



## **Workshop Proposal FAQ**

### **Is your workshop idea feasible for our program?**

Workshops at 826 Valencia provide a unique opportunity for students to receive instruction on 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-application/](https://826valencia.org/volunteer-application/). When you teach a workshop, you will have an 826 staff member on hand for any additional support needed. While we value all interested workshops volunteers, instructors of color are highly encouraged to submit workshop proposals!

### **Topics**

While there are no hard and fast rules concerning workshop topics, we look for workshop proposals that incorporate writing and storytelling. Some of our past workshops have included:

- Buried Treasure: Digging for Gold in your Family Tree (Historical Fiction)
- Dancing to the Rhythm of Words (Storytelling through Movement)
- Killing My Lobster (Sketch Comedy)
- Poets in Revolt: Feminist Edition! (Narratives and Monologues)
- I Am A Camera (Visual Storytelling)
- Speechless! (Improv)
- Under the Sea (Nautically-Themed Poetry)
- Avengers Infinity Trial (Persuasive Writing)
- Worlds of Our Own (Fan-Fiction Writing)

### **Students**

At 826 Valencia we strive to serve under-resourced students with a wide range of assets and needs. Our writing workshops are open to the general public, but we prioritize students from our focal population. The majority of our workshops are open to 10 to 12 students within a particular age range (8–11, 11–14, or 14–18). Each season we tend to offer 10-12 workshops.

### **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:

- Mondays, 6–8 p.m.
- Wednesdays, 6–8 p.m.
- Sundays, any two hour range between 10 a.m.–1:30 p.m. and 5–7 p.m.

### **Seasons**

There are four seasons for which we schedule workshops:

- Fall (September–November)
- Winter (December–February)
- Spring (March–May)
- Summer (June and August)

### **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. After each workshop, copies will be made of student writing to include in future chapbooks.

### **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](mailto:workshops@826valencia.org). Before writing your proposal, please read on to learn about specific steps to take and 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 feasible workshop. When looking over workshop proposals, we look at the theme, scheduling, and writing curriculum. 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 Sundays all day.)
4. What student age range are you thinking for this course? (8-11, 11-14, and 14-18, 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](mailto:workshops@826valencia.org). We look forward to hearing from you!