



This sheet is to be prepared by the individual planning to conduct a program. Once completed it should be submitted to the program supervisor for review. An interview concerning the proposed program may be set up and a decision on the proposed program made.

Please complete as much information in the planning outline as possible and be prepared to discuss the information that is provided. If you need assistance in the completion of this proposal, feel free to contact the program supervisor.

Planning Outline

Instructor's name: _____ Email address: _____

Home phone: _____ Work phone: _____

Address: _____

Title of proposed program:

Date submitted: _____ Hourly wage desired: _____

1. Class purpose:

2. Age requirement: _____

3. Certificate, skill or knowledge requirements, if any:

4. Desired location: _____

5. Starting date: _____

6. Class time: _____

7. Day of week: _____ Alternate day: _____

8. Length of class: _____

9. Size of class: _____

10. List of supplies and/or equipment needed for the Recreation Department to provide for program, per person, and approximate cost per item.

Item	Approximate Cost
_____	_____
_____	_____
_____	_____
_____	_____

11. List of supplies or equipment student will need to provide.

12. Special dress requirement: _____

13. What information, skill and/or projects can the student expect to accomplish by the end of the program?

14. Other information that might help us better understand your program: include flyers or pamphlets if available.

15. Give a brief description of the program for the brochure. (40 words or less)

