



Town of Wheatland Recreation Program Proposal

Thank you for your interest in offering a new recreational opportunity to our community!

Please complete this Program Proposal Form and submit it to the Recreation Coordinator for evaluation and review. This form does not constitute a contract. All Program Proposals are reviewed by the Recreation Coordinator and if your proposal is accepted you will be contacted by the Recreation Coordinator to discuss your program in further detail.

APPLICANT INFORMATION:

Instructor's Name: _____

Address: _____

Telephone: _____ Cell: _____

E-mail Address: _____

PROGRAM INFORMATION:

Name of Program: _____

Activity: _____

Age Range of Activity: _____ Minimum Class Size: _____ Maximum Class Size _____

Please give a brief description of the activity you would like to teach:

SUPPLIES/SPACE REQUIREMENTS:

What type of supplies will you provide for your program:

What supplies will the Town need to supply for your program:

Are there any supplies the participants would need to bring to the program:

How much space do you require for your program and are there any specific requirements:

PROGRAM DATES AND TIMES:

Preferred Day of the Week:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

How long will your program run (ie: number of weeks or if one time please write one time)

What time of day would you like to offer this program? _____

How many hours? _____

How much would you require to be paid for your class?

CREDENTIALS/REFERENCE

Please tell us what qualifies you to teach this program: (Please include education, experience, certificates, etc.)

Please provide at least one reference that is not a family member who can speak to your character and topic knowledge. Include name, phone number and email address.

Are you currently or have you taught this class anywhere else? Please provide where and when.

Thank you for taking the time to complete this proposal. Please return the completed application by mail or e-mail to:

Town of Wheatland
Recreation Department
22 Main Street P.O. Box 15
Scottsville, NY 14546
recreation@townofwheatland.org