

Neighbors Teaching Neighbors (NTN) Proposal Form

NTN has established a framework in which individuals can share their skills and talents with one another in an informal setting for a nominal cost. We are thrilled that you are interested in joining this community effort. You select the meetings times and dates, the content and description of your course and a brief bio of yourself. Please be aware of holidays. If we decide to run your course, we reserve the right to make any editorial corrections. Choose your title carefully; with rare exceptions, our audience seem to prefer short, descriptive titles.

First Name		Last Name	
Address			
City		State	Zip
Day Phone		Evening Phone	
Fax		Email	
Should students have questions, what contact information can we provide? :			
Day #		Evening #	Email

Course Title: _____

Course/Program Description: Write a brief description as what might be published including what will be gained from taking the course, topics to be covered, format and goals, if relevant. What will the students gain from taking your course and why should they take it. Limit your description to 50 words or less.

Teachers Information: (For publication) Write any specific information about yourself, your experience, and why you are qualified to teach this course. Limit your description to approximately 25 words.

Class logistics: What day(s), date(s) and time of day would you like to teach the class? Be specific.

Number of sessions:	Day:	Flexible?	Yes	No
Beginning Time:	Ending Time:	Dates:		
Class Size	Minimum: 5	Maximum:	unlimited	

Materials Fees: List any additional costs to the student and indicate what the fee will cover. If you have a suggestion about course fee, please note it.

Special Requirements: List requirements you might have of a course location (blackboard, moveable seating, etc.)
