

Recreation Services

PROGRAM PROPOSAL FORM

Part 1

Program proposal submissions are reviewed quarterly by Recreation Services staff. Selected proposals are chosen based on them meeting our current or emerging community needs.

If your proposal is selected, you will be contacted by email and asked to complete further documentation in preparation for a face-to-face meeting with staff. If your proposal is declined, you will be contacted by phone with an explanation of what led us to our decision.

Prior to filling out this form, please ensure that you have read the information provided about becoming a contract instructor with the District of Squamish, including all forms to be completed, the vetting process, necessary documentation, as well as a scheduled meeting with a Program Specialist/Program Coordinator. All information can be found www.squamish.ca/contractinstructors

Contact information

Name _____
First Last Email: _____
(Will be how program reminders are communicated)

Main contact #: _____ Home Cell Alt #: _____

Mailing address

P.O. Box / Address _____
Apartment / Unit # _____
City _____
Province BC Other: _____
Postal Code _____

Business name (if different from above) _____

Business mailing address (if different from above)

P.O. Box / Address _____
Apartment / Unit # _____
City _____
Province BC Other: _____
Postal Code _____

Program overview

Please attach the following to this form:

Program overview which includes the following:

Program Goal / Philosophy / Mission

Brief description of program

Define the progressions/steps this program will use to develop

Sample lesson plan(s)

Resume: Qualifications / Certifications / Teaching Experience

NOTE: If more than one instructor, please provide for each individual



Program key performance indicators

Define the value of this program to a participant and/or our community

(Key Performance Indicators or KPI = these will be used in the Program & Instructor Review stage)

The purpose of the program would be:

Attendance and participation

Skill accomplishment / progression / pass or fail

Other:

The benefit(s) of the program would be:

Educational

Language development

Social interaction

Improved ability to interact with others

Fundamental movement skills

Development of physical literacy

Physical Activity/Fitness

Other:

Contract Instructor - Program longevity / growth/program fees/payment

Forecasted target age group

_____ years to _____ years

How many people do you expect to participate in your program each session?

How many times per year are you prepared to run this program?

1 time only

Once each of the following seasons

Winter (Jan-March)

Summer (July-Aug)

Spring (April-June)

Fall (Sept-Dec)

As often as customer demand requires

Recommendation for program fee (cost per participant for the session):

What do you expect to be paid for providing this program?

Please include the names of other communities you are aware of that are successfully offering this sort of programming:
