



APPLICATION TO RUN A COURSE IN 2020

Contact Course Coordinator
Email: u3acm.courses@gmail.com
Phone: 5472 2249

U3A Castlemaine relies on volunteer Course Leaders. We thank you for your support in making our organisation such a success, both in the quality of the courses and the variety. **Please complete a separate form for each course or activity you are offering to lead in 2020.**

1. Your Details

Family Name

Given Name :

Address (if changed or not already on U3A database):

Suburb and Postcode

Phone Number

Mobile Number

Email

If you are not already a member of Castlemaine U3A, please add your year of birth:

If you are not already a member of Castlemaine U3A, please add an emergency contact name and phone number:

If you have more than one course leader, or a class rep, please add their details:

2. Proposed course title and category.

Please choose a category from this list: Art and Design, Craft, History, Humanities and Literature, Ideas and Opinions, Politics and Current Affairs, Languages, Photography, Computers, Music, Dance, Film, Science Maths & Technology, Lifestyle: Indoor Activities, Lifestyle: Outdoor Activities, Travel

Course Title

Course Category

3. Please describe the course as it will appear in the prospectus and online. Please be clear and comprehensive regarding specific entry criteria, skills or knowledge a member needs to take this course. (Maximum of 200 words, please.)

Let us know if we should use last year's course description and criteria.

4. Proposed duration of course (weeks) and length of each session (hours).

Year-Long, Half Year or Short Course

FREQUENCY

- Monthly
- Weekly
- Twice a month in *weeks 2 and 4*
- Twice a month in *weeks 1 and 3*

OR: Number of sessions for a short course

Length of each session (hours)

Preferred start time

What date would you like to start

Any planned breaks or other information

YEAR LONG Courses:

To maximise use of available space we need detailed information. Please indicate below those days, mornings and afternoons, when you are **AVAILABLE**. Please give as many alternatives as possible.

The Venues Coordinator may need to negotiate with you due to venue congestion.

- Monday Morning
- Monday Afternoon
- Tuesday Morning
- Tuesday Afternoon
- Wednesday Morning
- Wednesday Afternoon
- Thursday Morning
- Thursday Afternoon

- Friday Morning
- Friday Afternoon

Please add any other information to assist the timetabling of your course

6. SHORT Courses: please give at least three alternative days and times when you **ARE AVAILABLE**. *There are often more courses in the early part of the year, so please consider a later start date.*

1

2

3

Any other information

7. Will you hold the class during holidays?

Some courses prefer not to run during holiday times when many members would miss sessions.

	Yes	No
School Holidays	<input type="radio"/> School Holidays Yes	<input type="radio"/> School Holidays No
Public Holidays	<input type="radio"/> Public Holidays Yes	<input type="radio"/> Public Holidays No

Please add any additional information

8. How many members will you accept in this course?

If more than the maximum number enrol, members enrolling later will join a waitlist. If possible you should invite them to your first meeting, as it may be possible when you discuss the course requirements that some members will not be able to commit to participating actively and regularly and will withdraw.

Maximum Number

Minimum Number

If more enrol, would you be willing to run the course twice?

If you are offering to run the course in a private home, please confirm that there is safe access and give details of public liability insurance: **Name, number and renewal date of policy.**

9. What, if any, special equipment or requirements do you need to run your course?

10. The Committee of Management monitors overall attendance at classes and activities to ensure correct venue allocations and maximise grant funding. The MyU3A system has the capacity for online registers. Who will mark the online roll?

- I will mark the online roll myself
- I will ask someone to be class assistant to mark the roll
- I need the office to mark the online roll for me
- I need a hard copy of the roll*
- I would like training in how to use the MyU3A tutor portal*

Any other information?

Thanks for offering a course for 2020.