***Sapphire Coast U3A Inc.***

Shared Learning

[www.u3asapphire.wikispaces.com](http://www.u3asapphire.wikispaces.com/)

PO Box 798, Merimbula NSW 2548

ABN 85641263291

**Course/Event Proposal Form**

This form is designed to assist in the planning of proposed Courses or Events. Submission of this form is not a requirement for a Course or Event to be included in the U3A Program; however all the Leader and Course/Event details requested need to be supplied before a Course or Event can be advertised to members. You can use this form to supply this information to us if you wish.

**Leader details:**

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Preferred contact:  (for publication: email or phone) |  | |
| Other contact details:  (e.g. alt. phone and/or email) |  | |
| Alternative Leader:  (if applicable) |  | Contact: |

**Course/Event details:**

Note that all details are subject to confirmation based on overall programming considerations and may be edited before publication. Where possible any changes will be discussed with the Leader prior to finalising the Program.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course/Event title: |  | | | |
| Start day and date: |  | Times: (start/end) |  | |
| Venue: |  | | | |
| Cost to attend:  (This may be a per session cost, a per course cost, or a combination of the two, worked out after finalising your Budget) |  | Max.  number of students: (Class/event limit) | |  |
| Materials required:  (i.e. students to bring with them) |  | | | |
| Course/Event Description:  (max. 200 words please – if you need more space please use back of this form) |  | | | |
| **Courses only**  Frequency:  (e.g. weekly; 4th Wednesday) |  | Duration: (e.g. Term; four weeks; indefinite) | |  |

**Budget:** (not for publication)

All costs should be worked out **“per person per session”** except where there is to be a once-only charge for consumables etc. Where there is a fixed cost for an item that is to be shared by the group rather than attributable to an individual (e.g. transport, subscriptions) then we suggest that its cost be divided by 50% of the maximum number of students you expect to enrol to arrive at a “per person” charge.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Venue: | $ | Refreshments: | $ | Transport: | $ |
| Consumables:  (e.g. printing, subscriptions, hire) | (list) | | | | |
| Other:  (e.g. equipment) | (list) | | | | |