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**PILLAR Presentation Proposal Form**

**(Please return pages 2 and 3. Keep page 1.)Top of Form**

***WHY TEACH FOR PILLAR?*** *Join other retired or current college professors, educators, and other talented professionals who teach for PILLAR. The rewards for teaching for PILLAR are innumerable. Many PILLAR presenters have reported that their classes have been the richest teaching experiences of their lives.  PILLAR class participants are intelligent, vibrant, and engaging.  In addition, for many instructors, this is an enjoyable time to teach without grades, homework, papers, or exams while having lively discussions with class participants who enjoy learning.*

As a small nonprofit, we cannot afford to pay our talented instructors, however, our volunteer instructors are allowed to register for 2 free PILLAR classes for every 2-hour class taught in the term they are teaching.  The free classes do not carry past the current term and when you contact the front desk to register, please let them know you are a current instructor.

**Policies**: PILLAR classes are intended to be learning experiences for our participants. Classes are not intended to be client recruiting or selling opportunities for business products or services. Thank you for understanding.

**Proposal Procedures:** After the proposal is sent into the PILLAR director and the proposal is approved, you will be contacted for scheduling. Planning for each term begins several months in advance, so the sooner the proposal is sent in, the more dates will be available from which to choose. The PILLAR catalog is printed and distributed two to three weeks in advance of each term’s start date. All presenter's bios are listed in the back of each PILLAR catalog in which they are teaching.

**Classroom Hosts**:  There are 2 classroom hosts assigned to each instructor, an Attendance host and an AV host. They both will contact the instructor one week before the scheduled date and confirm the equipment needed, directions to the venue, and the number in the class.

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**Handouts**:  Participants do not expect handouts unless they are necessary for understanding of the topic.  If handouts are needed they can be made in the PILLAR office. Limit on PILLAR printed handouts: 2 pages, front and back per class participant. Send the handout to the director no more than a few days before the class. In addition, handouts and PowerPoint slides can be sent to all participants before or after class by email.

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**Class length**:  2 hours long with a 10-15 minute break in the middle.

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**Microphones**:  Please be aware that the PILLAR demographic may have difficulty hearing. Therefore, you may be asked to wear a microphone A microphone will be provided.

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**Technical:**  The PILLAR classrooms are set up with Windows based computer system, therefore bring your PowerPoint presentation materials on a Thumb or Flash drive. Bringing your own laptop is not advisable. Unfortunately, Mac laptops do not work with the PILLAR computer system.

**Internet:** ​ ​Internet is accessible in the PILLAR classrooms. The PILLAR computer is hardwired to the Internet. There is also Wi-Fi for tablets and phones.

**PILLAR Classroom Equipment:** Projector, Projection screen, Windows laptop, DVD/CD player, sound system, slide advancer, microphone system, HDMI cables, white board and markers, podium, and side table.

**PILLAR Classroom Location**: From Academy turn on Jamboree, enter the Chapel Hills Mall entrance between Dillard’s and Burlington and walk straight ahead to PILLAR. Please arrive ½ hour before class starts.

****Bottom of Form

**Date: \_\_\_\_\_\_\_\_\_\_**

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**Please return the following completed pages to PILLAR at**

director@pillarinstitute.org or by mailing to: PILLAR Executive Director,

1710 Briargate Blvd., Suite 847, Colorado Springs, CO 80920

**Office Use Only:**

**Trimester \_\_ Class # Day \_ Date \_\_ \_ Time \_\_ Location Max #**

**Curriculum Approval: \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Curriculum Contact Person** (who recruited you for this proposal):

**Instructor Bio Information**

***Current Contact Information for our office. (Please Type)***

**Name:**

**Address:**

**City/State: Zip Code:**

**Phone Number: Cell Number:**

**Email Address:**

**Last Degree Received:**

**Major:**

**Where received: ­­­­­­­­­­­­**

**Next Degree:**

**Major:**

**Where received:**

**Relevant Work/Volunteer Experience (1-3 sentences):**

**Demographics: Please answer the questions below to help us distinguish who our members, instructors and volunteers are. This enables us to apply for grants. The personal information is not for public dissemination. Only the numbers of each category are distributed to grantors. Thank you.**

**Is your birth year between: Education Level: Individual Income Level:**

1916-1925 \_\_\_\_ GED/High School \_\_\_\_ $25,000 and below \_\_\_\_

1926-1935 \_\_\_\_ Some College \_\_\_\_ $25,000 -$50,000 \_\_\_\_

1936-1945 \_\_\_\_ College graduate \_\_\_\_ $50,000 and above \_\_\_\_

1946-1955 \_\_\_\_ Graduate work and beyond \_\_\_\_

1956-1965 \_\_\_\_ **Veteran Status:**

1966-1975 \_\_\_\_ Veteran: \_\_\_

1976-1985 \_\_\_\_ Veteran Family Member: \_\_\_

1986-1995 \_\_\_\_ Non-Veteran: \_\_\_

1996-2005 \_\_\_\_

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**Presentation Title (for the catalog):**

**Short Presentation Description (for the catalog**): In approximately 3-5 sentences, please give a description of your presentation for use in our catalog. If you are presenting a course, we will need a written description for each class within the course. *(PILLAR reserves the right to edit when necessary.)*

**Brief Presentation Outline:**

**Technology** *(PILLAR’s classrooms are Windows based computer systems. Macs do not work with our equipment. All instructors must bring their presentation on a flash drive.)*

PowerPoint \_\_\_ No PowerPoint \_\_\_

YouTube video \_\_\_ Internet \_\_\_ Other Technology \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Equipment or Materials or Special Setup:

**Scheduling** *(You will be contacted after the proposal is approved for a final date and time.)*

Most classes are held T or Th. Mondays are reserved for classes not needing tech and Friday classes are held at our partner retirement centers. Wednesdays are usually special events, so there are limited dates available. Saturdays and early evening hours are available too. 10am - 12pm and 1pm - 3pm are our normal class times.

**Months Preferred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dates Preferred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Days Preferred**:

Tuesday\_\_\_\_ Wednesday\_\_\_\_ Thursday\_\_\_\_ Other\_\_\_\_

**Times Preferred**

10am - 12pm \_\_\_\_ 1pm - 3pm\_\_\_\_ Other \_\_\_\_

***Thank you for volunteering to teach for PILLAR Institute for Lifelong Learning.***

1/1/19