

Literacy Council of Frederick County

Workshop Proposal Form

Thank you for your interest in offering a workshop through the Literacy Council of Frederick County (LCFC). This form helps us evaluate workshop proposals to ensure alignment with our mission, community needs, and program goals.

Please complete all applicable sections.

SECTION 1: CONTACT INFORMATION

Name: _____

Organization (if applicable): _____

Title/Role: _____

Email Address: _____ **Phone**

Number: _____

Preferred Method of Contact:

Email

Phone

SECTION 2: WORKSHOP INFORMATION

Workshop Title:

Proposed Workshop Category:

ESL/English Language Learning

Workforce Development

Digital Literacy

Financial Literacy

Life Skills

Health & Wellness

Citizenship Preparation

- GED/Adult Basic Education
- Professional Communication
- Other: _____

Workshop Description (100–300 words):

Target Audience:

- Adult English Learners
- Native English Speakers with Literacy Needs
- Workplace Employees
- Parents/Families
- Seniors/Aging in Place Population
- Volunteers/Tutors
- Community Members
- Other: _____

What community need or challenge does this workshop address?

SECTION 3: LEARNING OBJECTIVES

Please list 2–5 measurable learning outcomes participants will gain from this workshop.

- 1.
- 2.
- 3.
- 4.

5.

SECTION 4: FORMAT & LOGISTICS Preferred

Workshop Format:

In-Person

Virtual

Hybrid

Preferred Workshop Length:

30 Minutes

60 Minutes

90 Minutes

2 Hours

Multi-Session Series

Other: _____

Estimated Maximum Attendance: _____

Preferred Dates/Timeframe:

Technology or Equipment Needed:

Projector

Wi-Fi

Microphone/Speakers

Computer Access

Tables/Chairs

Whiteboard/Flip Chart

Other: _____

Will handouts or materials be provided by the presenter? Yes

No

If yes, please describe:

SECTION 5: FACILITATOR EXPERIENCE

Please briefly describe your experience, certifications, teaching background, or expertise related to this workshop topic.

Please attach or include the following if available:

Resume/CV

Sample Agenda

Workshop Outline

References

Photo/Bio

SECTION 6: COST & FUNDING

Are you requesting compensation?

Yes

No

If yes, please indicate requested amount/rate:

Are materials costs involved?

Yes

No

If yes, estimated cost: _____ SECTION

7: ALIGNMENT & IMPACT

How does this workshop support one or more of LCFC's goals related to literacy, workforce development, life skills, community engagement, or economic mobility?

How will participant success or engagement be measured?

SECTION 8: INTERNAL REVIEW (LCFC USE ONLY)

Date Received: _____

Reviewed By: _____

Approved

Needs Additional Information

Declined

Notes:

Approved Program Area:

Core Literacy/ESL

Workforce Development

Life Skills

Volunteer Development

Follow-Up Actions:

Thank you for your proposal and your interest in supporting adult learners and families in Frederick County through education, empowerment, and opportunity.