



Call for Proposals: 2012 Spring Classes

DEADLINE: MONDAY, FEBRUARY 27, 2012



Dear Prospective Teacher,

Howard County Arts Council (HCAC) has started Spring Class planning and is in search of class proposals. Spring Classes will run any time from **April 23 through June 10**. Classes cancelled due to inclement weather will be made up during the week of **June 11— 17**.

If you are interested in offering a class during the winter session, please complete both pages of the attached proposal form and return by ***Monday, February 27***. Currently, HCAC is interested in foundation classes addressing the fundamentals of visual and performing arts. If you would like to propose more than one class, feel free to make copies of this form and submit separate proposals. *Please note that there is no availability for classes on Tuesdays.*

HCAC hires artists as independent contractors to teach classes. Classes are cancelled if their enrollment is less than six students. Teaching artists who are new to HCAC should submit a resume and teaching references with their proposal form. Because of the limited availability of teaching slots, we may not be able to accept all proposed classes. We may also request that you change or alter something in your proposal.

Youth class proposals must include a supply list and a total supply budget. Teen and adult class proposals must include a supply list which will be provided to the participants after they register. Teen and adult class participants are expected to purchase their own supplies independently.

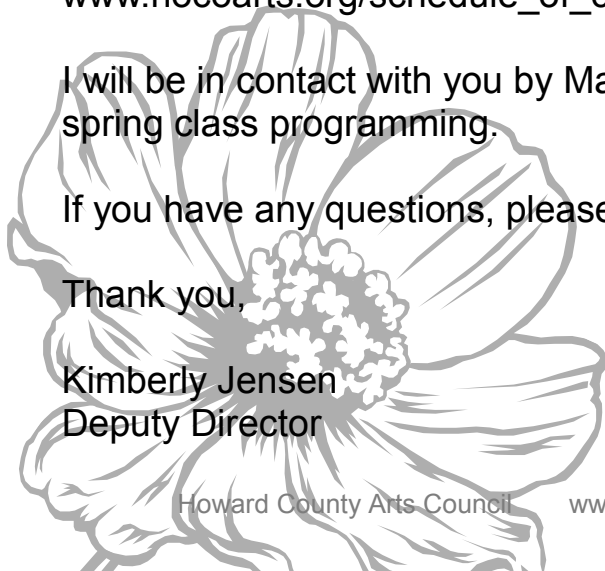
To view examples of HCAC's class descriptions and age ranges, visit:
www.hocoarts.org/schedule_of_classes.php

I will be in contact with you by March 5, 2012 if your class is chosen to be included in HCAC spring class programming.

If you have any questions, please call 410-313-2787 or email deputydirector@hocoarts.org.

Thank you,

Kimberly Jensen
Deputy Director





Howard County Arts Council Winter 2012 Class Proposal Form

Deadline: Monday, March 5

Please make copies of this form if submitting more than one proposal.

TEACHER INFORMATION

Teacher Name: _____

Address: _____

Phone: _____ Email: _____

NOTE: If you are new to HCAC, please attach resume, including teaching references.

PROGRAM INFORMATION

Class Title: _____

Age Range: _____

(Examples: Youth 8-12; Youth 5-8; Teen 13-16; Teen & Adult 14+; Adult 18+)

Please describe the proposed class (in fifty words or less) in the space below or on a separate page. Include goals, topics covered, examples of projects, and length of sessions. Additionally, if you would like to identify your own supplies, please include a supply list and budget (under \$100) for youth classes.

DATE & TIME

Howard County Center for the Arts building hours are Monday – Thursday, 9am-10pm; Friday 9am-8pm; Saturday 10am-4pm; Sunday 12-4 pm.

Classes may be scheduled anytime during normal building hours over the 8-week session (April 23—June 10) from one to four hours per class.

Circle your preferred day of the week for your class and write in your proposed dates Specify a second option if possible. Please note there is currently no availability for Tuesday classes.

Monday _____

Tuesday N/A _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

*Please return this form by email, fax, or mail by **February 27, 2012** to:*

Kimberly Jensen, Deputy Director
Howard County Arts Council
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Ellicott City MD, 21043
deputydirector@hocoarts.org
Fax: 410-313-2790