



Programme Co-ordinator: John Maynard 01202 418194

Course Description Form 2017/18

TO: **GROUP LEADERS**

From: Dee Collins, Assistant Co-ordinator 01425 272378

Please complete this form and return it to me at: 9 Solent Road, Walkford, BH23 5PZ by **FRIDAY 21 APRIL 2017**

TERM CALENDAR

Autumn Term	18 September 2017	to 8 December 2017	12 weeks
Start Spring Term	8 January 2018	to 16 March 2018	10 weeks
Start Summer Term	9 April 2018	to 15 June 2018	10 weeks

FOR ALL GROUPS: **CONTINUING / NEW** (please circle)

LEADER Tel No

JOINT LEADER (if applic.) Tel No

E-MAIL ADDRESS (You **MUST** indicate if you want it to appear in the Programme and are prepared to accept applications to join your group by email) YES / NO (please circle)

GROUP NAME
(Please complete separate sheet for each group)

DAY OF WEEK TIME: Start Finish

FREQUENCY OF MEETINGS (please circle): Weekly / Fortnightly / 4-weekly MAX NO IN GROUP.....

PLEASE FILL IN YOUR ACTUAL START AND END DATES FOR EACH TERM (essential for Venue bookings)
(Refer to attached calendar for fortnightly or 4 weekly meetings)

			NUMBER OF TERMS.....
Autumn Term	Start.....	End.....	No. of weeks.....
Spring Term	Start.....	End.....	No. of weeks.....
Summer Term	Start.....	End.....	No. of weeks.....

PREFERRED VENUE.....(Room no. if known)

COURSE CONTENT (**10 words maximum please**) – a longer description can be sent to the web-master

If description is precisely as last year please circle : AS LAST YEAR

Any special equipment required eg sink, projector etc.....
GROUP LEADERS please complete for office records, **name, telephone no and email address of your deputy**

