



S.E.E.K. 2016 PROPOSAL

Laramie County Community College



1400 E. College Dr. Cheyenne, WY 82007, Phone 307.778.1134, Fax 307.778.1269 email: cgoertel@lccc.wy.edu

PROPOSALS DUE BACK NO LATER THAN JANUARY 6, 2015!



Laramie County Community College is looking for instructors for the **2016 Summer Educational Experience for Kids (S.E.E.K.) program**. If you are a certified teacher or have a lot of experience teaching kids, please consider participating in this fun and educational program. Program information includes:

| | | |
|--------------------------|---|---|
| Dates: | June 13-17, 2016 | July 18-22, 2016 |
| Ages (by groups): | 5-12 (5-6, 7-9 & 10-12) | 5-12 (5-6, 7-9 & 10-12) |
| Times: | Session I: 9:00am-Noon Session II: 1:00-4:00pm | Session I: 9:00am-Noon Session II: 1:00-4:00pm |
| Pay: | \$525 per session | \$525 per session |
| Supply Budget: | \$100 per session | |

Things to Know:

- Teachers are required to be in the classroom **fifteen minutes prior** to the start of class every day, morning and afternoon.
- Only water-based paints are allowed in the program, no acrylic.
- We are welcoming new **course ideas** which could increase the chances of your class being chosen.
- Please propose classes that are not specific to one gender; they are easier to fill.
- **Please do not offer the same class for the same age group in the same session in the morning and the afternoon.**
- A class needs 10 students enrolled in order for it to run. Classes with have a **max of 15 students** unless otherwise arranged with the instructor.
- For your planning purposes, Cheyenne Frontier Days is July 22-31, 2016.



S.E.E.K. 2015 PROPOSAL – JUNE 13-17, 2016



Instructor Information

Name _____

Mailing Address _____
(street) (city) (state) (zip)

Home Phone _____ Work Phone _____ Email* _____

**If you have a different summer email address, please provide that as well so that you will receive any important emails we send you.*

9:00am-12:00pm Ages: 5-6 7-9 10-12

COURSE TITLE _____

Course Description (be brief but descriptive and write the description **FOR THE KIDS – make it exciting!**)

Description must be between 35-100 words:

AV Equipment requirements (TV, DVD, projectors, etc): _____

Please list any AV equipment requirements (TV, DVD, projectors, etc) on your proposal for EACH class where indicated (this does not include supplies you need for your class – you will purchase these out of your \$100 supply budget).

1:00pm-4:00pm Ages: 5-6 7-9 10-12

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S.E.E.K. 2015 PROPOSAL – JULY 18-22, 2016



Instructor Information

Name _____

Mailing Address _____
(street) (city) (state) (zip)

Home Phone _____ Work Phone _____ Email* _____

**If you have a different summer email address, please provide that as well so that you will receive any important emails we send you.*

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Things to Know (cont.):

Please be advised that by submitting a proposal it does not guarantee the course will be added to our schedule. All proposals will be reviewed by our committee before they are selected. Thank you for your interest!

There are very few rooms with tile floors and/or sinks, and so those will be very difficult to reserve, although you may be “near” a sink.

Most rooms are carpeted. Please keep this in mind when proposing and conducting a class. If students will be doing messy tasks on tables, tables must be covered with plastic. If there are chairs with fabric and students are doing messy tasks, they must also be covered. If students are using paint it must be water-based only and the floors must be covered with plastic. We will provide the plastic; please inform us on the proposal form so that we can get that to you on the first day.

***If you need copies made, print jobs are due one week before the SEEK week you are teaching.**

*If you have AV needs, we will need to set up a training appointment **prior** to the SEEK week. We will not be able to offer training on the first day of SEEK.

***In order to be considered to teach, please attach a resume with this proposal form.**

All teachers must provide proof of Title IX training offered through their school district. Otherwise they will need to participate in an LCCC Title IX training prior to SEEK week.

INSTRUCTOR PAYMENT: Payment is \$525 for each week-long class (\$525 for the morning class and \$525 for the afternoon class). You will have a supply budget of \$100 for each class. In order to process your payment, you must have an **employment application, an I-9 and a W4 form** on file in the Human Resources Office **by April 17, 2015, no exceptions.** You can contact Mindy Layson in the Human Resources Office at 778.1289 or mlyayson@lccc.wy.edu

**Reminder: THE DEADLINE TO HAVE PROPOSALS
BACK TO OUR OFFICE IS**

January 6, 2016!

Incomplete forms will not be processed