



RECREATION PROGRAM PROPOSAL

Hermiston 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 earn a little extra money at the same time, complete and submit this form. We facilitate programs and services throughout the year in three (3) programming seasons; Fall, Winter, Spring/ Summer. 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 Hermiston Parks and Recreation staff. If your proposal is accepted, you will be contacted by a Recreation Supervisor or Recreation Coordinator 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.

****Office Use Only****

Received: _____

VENDOR INFORMATION

Contact Person	
Company Name (if any)	
Address	
Phone	
E-mail Address	

PROGRAM INFORMATION

Program Name			
Program Description <i>Please be brief and accurate and include the purpose and goal of the program. The department reserves the right to make changes.</i>			
Facilitator Name(s) <i>Attach list if needed.</i>			
Pick One	Age Range		
	Grade Range	Pre-K and K Middle School (6-8)	Elementary (1-3) High School (9-12) Elementary (4-5)
Gender	Males	Females	Any
Participants	Minimum		
	Maximum		
Proposed Program Fee <i>Subject to Supervisor Approval</i>			
Supply List <i>List storage, facility needs and participant supplies.</i>	Supplies you will provide:		
		Supplies needed to purchase:	

Activity Notes Please list all items that participants need to bring, wear, etc. <i>Attach list if needed.</i>			
Please list all questions participants are required to answer during registration. <i>Attach list if needed.</i>			
Season (check only one)	Spring/Summer <i>May-August</i> <input type="checkbox"/>	Fall <i>Sept-Dec</i> <input type="checkbox"/>	Winter <i>Jan-April</i> <input type="checkbox"/>
Preferred Location Please list any space requirements or setup needs.	Hermiston Community Center		
	Park		
	Athletic Field(s)		
Marketing Plan <i>Please list plan for marketing, including flyers, social media etc. Program will be included in seasonal program guide.</i>			
Additional Comments			
Number of Sessions Offered			

Please complete the below section(s), as needed, for each session.

PROGRAM DATES AND TIMES				
Program Day(s)	Monday	Tuesday	Wednesday	Thursday
	Friday	Saturday	Sunday	
Program Date(s)				
Times	Start Time		End Time	
Setup/Breakdown Time	Setup		Breakdown	
Registration Close Date				

Please attach a current resume that includes past experience, paid or unpaid, that qualifies you to teach this program. Please include personal and professional references.

Click here to Submit this Form!
or turn into Parks & Recreation Department