

OFFER TO RUN A COURSE OR ACTIVITY IN 2025

Please complete a separate proposal for each course or activity proposed

Course or activity title	
Description for publication (This should briefly describe the content you intend to cover in this course or activity)	
Prerequisites or requirements to be included with the description	
Brief Bio of Tutor showing knowledge, skills, and experience to run this course, (this will be included in the description)	
Preferred start and finish time or length/hours each session	
Preferred length of course	☐ Long Course (e.g. February to November) OR ☐ Short Course: Start date: Finish date: OR ☐ Summer Course: Start date: Finish date:
Preferred day and time, e.g. weekly, fortnightly, monthly	Option 1: Option 2: Other options:
Mode of delivery	☐ Face-to-face delivery ☐ Online delivery (please specify below – Zoom, Skype, Email or Other)
Proposed number of attendees	
Preferred location	
Your name	
Membership	☐ Member number:
Home number	
Mobile number	
Email	
Do you need any training on UMAS (e.g. sending emails and enrolment reports)	☐ Tick if you need training