



Prosser Parks & Recreation New Class/Program Proposal

To Potential Instructor:

Thank you for your interest in the Prosser Parks and Recreation Department. It is our goal to offer a variety of fun and educational class/programs to our community. We are excited to hear more about your class/program.

Enclosed you will find a “New Class Proposal” form. Please fill it out and return to City Hall, Attn: Parks and Recreation Department. It will enable us to evaluate your class/program and determine if it might fit into our offerings.

Your class/program will be included in our monthly newsletter, Facebook, and if we get your class/program proposal before January 15th, we can include it in our 2019 Recreation Guide, which it's printed once per year in February.

<u>Season</u>	<u>Offered During These Months</u>	<u>Proposals Due</u>
Spring/Summer	April, May June, July, August & September	January 15st
Fall/Winter	October, November, December, January, February & March	July 15st

Exceptions to these deadlines can be made upon manager approval!

Please submit proposal to:

Prosser Parks and Recreation
Attn: Kathya Martinez | Manager
601 7th St, Prosser, WA 99350
or Fax them to: 509-786-3717



Class/Program Information:

Are there any materials you will provide? YES NO, if so please list:

Clothing requirements for the class: _____

Does the participant need a partner for the class? *(Including dance, parent/tot classes)*.

Describe to what extent parent participation will be allowed or is needed: _____

Is there any special information participants should received about the class/program when registering? *(for example, what to bring to class)*. _____

Requested Compensation: \$ _____ Per Class/Session

Signature

Print Name

Date

NOTE: This form is subject to public disclosure. This institution is an equal opportunity provider and employer

Fee Calculation

OFFICE USE ONLY

Appendix A	Item	Expected Cost	Note
A.	Contractor Costs (includes: insurance, supplies, business license, etc)		
B.	Number of Participants Per Class/Session (maximum possible)		
C.	Per Participant Cost (divide contractor cost by # of participants)		
D.	Administration (includes advertising and staff support)		
E.	Other Items:		
F.	TOTAL COST		

Prepared By _____ Date _____

Community Dev. Director Approval _____ Date _____

Finance Director Approval _____ Date _____