



HOW TO SUBMIT AN 826 WORKSHOP PROPOSAL

Is your workshop idea a good fit for our program?

Workshops at 826 Valencia provide a unique opportunity for students to get instruction in a variety of subjects that don't necessarily fall within the typical school curriculum. All workshops are led by volunteers, teaching something they're passionate about to our students. Before you teach a workshop, you'll need to either become or already be an 826 Valencia volunteer. You can register by visiting 826valencia.org/volunteer-registration/. When you teach a workshop, you will be provided with an 826 Valencia intern as a teaching assistant to help you out.

Topics

While there are no hard and fast rules concerning the topic of a workshop held at 826 Valencia, we look for workshop proposals that incorporate writing and storytelling.

Some of our past workshops have included:

- Blast from the Past (Historical Fiction)
- Dancing to the Rhythm of Words (Storytelling through Movement)
- Finding Your Funny Bone (Sketch Comedy)
- Global Voices (Oral History)
- Power of the Personal (Personal Essays)
- The Art of Writing Stylish Sentences (Descriptive Writing)
- Treasures of the Deep (Nautically-Themed Poetry)
- Wielding Words (Spoken Word Poetry)
- Worlds of Our Own (Fan-Fiction Writing)

Students

The majority of our workshops are open to 10 to 12 students within a particular age range (8–11, 11–13, or 14–18). Each season we tend to offer 10 workshops, four for students ages 8–11; four for students ages 11–13; and two for students ages 14–18.

Structure

We schedule workshops in two-hour sessions. Some workshops last for just one session while others take place over the course of three or four.

Scheduling

Workshops are scheduled for evenings and weekends. Although this varies slightly from season to season, the available times are typically:

- Monday, 6–8 p.m.
- Wednesday, 6–8 p.m.
- Saturday, 12–2 p.m. and 3–5 p.m.
- Sunday 12–2 p.m.

Seasons

There are four seasons for which we schedule workshops:

- Fall (September–December)
- Winter (January–March)
- Spring (April–June)
- Summer (June–August)

We schedule an average of ten workshops each season.

Materials

We can always provide paper, pens, pencils, markers, a white board, and a projector. We will do our best to accommodate other requests, but are not always able to. Let us know what materials you would like to bring/provide, if your workshop so requires.

Final Product

Workshops that take place over the course of a few sessions culminate in a final product, which is often a reading, play, essay, short story, or chapbook.

The Proposal

The proposal is intended to give us a clear idea of the workshop you would like to teach and what you hope students will gain from the class. Use it as a guide to articulate your ideal workshop, then be ready to be flexible: sometimes we might suggest changing the length of the class, the age group it's for, or other factors according to what will fit best in that semester's calendar. Please submit workshop proposals to workshops@826valencia.org. Before writing your proposal, please read on to learn specific steps directing what information to include. Please note that if we receive workshop proposals that are interesting, but not the perfect fit as they stand, we will work with you to restructure the workshop so it works for both instructor and students.

The Process

Once we receive a workshop proposal, we look it over to determine whether or not it will be a good fit for our program. You will hear back from us within two weeks. If your proposal is a good fit for our program, we will move on to scheduling the workshop and will put it on our calendar. We will then ask for a catchy title and a little blurb about your workshop, which we will use to advertise it on our website. We will schedule a meeting before the workshop itself to introduce you to the space (if you're new to our organization) and to discuss your lesson plan. On the day of the workshop you can expect to be greeted by a teaching assistant and ten–twelve eager faces of students ready to learn!

How to Compose a Workshop Proposal for 826 Valencia

1. Write a detailed explanation of your course.

Even if your idea hasn't evolved into a syllabus yet, please let us know:

- What activities your course might include
- What materials you might need
- A basic idea of what students should get out of the class.
- What season you hope to teach your workshop
- Do you have experience working with students? What experience do you have with the topic of your workshop?

2. How many two-hour sessions will work best for the class? (Workshops vary in length from one session to four with each session lasting 2 hours.)

3. What dates or days absolutely do not work for you and what days or dates are the best? We'll try to accommodate your schedule as best we can, but please be flexible! (Workshops are generally held on weekday evenings and weekend afternoons.)

4. What student age range are you thinking for this course? (Eight to ten, eleven to fourteen, and fourteen to eighteen tend to work best.)

5. How many students do you want in your class? (We recommend twelve-ish, but it depends on the types of activities you are planning, etc.)

6. Decide on a final product for your workshop. An essay, a short story, your own chapbook, a letter to the President, a play, and a reading are just some ideas. All workshops at 826 must have an end product.

7. Come up with a catchy title.

8. Email your proposal to workshops@826valencia.org.

We look forward to hearing from you!