90 min** | [ ] **120 min** | [ ] 4 | [ ] 5 | [ ] 6 | [ ] Other:  |
|  | [ ]  **2:00 pm** |  |  | [ ] 7 | [ ] 8 | [ ] 9 |  |
| [ ]  ***I can present my class via Zoom***[ ]  ***I would consider presenting my class via Zoom if I had more information or assistance***[ ]  ***My class is not suitable for presentation via Zoom (e.g., requires in-person activity)*** |
| ***I consent to have my presentation recorded (enter initials here):GEH*** |
| ***I agree not to advertise or sell any products or services to participants in my class (enter initials here):GEH*** |
|  |
| **For Office Use Only** |
| **Code** | **Category** | **#Sessions** | **Fee** | **Schedule** |

2021 CPF