



### Study Group Proposal Form

Thank you for your interest in leading an OLLI study group this winter/spring! Please complete the following form and submit it to the OLLI office **no later than October 26, 2018**. You are welcome and strongly encouraged to submit your proposal earlier!). We will respond to your proposal within the next two months. Please note that we will try to accommodate your requests for dates, times and location of your course, but we cannot guarantee your first choice. Please be as flexible as possible when suggesting dates, times and location.

Proposals can be submitted via U.S. mail to the address above or via email to: [ribenjam@umich.edu](mailto:ribenjam@umich.edu).

**Proposed Study Group Title** \_\_\_\_\_

**Your Name**  
**Address**  
**Phone**  
**E-mail**

**Description of Event for Catalog:**

Please describe your study group, including: what participants will get out of this study group, general topics to be covered, teaching format (discussion, lecture, etc.), any reading materials to be purchased by participant, any course materials required, etc. Include 1-2 sentences about yourself and your background as it relates to the course topic.

*Please limit to 100 words or less.*

**Format** (check all that apply)

- Lecture
- Readings
- Active participation
- Demonstration
- Discussion
- Visual media viewing

**How often will this class meet?**

- Once a week
- Other (specify) \_\_\_\_\_

**How many times will this class meet?** \_\_\_\_\_

**How many hours will each class meeting last?**

- 1.5 hours
- 2 hours
- Other (specify) \_\_\_\_\_

**Please continue on pg. 2**

Do you need set up time?  Yes  No If so, how much? \_\_\_\_\_

What is your preferred **start date** (earliest start date - 9/17/18)? \_\_\_\_\_  No preference

What is your preferred **end date** (latest end date - 12/21/18)? \_\_\_\_\_  No preference

What are your preferred **days of the week?**  Monday  
(check all that apply; please be flexible)  Tuesday  
 Wednesday  
 Thursday  
 Friday  
 No preference

What is your preferred **time of day?**  Morning  
 Early Afternoon  
 Late Afternoon  
 Evening (dependent upon availability)

What is your **minimum** number of participants? \_\_\_\_\_

What is your **maximum** number of participants? (not to be exceeded) \_\_\_\_\_

Are there any prerequisites for the participants? Please describe: \_\_\_\_\_

Venue request:  No preference  Sanctuary at St. Joe's Village  
 Bank of Ann Arbor (Plymouth Rd.)  Temple Beth Emeth/St. Clare's Church  
 Brecon Village (Saline)  Trinity Lutheran Church  
 Brookhaven Manor  Turner Senior Resource Center  
 Church of the Good Shepherd  UM North Campus Research Complex  
 First Presbyterian Church  University Commons  
 Jewish Community Center  Other (specify) \_\_\_\_\_  
 Saline Senior Center

Audio-visual equipment needs:  TV/DVD  Projector  Speakers (for projector)  Screen  
*\*Study Group leaders must bring their own laptop if one is needed*  Hearing Loop  
 Wireless Internet Access  
 Other (specify): \_\_\_\_\_

Have you previously taught an OLLI course?  Yes (Please specify years and course names) \_\_\_\_\_  
\_\_\_\_\_  
 No

Are you interested in attending a Group Facilitation Training seminar on August 3?  Yes  No

How did you hear about leading an OLLI study group?  Friend/acquaintance/OLLI member  
 Flyer seen elsewhere (specify where) \_\_\_\_\_  Flyer seen at a lecture  
 Email  OLLI website  Other (please specify) \_\_\_\_\_

Any questions? Please contact: **Ben Richards, OLLI Assistant Director**  
**OLLI at the University of Michigan**  
**A program of the Geriatric Center**  
**ribenjam@umich.edu 734-998-9357**

