



RECREATION PROGRAM PROPOSAL FORM

For Office Use Only

Date Received: _____ Received By: _____

Section I – General Information

Roanoke Parks and Recreation continually searches for new courses and instructors. If you have a particular talent or skill that you would like to teach others and make a little extra money at the same time, complete and submit this form. We facilitate programs and services throughout the year in four (4) programming seasons. Each season typically runs three (3) months with some overlap between each season. The duration of each program varies depending on the subject and intensity. Some programs are scheduled to meet once a week for six weeks while others last only a day. While there are professionals on staff that can lend their expertise, the program is yours to create.

Staff will assist you in determining the length, demographic, location, and fee. Proposal submissions are reviewed by Roanoke Parks and Recreation staff. If your proposal is accepted, you will be contacted by a Recreation Coordinator or Recreation Specialist to schedule a time to come in and discuss the proposal. If your proposal is not selected, a staff member will contact you in writing. Contract or seasonal hire options are available.

Section II – Applicant Information

Name: _____ Email: _____

Address: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Applicable Certifications: _____

Section III – Program Information

Proposed Program Date(s): _____ Application Submittal Date: _____

Proposed Program Name: _____ Type of Program: _____

Minimum Number of Participants: _____ Maximum Number of Participants: _____

Proposed Location: _____ Proposed Age Range: _____

Brief Program Description: _____

Please attach additional program information, if applicable.

For Office Use Only
Authorized Signatures and Work Flow

Recreation Specialist: _____ Date: _____

Recreation Coordinator: _____ Date: _____

Parks and Recreation Manager: _____ Date: _____

Parks and Recreation Director: _____ Date: _____