



## Example of Completed Workshop Proposal

### Guidelines to Consider in Preparing Your Workshop Proposal:

In preparing your Workshop Proposal, be sure to answer all questions. Incomplete proposals will result in delaying the Workshop Committee review process.

First time workshop instructors: Please provide a brief summary of your experience pertinent to this workshop proposal (attach summary to email transmitting your Workshop Proposal).

Workshop Instructor is generally paid for teaching.

Workshop Committee may impose a minimum enrollment and reserves the right to cancel a workshop.

The general public is invited to enroll in workshops and membership in the Osher Lifelong Learning Institute (OLLI) at UNC Asheville is not required.

For further information or questions call 828-251-6140 or email: [olli@unca.edu](mailto:olli@unca.edu)

Return Completed Proposal to: [olli@unca.edu](mailto:olli@unca.edu)

<b>Instructor Name</b>	<b>Edith H. Garrett</b>
<b>Workshop Title (5-7 words)</b>	<b>Family History Research: Beyond the Basics</b>
	The workshop description should describe the activities and learning objectives. This will be used in advertising and promotion. Keep the text brief and to the point; <b>no more than 50-75 words.</b>
<b>Workshop Description</b>	Explore resources and techniques to find your ancestors and discover their life stories beyond birth/death/marriage dates. We will discuss Internet search options, the use of photographs from the past and how to use other documents for clues and evidence. This class requires some experience in family history research and experience with computers, but you will not be using computers in class.
	Workshop dates are generally conducted on weekends (Fri. afternoon, Sat. & Sun.) and between school terms. Weekday (M-F) workshops will be scheduled between terms. List by day and date (Sat., May 4). The annual workshop program runs from mid-March until mid-December.
<b>Workshop Dates</b>	Summer or Fall; Saturday/Sunday; Flexible on the dates; I am available to repeat the workshop the next session if it is in demand.
	Requested time should list start and ending time for each date. Lunch is generally scheduled for 1/2 to 1 hour, brown bag, not included in the registration fee.
<b>Requested Time</b>	1:00 pm – 5:00 pm Sat. and Sun.
	Maximum enrollment may be set by the Workshop Committee. Classrooms can accommodate 25-50 students. Art Rm 230 has maximum 14-16 students. Computer Lab, Rm 120, has maximum of 12 students.
<b>Maximum Enrollment</b>	25
	Prefer that workshop location be Reuter Center, UNC Asheville unless there are unusual requirements for off-site location.
<b>Proposed Workshop Location (Reuter Center, off-site)</b>	Reuter Center, UNCA
	Additional instructors/guest speakers are not paid.
<b>List Additional Instructors/ Guest Speakers</b>	None
<b>Instructor's Mailing Address (Street/PO Box, City, State, ZIP)</b>	1234 Any Dr., Asheville, NC28805



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Instructor's Phone (Area Code)	828-123-4567
	Your email address will only be included in the OLLI Catalog
Instructor's Email Address	<a href="mailto:edith@edithgarrett.com">edith@edithgarrett.com</a>
	If you give permission, a link to your website will be used in advertising and promotion of this workshop.
Instructor's Website	<a href="http://www.edithgarrett.com">www.edithgarrett.com</a>
	Keep your bio brief & to the point and <b>no more than 30-40 words</b> . Your bio will be used in the Catalog and advertising and promotion.
Instructor's Bio	<b>Edith Garrett</b> has been researching her family's history and working on other clients' projects since 2004. She is currently a volunteer at the Old Buncombe County Genealogical Society Library (OBCGS) and is the secretary/treasurer for the Hawkins Family Association (HFA).
	List of materials/recommended reading provided by the Instructor.
Workshop Materials/ Textbook	Handouts will be provided.
	Material fees are collected by the instructor at the first class.
Estimated Materials/ Textbook Fee (\$\$/Student)	\$10/person
	Based on your experience with this type workshop, what would you recommend as a registration fee (\$\$/Student)?
Suggested Registration Fee (\$\$/Student)	\$50/person
	Describe special facility needs (ie.,seating/table arrangement) for your workshop. All classrooms are equipped with instructor computer and LCD projector linked to the internet. Sound equipment is available. The Computer Lab, Rm 120, has 12 Mac desktop computers, one instructor Mac desktop computer and all computers run Windows & Mac applications and have access to the internet. The Art Room 230 has seating for 14-16 students, 2/table, wall space for hanging/displaying art work.
Special Facility Needs (use of Art Room, computer lab)	I would like a podium and small table at the front of the room and I will connect my computer for a slide presentation. If possible, can the students have tables for taking notes?
	<b>Please provide a detailed outline for your workshop.</b> List activities and learning objectives. Attach outline to the email transmitting your Workshop Proposal.

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<b>Workshop Outline</b>	<p>First Day, Saturday (Date TBD)</p> <p>1:00 pm                      Introductions</p> <p>1:15 pm                      Slides covering background for historic research, exploring genealogical terms/tools and setting goals for successful projects</p> <p>2:00 pm                      Break</p> <p>2:15 pm                      Internet research tools both free and fee-based</p> <p>3:30 pm                      Break</p> <p>3:45 pm                      Using photographs to create evidence, solve mysteries and identify ancestors' stories</p> <p>5:00 pm                      Dismissal</p> <p>Second Day, Sunday (Date TBD)</p> <p>1:00 pm                      Questions</p> <p>1:15 pm                      Slides covering techniques to preserve family history stories, photographs and documents</p> <p>2:00 pm                      Break</p> <p>2:15 pm                      Exploring land deeds, wills and other documents for evidence and problem-solving</p> <p>3:30 pm                      Break</p> <p>3:45 pm                      Organization of files, photographs and other evidence to keep it all together; Summary</p> <p>5:00 pm                      Dismissal</p>
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**Date Received by Workshop Committee: October 3, 2011**