

Lighthouse Homeschool Co-op Course Proposal Form
20__-20__ Academic Year, 9:00 a.m. - 2:45 p.m.

Instructor's name and email address: _____

Assistant's name (must be presented at time of proposal) _____

**If an assistant is listed, the privileges of "early sign-ups" and "exception from monitoring" must be split between the teacher and assistant, each taking one privilege only. Please list:*

Exercising "Early sign-ups": _____

Exercising "No monitoring": _____

Course title: _____

Grade levels: _____

Curriculum to be used: _____ *Note: If you desire to order a curriculum base, and need to distribute the cost to the students, the curriculum will become the property of the Lighthouse members for future use.*

Other materials needed: _____

Supply fees: _____ Does this include printing fees? Yes No

- *Please note: If you collect class fees for a course that you propose to teach but, later, find that you are unable to fulfill your teaching obligation, it is your responsibility to reimburse, in full, the families from whom you collected the fees.*
- *If you circled "yes" you are indicating that you will be printing at an offsite store and the cost will be reflected in the supply fee.*

Course description: _____

Homework requirements: _____

Special equipment needed for this class: _____

Maximum number of students you are comfortable teaching (*actual class size will depend on room availability, but will not exceed your preference*) _____

Will you need childcare? _____ Yes _____ No _____ Maybe

Time of day you are *not* able to teach: _____

Are you aware of any days that you will not be able to teach your class during the next academic year? _____

Lighthouse Homeschool Co-op Course Proposal Instructions

Please submit this form to a board member on or before _____ . Proposals and new assistants will not be accepted or added after this date.

1. Teaching a class is a commitment and we ask that you prayerfully consider whether you are able to do so at this time.
2. Prospective teachers need to be 17 years or older and have been a member of the co-op for least one year (and have signed the Statement of Faith). Those persons of interested in teaching, must also have a year's experience assisting in a class, and must be approved by the existing board.
3. Submitting a course proposal does not guarantee that you will be teaching a course. The Lighthouse board must review all of the proposals and discuss the available class space and scheduling, and then determine where the greatest needs are. If we are not able to offer your class in the upcoming semester, you may resubmit your proposal for the next semester.
4. If you are a new teacher, the board chair will contact you to fill out the Criminal Background Check and Disclosure forms, as well as submit two letters of reference. Teaching is contingent on these being approved.
5. Please be clear about your preferences and when you cannot teach, and know that we will do our best to make the schedule work for everyone. Please be as flexible as possible with your availability to teach.
6. If you require childcare for younger children while you are teaching, please indicate this on the space provided on the course proposal form; the parents of the children enrolled in your class can sign up to help in this area, and are generally happy to serve.
7. Once the schedule and classes are posted, changes cannot be made to the class times; however, the academics coordinators reserve the right to move the classroom location, if necessary.
8. Please remember that we often have waiting lists for classes during enrollment time. If a space becomes available in your class, please refer to the waiting list and offer the available space to students in *the order in which they appear on your waiting list*. Please do not offer the open space to someone without first exhausting the waiting list.