December 2017

Thank you for your interest in KIDS University! KIDS University summer program will run June 11-July 27, 2018. This packet has been provided to familiarize you with the program and our expectations of our instructors. It also will provide you the format in which proposals to teach must be submitted. Our KIDS U classes traditionally have been taught from 9 a.m.-noon. Continuing this year, we are adding more day-long programs, which run from 9 a.m.-3:30 p.m. Please indicate on your proposal which format you prefer.

1. Before completing any forms, if this is a new proposal or the day-long 9 a.m.-3:30 p.m. format, please call Crystal Adams at 682-7554 to discuss your ideas for the camp.

2. After discussing your ideas, complete the following forms.
   - KIDS University Instructor Data Sheet
   - Instructor Reference Sheet
   - Detailed Program Description
   - Marketable Description

3. Return the above forms along with your resume no later than 5 p.m., Tuesday, Jan. 16, 2018. You can return them by email to crystalla@unr.edu or in person at the Fleischmann Planetarium.

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. KIDS U is looking to identify where curriculum meets the state standards — please include this in your proposal. Extended Studies will review proposals and notify instructors of the acceptance/rejection of their proposal no later than Friday, Feb. 9, 2018.

Upon acceptance of your proposed idea, the remaining forms will need to be fully completed and submitted for review no later than 5 p.m. Friday, March 9, 2018.

   - 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 for all instructors 6 p.m. Wednesday, April 25, 2018, in the Fleischmann 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,

Crystal Adams          Kathryn Butler
Program Director       Program Coordinator
KIDS University        KIDS University