



Recreation Services

New Program Proposal

To Potential Instructor:

Thank you for your interest in the Pasco Recreation Division. It is our goal to offer a diversity of fun and educational programs to our community. We are constantly looking for new programs and activities, so we look forward to hearing more from you.

Enclosed you will find a "New Class Proposal" form. Please fill it out completely and return to the Recreation Division. It will enable us to evaluate your program and determine if it might fit into our offerings.

Because we produce a marketing brochure we work about 6 months in advance to evaluate and plan classes. If you would like to get your program in a particular quarter please follow these deadlines.

Season	Offered During These Months	Proposals Due
Spring/Summer	May, June, July & August	February 1 st
Fall	September, October, November & December	June 1 st
Winter	January, February, March & April	October 1 st

Please submit proposal to:

Recreation Services
P.O. Box 293
Pasco, WA 99301

**City of Pasco
P.O. Box 293
Pasco, WA 99301**

**Recreation Division
(509) 545-3456
(509) 545-3455 fax
Recreation@pasco-wa.gov**

New Class Proposal

Contact Information

Name: _____

Address: _____
Street/P.O. Box City State Zip

Phone Numbers () _____ Work () _____ Home
() _____ Fax () _____ Cell

E-Mail Address: _____

Program Information

Class Title _____

Goals/Objectives of the class: _____

Class Description (used to develop write up for City brochure): _____

Age Group _____ # of weeks _____ Times _____ am/pm

Day(s) of the week _____ Hours per session _____

Participant Min. # _____ Max. # _____ The City will set class fees. Do you have a recommendation of what the fee should be? _____

How much prep time is needed at each class meeting for setup? _____

Clean up? _____

What skill levels does this program cover (beg. – adv.)? _____

Does this program require pre-requisites? _____

If so, explain: _____

Participant Information

Will outside materials need to be purchased by the participant? _____

If so, list what cost and where items may be purchased: _____

Are there any materials that you will provide? _____

If so please list: _____

Will there be a separate fee? _____ If so, how much? _____

Will materials be needed for the 1st class meeting? _____

Are there any special clothing requirements for the class? _____

Please describe: _____

Does the participant need a partner for the program (including dance, parent/tot classes)?

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

Is there any special information participants should receive about the program when registering? (For example: what to bring to class.) _____

Instructor Information

The majority of our instructors are hired as independent contractors, requiring a signed contract to be completed before work can begin. Instructors are paid a straight 60% of reasonable class fees.

Do you have a current business license? _____ If not, can you obtain? _____

Do you have liability insurance? _____ If not, can you obtain? _____

Division Support

Facilities needed (This refers to type & size of room, special floor, access to sink/water etc.)

What equipment (if any) will you furnish? _____

Do you plan to transport any supplies and equipment to and from the facility each day or will you need storage space? _____

What type of publicity, outside of the Recreation Brochure, would you like to use? (Please note that all promotion must be approved and coordinated with the Recreation Division) _____

Do you currently have a list of potential participants that are interested in this program? _____

Are there any additional comments or information about your program you would like to add? _____

Attachments

Please attach the following items to this proposal:

- **Current resume** – including any past experience, paid or unpaid, that qualifies you to teach this program. Please include personal and professional references.
- **Program Outline** – What will the program cover and how will it obtain its goals.
- **Program Sight Diagram** – please sketch a basic layout your program will require including table/chair placement or any other amenities.
- **Promotional Items** – any program related materials you have including flyers, brochures, press releases, etc.

Return completed application, along with attachments to:

Pasco Recreation Division
P.O. Box 293
Pasco, WA 99301

OR

Fax to (509) 545-3455