

## **For those interested in teaching a class at the Bellevue Botanical Garden**

Those wishing to become instructors at the Bellevue Botanical Garden should have a degree or equivalent experience in the subject matter you want to teach and should also have specific teaching or training experience in that subject matter. Strategically our classes fall into the following six categories and you will be asked to identify which category your class falls into: horticulture; basic gardening; art in the garden; edibles and organics; seasonal topics; and families in the garden.

To be considered for teaching a class, please complete the following course proposal form; we review these forms quarterly and we will let you know after that review whether or not we can use your services. If your class is selected for consideration you may be asked to submit a detailed syllabus or portfolio (where applicable) and meet with an Education Committee member. A syllabus is a list of activities that will take place as part of the course instruction and should cover readings, topics, exercises or whatever activities your course dictates.

Thank you for your interest – we look forward to hearing from you. If you have any questions about your application, please contact us at [education@bellevuebotanical.org](mailto:education@bellevuebotanical.org)

## Class Proposal (all fields are required)

### Personal Contact Information

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Street Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Course Description:

Which Strategic Category Does the Course Fall Into? Mark one or two of the six:

Horticulture       Garden Basics       Garden Art

Edibles/Organics       Seasonal       Family

Course Title: \_\_\_\_\_

Estimated Course Length in Hours: \_\_\_\_\_

Target Audience and Age: \_\_\_\_\_

Course Description:

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Instructional Materials and Equipment needed or provided by you:

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Class Objectives: After taking this class what should a student be able to do?  
Please list several course goals.

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Any relevant information for marketing purposes:

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Please tell us your fee for teaching a class (FYI most of our classes are two hour classes that *include* time for Q and A)

Fee Requested: \_\_\_\_\_

Costs of any supplies required: \_\_\_\_\_

Speaker Background and Bio:

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Please provide your organizational affiliations, if any (e.g. associations, clubs, businesses, etc.)

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References who can speak to your knowledge and teaching ability (at least two and provide phone number and email for each)

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Please mail this form to: Bellevue Botanical Garden Society, ATTN: Education Committee, P.O. Box 40536, Bellevue WA 98015. You may also email this form to us at [education@bellevuebotanical.org](mailto:education@bellevuebotanical.org).