



CONTRACTED INSTRUCTOR PROGRAM PROPOSAL FORM

Complete the entire form using one form per program, and attach a resume listing relevant experience and qualifications.

Name: _____ Phone: _____

Email: _____ Receive registration email notifications: Yes No

Program Information

- New Continued (references not necessary)
- Camp: program offered daily during school breaks (four-hour minimum)
- Program: activity offered any number of times/weeks (six-week sessions preferred)
- Workshop: academic-based program offered one to three times (one-hour minimum)

Reason offering: _____

Title/level: _____ Location: _____
Limit to 25 characters and spaces. Don't include age, gender, or location.

Day: _____ Date: _____ Time: _____

Age minimum: _____ Age maximum: _____ Estimated participants: _____
Five participants minimum required.

Program Fee: _____ Additional fee: _____ Estimated revenue: _____
Instructor collects. Multiply estimated participants and fee.

Description:

Professional References

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Internal Use

Date received: _____

Specialist/supervisor: _____ Date: _____

Manager/coordinator: _____ Date: _____

Approved: Yes No Comments: _____