

SUMMER COURSE/ACTIVITY PROPOSAL FORM

Proposals for summer courses/activities shall be systematically analyzed at the building, central office, or Board level, depending on the nature of the proposal, to ensure that all foreseeable implications have been considered.

I. BASIC DATA

A. Title: The title should describe the summer course or activity in an engaging and comprehensive way.

B. Resume: Summarize the proposal in no more than 5 - 10 typewritten lines.

C. Submission Date: Indicate the date of original submission by the author.

D. Author: Identify the author(s).

E. Requested Implementation Date: State the dates and times you would like to run this course.

II. OBJECTIVES:

State the purpose(s) of the summer course or activity. What is it that the course or activity seeks to help students achieve? Clarify the course/activity outcomes.

III. METHODS:

This section should discuss the strategy(ies) that will be used in teaching the proposed course or activity. State the ideal minimum and maximum class size, activity group or student-to-staff ratio.

IV. RESOURCES: (To be completed in consultation with building administrator)

A. Projected Initial Expenses:

- a. Supplies \$ _____
- b. Equipment \$ _____
- c. Resource Literature \$ _____

Is Consultant Help Needed? If yes, complete the following:

- d. Days _____
- e. Cost per day \$ _____
- f. Total cost of consultant \$ _____

TOTAL COST ESTIMATE \$ _____