

Program Proposal Form



We are always interested in new recreation program opportunities for our community. Do you have a program idea that you would like to propose? Would you like to lead/instruct a program for Hempfield Township Parks & Recreation? If so, please complete the following form with as much detail as possible.

Our recreation program schedule is organized in three program cycles. Deadlines for submitted program proposals for Headlining Hempfield and approximate program dates are as follows:

Program Cycle:	Proposal Deadline:	Months Covered in Program Cycle:
Winter	Third Friday of October	January, February, March, April
Spring/Summer	Third Friday of February	May, June, July, August
Fall	Third Friday of June	September, October, November, December

Instructor Information

Full Name: _____

If you submitting this program proposal as a part of a business/organization, please list name:

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Program Information

Program Title: _____

Program Cycle (circle all that apply): Winter Spring/Summer Fall

Program Day(s) (circle all that apply): Sun Mon Tues Wed Thurs Fri Sat

Program Start Date: _____ Program End Date: _____

Program Start Time: _____ Program End Time: _____

Minimum # of participants: _____ Maximum # of participants: _____

Total # of Sessions: _____

Age/Grade/Gender Requirements: _____

Location (specific or general): _____

Supplies Needed (if any): _____

Target Audience (circle all that apply):

Aquatic Programs

Pre-school Programs

Youth & Teens Programs

Adult & Seniors Programs

Trips & Special Events

Sports & Fitness Programs

Program Description – could be used for description in Headlining Hempfield:

Requested Fee – Most contracted services fees are based on a percentage of the total enrollment. Fees are negotiable and are based on location, supplies needed, and type of class. Please be as detailed as possible.

Additional Information – if applicable:

Signature: _____ **Date:** _____

<i>Office Use Only:</i>			
Received Date: _____	Approval: <input type="checkbox"/> Approved	<input type="checkbox"/> Declined	Date: _____