Course Proposal Form

Thank you for your interest in leading an Adult Education class. Please have your initial conversation with Kathleen Swift, the Director of Lifespan and Family Ministries by email. (kswift@firstuusandiego.org)

Please note: The Summer program runs from June through September.
The Fall program runs from October through January
The Spring Program runs from February through May

1. Today’s date ______________________

2. Title of class ____________________________________________________________

3. All classes presented must be related to the mission of our congregation, one or more of our UU Sources or Principles, and include at least one of our core lenses. Please familiarize yourself with these and indicate how you will employ one or more them in the content and/or pedagogy of your course.

Four Core Lenses:

• UU Identity
• Anti-Oppression/Anti-Racism
• Welcoming Congregation (LGBTQIA+ inclusion)
• Intergenerational Community

Our Mission, Sources, and Principles can be found here:
http://www.firstuusandiego.org/principles-sources

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4. Course description, including learning and objectives. (Please limit to 150 words or less)

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________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
5. What need do you see this course filling in our community? Who do you envision attending?

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________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________
________________________________________________________________________

6. Leader(s) name   Email   Phone
_________________________   _________________________  ________________
Leader(s) name   Email   Phone
_________________________   _________________________  ________________
Leader(s) name   Email   Phone
_________________________   _________________________  ________________
Leader(s) name   Email   Phone
_________________________   _________________________  ________________

Are any of the above members and/or keyholders?
7. Proposed class date(s): ____________________________________________

8. Starting Time ______________ Ending Time ______________

9. Room preferred 1st __________________ 2nd ___________________ 3rd ___________________

10. Minimum class size ________    Maximum class size ________

11. Do you wish to cancel the class if the minimum class size is not reached?  Y   N

12. Please list any supplies, audio visual equipment, duplication, or special room set-up you will need.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

13. Do you anticipate any expenses we should know about? (Either to the program [ ] or the participants [ ] – materials fee, how much per student)

________________________________________________________________________

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________________________________________________________________________

14. Please provide a short biographical sketch of the leader(s) (25-30 words)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
15. What are your unique background and experience that qualify you to facilitate this class?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

16. Please read the following paragraph and initial that you have done so:

   I have read and understand the Adult RE Guidelines and Policies ____
   (initial)

   **Guidelines and Policies**
   The church’s Adult Religious Education Committee is largely self-supporting. Our expenses are met with donations collected from our classes. The suggested donation for members for each class is calculated per hour. Non-members are charged a slightly higher fee. Some courses may include the cost of materials or honorariums as noted. The donation helps to defray course expenses. If you cannot afford the full suggested donation, please contribute what you can—no one is turned away. (Additional donations are also welcome.) All the courses offered by the committee are led by volunteers. None of our leaders receive payment. All persons involved abide by the church’s Conflict of Interest, Member Conduct, and Covenant of Good Relations policies. Leaders are not allowed to promote their own personal businesses for financial gain.