



2/2/2023

Dear Potential Program Instructors,

Thank you for your interest in partnering with South Whidbey Parks and Recreation District (SWPRD) to provide quality recreational choices for our community. SWPRD currently encourages proposals in the following program areas:

*Organized Adult & Youth Sports • Senior Activities • Aquatics
Teen/Young Adult Programs • Cooking (all ages) • Tennis
Parent/Child Preschool Programs • Fitness
Outdoors Education • Nature Activities • After School Youth Programs
Summer Youth Camps • Fishing Instruction • Arts & Crafts
New & Innovative Programs (not offered elsewhere)*

<u>Program Season</u>	<u>Information Due Date</u>	<u>Programs Take Place</u>
→ Summer	March 1	May-August

Please complete this program proposal and submit it to the Program Coordinator by the dates above. SWPRD reserves the right to reject or approve any proposal for any reason. Submitting a proposal does not guarantee placement on the program schedule.

The Approval Process

- 1) A potential instructor submits a program proposal to the Program Coordinator. Please include images (helpful for promotion) and copies of any applicable licenses or certifications. Submit this form to the SWPRD Program Coordinator by email to recreation@swparks.org or in-person at 5475 Maxwellton Road, Langley WA, 98260.
- 2) The Program Coordinator may work with you to determine the specific design of the program in regards to suitability, availability, fee structure, time frames, participation requirements, descriptions, etc.
- 3) The Program Coordinator will review the proposal, assessing the program to determine its potential in meeting SWPRD's vision and goals, and establishing the following:
 - Whether the proposal meets the necessary requirements of SWPRD
 - Whether the proposed instructor is fit to lead the program & represent SWPRD, including a background check for those working with youth or vulnerable adults.
 - Whether it is a viable program, with potential for adequate registrants.
 - Whether it competes with existing programs.
 - Whether it fulfills a recreational need in the community.
- 4) Lastly, a written contract will be produced by the District for your signature.

Sincerely,

Skye Dunn, Program Supervisor

(360) 221-6788

recreation@swparks.org

www.swparks.org

5475 Maxwellton Road, Langley, WA 98260 • (360) 221-5484 • programs@whidbey.com

SOUTH WHIDBEY PARKS & RECREATION DISTRICT

PROGRAM PROPOSAL FORM

Program Leader Information

Name _____ E-mail _____

Phone _____ Cell _____

Mailing Address _____

May we list your phone number and/or email on flyers and other class information? Yes No

Program Leader wishes to lead program as: Paid Contractor Unpaid Volunteer

Assistants, Co-Leaders _____

Program Information

Title of program (Preferably 21 characters or less) _____

Subtitle of program (optional, 28 characters or less) _____

Brief description of program (for publications, 50-100 words) _____

Additional course details _____

Any relevant websites _____

Age &/or skill level of participants _____

Are there any pre-requisites? _____

Preferred location or facility _____

Dates of program _____ Day(s) of week _____ Time _____

Dates excluded from program schedule (holidays, etc) _____

Maximum # participants _____ Minimum # participants _____ (May be assigned by SWPRD)

Requested compensation _____

(The amount you need to receive per participant, per session, at the minimum number listed above)

Supply list for participants (items that they bring to the program themselves) _____

Suggested fee to charge participants \$ _____ Additional materials fee, if any \$ _____

Materials fee provides _____

The materials fee is paid by participant directly to Program Leader. SWPRD does not take a percentage of this fee.

This is typically something the participant will keep for themselves.

Qualification Information

Your training, education, and experience as it relates to this program (please attach documentation if possible)

Please list three references (not family) who know of your ability to lead this program.

(1) Name _____ Phone _____
 Email _____
 Relation to You _____

(2) Name _____ Phone _____
 Email _____
 Relation to You _____

(3) Name _____ Phone _____
 Email _____
 Relation to You _____

I understand that this proposal will be reviewed by SWPRD before approval. Upon approval, Contract program leaders must fill out and comply with contractor agreement forms. Volunteers will need to submit a volunteer application. All Program Leaders working with or around youth or vulnerable adults are required to complete and successfully pass a criminal history background check. SWPRD reserves the right to cancel a program if minimum or quality standards are not met.

Signature _____ Date _____

General Information

As a program leader, you agree to the following if your program is accepted:

- 1) The Program Leader will provide services in accordance with the provisions in the program description as detailed in the updated program proposal.
- 2) Contract Program Leaders will receive payment after the class has been conducted or completed according to the Contract.
- 3) Contract Program Leaders must submit an invoice/bill in order to be paid. SWPRD will make payment to the contactor within 45 days of receipt of the Program Leader's invoice.
- 4) The Program Leader understands that no insurance is provided to the Program Leader by SWPRD.
- 5) Program Leader agrees to hold the class or activity if the minimums are met by preregistration.
- 6) SWPRD will provide space for the activity, if available, and publicity for the activity by advertising in the Activity Guide publication and website.
- 7) Should changes in the class time or location be made either as a result of the instructor or SWPRD, both SWPRD and the instructor will work to rearrange the class with the participants.
- 8) SWPRD is not responsible for the damage to any equipment that is the personal property of the instructor used in performing the services.
- 9) Program Leader will not allow any participant to join program unless they have registered and paid in full.
- 10) Program Leader will ensure that all other leaders are appropriately screened for suitability to work with program. Background checks must be conducted for those working with youth and vulnerable adults.

Program Leader Signature _____ Date _____