



Valley Stream Teacher Resource Center

Room 51 Memorial Junior High School
Fletcher Avenue
Valley Stream, NY 11580

Phone- 516-561-1492 FAX- 516-561-1411
Email- VSTC@VSCHSD.ORG



Workshop Proposal

Workshop Title _____ Date _____

Instructor Information:

Name _____

Address _____

Social Security # _____

School _____

School # _____

Home # _____

E-Mail _____

Best Time to Contact _____

**A workshop session is usually 2 hours, not to exceed 6 hours over a 3 week period.
How will you structure the workshop?**

_____1 session _____2 sessions _____3 sessions

Please indicate your first and second choice for a day to run your workshop.

1st _____ 2nd _____

Workshop location: Room _____ School _____

Time: The workshop will begin at _____pm and end at _____pm

PLEASE NOTE: While we prefer workshops to be held at the Center's location at Memorial Jr. High School, workshops may be held at any of the consortia schools if the instructor deems it necessary. If an alternate site is chosen, it is the responsibility of the instructor to obtain written permission from the school for use of the room by the Teacher Center. A copy of this permission must be forwarded to the Teacher Center.

Abstract: Please give a brief description of your proposed workshop. This abstract will be used to advertise this workshop in any flyers or course catalogs the center sends out so please give it careful consideration.

Please give an outline of the workshop, noting major topics to be covered in each session:

Session 1:

Session 2:

Session 3:

Maximum class size _____

Intended audience: (please note grade levels or subject areas if applicable)

- All proposals are subject to the approval of the Teacher Center Curriculum Committee and the Policy Board of the Valley Stream Teacher Center.
- The Center reserves the right to cancel this course due to lack of enrollment.
- Instructors are responsible for supplying any and all instructional materials.

If you have any questions about this application or the workshop you are proposing, please feel free to call the **Valley Stream Teacher Center** at 561-1492.