



Proposal Checklist

The following should be returned to Extended Studies no later than **Tuesday, Jan. 16, 2018.**

- _____ A Kids University Instructor Data Sheet
- _____ An Instructor Reference Sheet
- _____ A Detailed Program Description Sheet
- _____ A Marketable Description Sheet
- _____ A Resume

Upon notification of acceptance of your proposed camp idea, the following should be returned to Extended Studies no later than **Friday, March 9, 2018.**

- _____ A Lesson Plan for Each Day's Activities
- _____ A Materials Request Form
- _____ A Facilities Request Form
- _____ A Field Trip Request Form
- _____ A Guest Speaker Request Form
- _____ A Weekly Activity Grid

Please make sure that your name and class title is on all material submitted.

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