

ACC Center for Personal and Professional Development  
640 Bay Road, Queensbury, NY 12804  
Phone: (518) 743-2238 · Fax: (518) 743-2318

## SUMMER ENRICHMENT COURSE PROPOSAL

ACC Queensbury Campus

ACC provides a three-week Summer Enrichment program for area youth who have completed grades 3 through 9, and who meet certain academic requirements. The courses offered are designed to introduce students to new, innovative, and stimulating academic areas enhance their traditional classroom education and provide them with a fun-filled experience. Courses should be designed to include hands-on activities and opportunities for independent work. We welcome new course proposals.

Please fill out as completely as possible and attach any additional information that would be helpful to us as we assess the appropriateness of this course for our Summer Enrichment Program.

### Personal Information

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
\_\_\_\_\_ E-mail: \_\_\_\_\_  
Current Employer: \_\_\_\_\_ Position: \_\_\_\_\_

### Proposed Course Information

Proposed Course/Activity Title: \_\_\_\_\_

#### Course Description:

Briefly outline the day-by-day activities of the course.

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Please write a brief description of the proposed course (for the program brochure). Attach an extra sheet if necessary.

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**Equipment/Computer Lab:**

Is there a need for Audio/Visual Equipment? Yes  No

List below any equipment or computer lab time you will need during the Summer Enrichment Program. Please be specific with your needs.

**Type of Equipment Needed**  
(A/V Equipment, 8' Tables, Computer Lab, etc.)

**Dates Needed**  
(Leave blank if needed everyday.)

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**Space Requirements:**

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**Materials:**

Is there a need to purchase materials for your course? Yes  No

*If yes, please complete the attached supply list worksheet and return it with your course proposal.* Please note that we try to keep this cost as low as possible. In the event that a course is chosen to be included as part of the program, the instructor is responsible for obtaining supplies for the course(s). In the spring, we will send you a purchase request form for you to complete and return to us listing actual costs and supplies for your class. Following this, a purchase order made out to the vendor(s) will be provided to you for the supplies.

**Age Level:**

**Class Size:** (Minimum is 10.)

Grades 3-5

Ideal class size \_\_\_\_\_

Grades 6-9

Maximum class size \_\_\_\_\_

**Class Time:**

Please indicate your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> class time choices:

8:15 am-10:15 am \_\_\_\_\_

10:30 am-12:30 pm \_\_\_\_\_

1:00 pm-3:00 pm \_\_\_\_\_

**References:** (New instructors must also submit a resume.)

**NEW INSTRUCTORS ONLY:** Please list the names, addresses, and phone numbers of three professional references.

**Name**

**Address**

**Phone**

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**Please complete a separate course proposal for each course (this form may be duplicated).  
Any incomplete proposals and worksheets will be returned.**

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## SUMMER ENRICHMENT SUPPLY LIST WORKSHEET

ACC Queensbury Campus

Instructor: \_\_\_\_\_

Course: \_\_\_\_\_

Return this form with your course proposal. We try to keep materials cost as low as possible.

This form must be completed if materials are required. This is a worksheet to estimate your supplies. It will help us determine the fee for your course. Additional information will be provided at our Instructor Orientation in June.

Qualified vendors must accept an ACC purchase order. Please check with your vendors to be sure they do.

(A)	(B)	(C)		(D)		(E)
ITEM DESCRIPTION	PRICE PER ITEM	QUANTITY NEEDED PER STUDENT OR CLASS		(B x C) PRICE PER STUDENT OR CLASS		VENDOR

If item is bought in bulk (i.e. cans of paint) please note.