

November 2015

Thank you for your interest in KIDS University. KIDS University will run June 13-July 29, 2016. This packet has been provided to familiarize you with the program and our expectations of our instructors. It will also provide you all the format in which proposals to teach must be submitted. NEW this year we are looking at adding some day long programs 9:00 -3:30pm. If you are interested in teaching in this format please indicate that on your proposal.

1. Before completing any forms, if this is a new proposal or the new format please call Teri Jones-Rodrigues at 784-6685 to discuss your ideas for camp.
2. After discussing your ideas, complete the following **pink** forms.
  - ❖ Kids University Instructor Data Sheet
  - ❖ Detailed Program Description
  - ❖ Marketable Description
  - ❖ Instructor Reference Sheet
3. Return the above forms along with your resume **no later than 5:00 p.m., Monday, January 4, 2016**. You can return them by fax 784-4801 or email [terir@unr.edu](mailto:terir@unr.edu) or [crystala@unr.edu](mailto:crystala@unr.edu)

Proposals received after the deadline may not be considered. Submission of a proposal does not constitute an agreement to teach. Proposals will be reviewed based on their originality, the interactive/hands-on nature of activities, the connection with topic areas taught on campus, budget constraints, and scheduling fit. **New this year** Kids U is looking to identify where curriculum meets the state standards. Extended Studies will review proposals and notify instructors of the acceptance/rejection of their proposal no later than **Tuesday, February 16, 2016**.

Upon acceptance of your proposed idea, the remaining forms will need to be ***fully completed*** and submitted for review **no later than 5:00 p.m., Friday, March 4, 2016**.

- ❖ Facilities Request Form
- ❖ Field Trip Request Form
- ❖ Guest Speaker Request Form
- ❖ Lesson Plans
- ❖ Materials Request Form (**If you are teaching a sports class include all the equipment needed**)
- ❖ Weekly Activity Grid

Also, there will be a *mandatory* meeting on the evening of **Thursday, April 28, 2016 at 6:00pm at the Planetarium downstairs classroom. As the university moves forward with the child protective policy we may have some additional qualifications.**

We appreciate your interest and commitment to the youth of our community.

Sincerely,

Teri Jones-Rodrigues  
Program Director  
Kids University

Crystal Adams  
Program Coordinator  
Kids University