

## COLLEGIUM CAIDIS CLASS PROPOSAL FORM

Submitted for (check one):  Fall or  Spring Collegium    Date Submitted: \_\_\_\_\_  
 Classes must be resubmitted for each Collegium session. Class submissions will not be held from one session to the next.

CLASS TITLE: \_\_\_\_\_

CLASS DESCRIPTION: (please include details on any pre-requisites, required skills, or experience level of the class):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CLASS LENGTH: \_\_\_\_\_ hours  
 Is there any time you cannot teach this class? \_\_\_\_\_

When do you prefer to teach this class:    Sat AM \_\_\_\_\_ Sat PM \_\_\_\_\_ Sun AM \_\_\_\_\_ Sun PM \_\_\_\_\_

CLASS SIZE: \_\_\_\_\_ no limit    \_\_\_\_\_ yes, limited to: \_\_\_\_\_ students  
 Minimum number of students \_\_\_\_\_

CLASS FEE: \$ \_\_\_\_\_  
 Materials you will provide for the students: \_\_\_\_\_

MATERIALS THE STUDENTS SHOULD BRING:  
 \_\_\_\_\_  
 \_\_\_\_\_

What type of classroom do you need? \_\_\_\_\_

Is there any equipment that you wish collegium to provide:  
 \_\_\_\_\_

Is there anything else we or the students need to know?  
 \_\_\_\_\_  
 \_\_\_\_\_

INSTRUCTOR'S SCA NAME & TITLE: \_\_\_\_\_  
 LEGAL NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_  
 TELPHONE & EMAIL (if available): \_\_\_\_\_

*(Please complete all above mundane information – failure to do so could prevent class from being scheduled for Collegium!)*

PLEASE SEND/MAIL COMPLETED FORMS TO:    **REGENT LISTED ON BACK or**  
 THL Cynthia de Wickersham  
 Programming Regent  
 Address and phone number + email  
 Information is listed on the back

\* \* \*

***Please do not rely on email  
 as your only means of communication!***

<b>DEADLINES:</b>	<b>Collegium</b>	<b>Deadline</b>	<b>Collegium</b>	<b>Deadline</b>
Class proposal forms Due to Regents:	Spring	October 25	Fall	April 10
Regent Track Due to Programming Regent:	Spring	November 05	Fall	April 25

**WEB CONTACT INFORMATION PERMISSION  
COLLEGIUM CAIDIS, CAID**

In accordance with the SCA, Inc. Board of Directors, SCA web pages must have written permission from members before the members' contact information can be posted on the web. Please complete all of the following sections, and indicate which information may be included on the web.

- For example, to be listed as a contact on the web, such as hosting an A&S workshop or Collegium Regent, you may have just your Modern and SCA Names, plus an email address if appropriate.
- You are not required to use a phone number on the web page. If you grant permission to include your phone number, the web will indicate no calls after 9 p.m.
- If you grant permission for your address to be used, it will only be used on a map to your workshop or practice. It will not be posted next to your name and phone number.

		Permission to Use on Web?	
		Yes	No
<b>Modern Name:</b>		<input type="checkbox"/>	<input type="checkbox"/>
<b>SCA Name:</b>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Regent Area or Staff:</b>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Address</b> (for maps only):		<input type="checkbox"/>	<input type="checkbox"/>
<b>Phone Number:</b>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Alternate Phone:</b>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Email Address:</b>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Special Comments:</b>			

I grant permission for the Collegium Caidis / SCA, Inc. to use my contact information on the Collegium Caidis Web Page, as indicated above. I understand that my contact information will not be posted without my specific written permission, and that I may withdraw permission at any time. My information will be automatically removed if my class is cancelled or I step down from my office.

Signed: \_\_\_\_\_  
 Today's Date: \_\_\_\_\_

***PLEASE! Sign the internet permission form  
 (make a copy for your files) and return in the  
 SASE as soon as you possibly can!!!!***

Please retain a copy for your records. Please turn in to the Web Minister, Collegium Caidis.  
 This form must be signed, to be considered valid. Thank you.