

## **General Information for Instructors, Presenters, and Performers**

### **What is Hanover Township Aging Services?**

Hanover Township Aging Services is a department of Hanover Township, a local government, in Cook County, Illinois. The department is comprised of thirty professional staff members and over two hundred volunteers, all of whom are committed to enhancing and enriching the lives of older adults. The core services of the department are provided through four divisions: Enrichment Programming, Nutrition Services, Social Services (including mental health counseling and in-home care), and Transportation.

The Enrichment Programming division schedules hundreds of programs each month at the Hanover Township Senior Center. Enrichment Programming includes Arts and Crafts, Drop-In Clubs and Groups, Fitness Classes, Technology Seminars, Entertainers, Historical Lectures, Themed Parties, and more.

### **Who is a participant in programs at the Hanover Township Senior Center?**

The participants of the Senior Center are predominantly Township residents aged fifty-five years and older. Hanover Township is thirty-six square miles and includes parts of Bartlett, Elgin, Hanover Park, Hoffman Estates, Schaumburg, Streamwood, and unincorporated Cook County residents living in Hanover Township. Residents outside of this area purchase an annual membership fee to attend programs. Participants look to learn new things while enjoying the company of friends at our comfortable facility.

### **Who can do a presentation, conduct a program, or give a performance?**

We are always looking for new instructors who can provide high quality, engaging programs for our participants. The best instructors are those who have a love of their subject, a desire to share it, and a basic competence in the subject they will be teaching or performing.

Anyone with skills or knowledge and a passion to share that with older adults is welcome to submit a proposal. All proposals, and the instructor's related credentials and experience, will be reviewed by the Program Manager.

Instructors, presenters, and performers are independent contractors, not employees of Hanover Township. As such, they are responsible for developing their own course or program curriculum and providing any related materials.

### **Schedules and Proposal Deadlines**

Our programs are held Mondays, Wednesdays, and Fridays between 8:30 AM – 4:30 PM, Tuesdays and Thursdays between 8:30 AM – 8 PM, and Saturdays between 8:30 AM – 12:30 PM. Programs are usually one to two hours in length, depending upon the format and content.

The Hanover Township Senior Center has six sessions per year, each approximately 8 weeks in length. We schedule a full session at a time, and a session's schedule is finalized about 2-3 months prior to the start of that session. To be considered for a session, proposals must be received by the following deadlines.

<u>Session</u>	<u>Deadline for Submission</u>
January/February 2024	October 23
March/April 2024	December 18
May/June 2024	February 19
July/August 2024	April 22
September/October 2024	June 24
November/December 2024	August 26

## Writing Your Proposal

All proposal forms must be filled out completely; one form per program. The course proposal includes:

- A title
- A description of what you will be teaching
- An instructor biography or list of qualifications
- Scheduling preferences and availability

**Titles** A good course title can mean the difference between a course that zooms off the charts and one that doesn't live up to its potential. The purpose of the title is to attract the readers' interest to what you are offering. Here are a few techniques:

- Keep title simple, non-threatening, and positive
- Ask the reader a question
- Long or complex titles tend to confuse and will not capture the reader's eye
- Make the title personal. Use the word "you" in the title. This makes it personal and involves the reader.

**Course Description** Your course description should be enticing to create an interest for the participant to register. The course description sets the participant's expectations of what you will deliver during your program. The description should be factually complete and accurate and should provide solid information about the course so people can decide whether it will serve their needs. Keep these points in mind when writing your description:

- Descriptions should run 30 - 50 words in length
- Write in complete sentences, but keep it succinct
- The narrative should be written in the second person ("you")
- Provide information of what the participant will learn and experience in the program
- Use present tense grammar

The first five words of a course description will often determine if the reader will go on or pass to another course description. Make them count! The opener should focus on either the course content or the learner — not the instructor!