



Prospective Instructor,

Thank you for your interest in providing programs with the Town of Southbury! The Southbury Parks and Recreation Department (SP&R) sponsors a diverse range of events, activities, and programs for the youth and young at heart of the Town of Southbury. These offerings are designed to meet the physical, social, cultural, and educational needs of the community for those of all ages.

The Southbury Parks & Recreation Department is happy to review any program for inclusion in our offerings. All program requests must be complete and meet all applicable requirements. In order for the program to be most successful, *detailed program descriptions must be provided to the Parks & Recreation office at least 120 days prior to the anticipated start of the program to be considered.* This ensures ample time for the creation of the program, logistics, and scheduling, program promotion and registration. This is not a guarantee of the time required to review a program as the process may be longer. We want to be sure your program is a success!

The following information is required in order for your proposal to be considered as an addition to our program offerings. Please review the following information carefully and submit all required documents:

1. Instructor information Form (page 2)
2. Program Details (pages 3-4)
3. Proof of Insurance (if operating at facility outside our purview)
4. Any necessary class related certifications

Due to limited facility space, not all class proposals will be considered. Also, proposed programs that are too similar to current offerings in the Southbury area may not be considered.

Southbury Parks & Recreation instructors are expected to manage their programs. This includes:

- Purchasing and preparing supplies needed
- Additional marketing/advertising if desired
- Set-up/take down of equipment
- Cleaning up after each class, including spot cleaning floors, tables, and chairs where necessary, closing and stacking tables, stacking chairs, and tidying bathrooms
- Ensure quality program content and curriculum
- Communicate to roster for additional class needs or cancelations due to weather

When possible, we provide facilities and equipment. We handle program registrations, payments, refunds, customer calls, and program inquiries within reason. At the end of each session, the agreed upon rate per participant will then be processed and paid to the instructor. Please fill and return the following pages carefully and please let us know if you have any other questions.

We look forward to hearing from you.

COURSE PROPOSAL FORM

INSTRUCTOR / ORGANIZATION INFORMATION

Instructor / Contact Person: _____

Organization (if applicable): _____

E-mail Address: _____

Phone 1: _____ **Phone 2:** _____

Address (as included on your W-9): _____

Town/State/Zip: _____

Emergency Contact Name, Relation, Phone: _____

Please include name and contact information for **each instructor** who would be conducting classes:

| Name | Address | Email | Phone |
|-------|---------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Please note:

Once the Class Proposal is approved by SP&R, you will be required to submit a completed IRS W-9 Tax Form prior to being contracted and paid for your services.

You may download the form here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

PROGRAM DETAILS

If you are proposing multiple classes, each with different content, please complete a separate program detail sheet for each class.

Program Name: _____

Briefly describe what your program participants will be doing:

List of all materials, supplies, and equipment participants will need to take part in your program (include handouts/reference materials, pens, folders, and all supplies):

Of that list, supplies you will provide for the participants:

Of that list, supplies participants must purchase to bring with them to class:

Equipment you will request from Southbury Parks & Recreation to furnish for your program (i.e. tables, chairs, sink, etc. This equipment is not guaranteed to be available.)

Type of Facility required:

Sport field (specify type): _____ Indoor Multipurpose Outdoor Space

Other (please describe): _____

Session days (check all that apply):

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Number of sessions for each program: _____ **Duration of each session:** _____

Please note that due to the limited space and time available at our facilities, we may not be able to accommodate your proposed class times, dates or locations. If this is the case, we may contact you to suggest alternate times/locations.

Requested Participant Fee: All program registration fees are paid directly to the Town of Southbury. Fees are then paid to the instructors per session, based on the fee that is agreed upon between SP&R and the Instructor. Instructors can expect payment approximately 14 days after the end of the program session. Please create this fee aiming for a registration cost for the total length of your program session that splits as follows: SP&R keeps 20% and you receive 80% less any non-resident fees. Fees may not be based on a flat rate per program session basis.

Registrant fee: _____ Instructor take-home: _____

Number of students to run class based on above instructor take-home amounts and program capacity

(REQUIRED): Minimum _____ Maximum _____

Participant ages: _____

Class description for Southbury Parks & Recreation Online Posting: (“Sell” your program to potential participants in 45 words or less).
