**SH U3A Course Proposal**

**Year 20\_\_\_ Term \_\_\_\_**

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| **COURSE LEADER**  **COURSE CO-LEADER** (if applicable) |  |
| **U3A Member?** |  |
| **CONTACT DETAILS** | Ph: (M) (H)  Email:  In the course listing, may we publish this address Y / N ? |
| **COURSE TITLE**  (explanatory, yet catchy and short -- max 40 characters) |  |
| **COURSE DESCRIPTION**  (to be published in the Courses Booklet and online, ***50-100 words*,** to attract prospective course members and to include any extra information e.g., purchase of a text book, photocopying costs) |  |
| **COURSE OBJECTIVES. (Optional)**  What do you intend the course to do for participants?  (probably a small number of points) |  |
| **ANY PROPOSED COURSE PRESENTATION COSTS**  (to be agreed with Course Co-ordinator) |  |
| **VENUE REQUIREMENTS**  e.g., dataprojector, DVD player, microphone, whiteboard.  ***NB:*** U3A laptops have *Windows 10* and *Office 365* loaded. |  |
| **WILLING TO RUN BY ZOOM?** |  |
| **NUMBER OF SESSIONS** |  |
| **PREFERRED START DATE** |  |
| **PREFERRED FREQUENCY:**  Weekly, Fortnightly, Other |  |
| **PREFERRED DAY(S) OF THE WEEK** |  |
| **PREFERRED START & FINISH TIMES** |  |
| **COURSE NUMBERS: Min, Max** |  |
| **For Office Use Only** | |

Please return completed form for discussion and sign-off to Course Coordinator ([courses@sohiu3a.org.au](mailto:courses@sohiu3a.org.au)).