



# Williston Recreation & Parks

7900 Williston Road, Williston, VT 05495

[recreation@willistonvt.org](mailto:recreation@willistonvt.org)

876-1160

## Program/Camp Proposal Form

Thank you for your interest in offering a program/camp. Please complete this form and send it to the Recreation Dept. Your proposal will be reviewed if determined to meet the needs of the community, you will be contacted, and details will be discussed. Please call or email if you have any questions- 876-1160 or [recreation@willistonvt.org](mailto:recreation@willistonvt.org)

### Contact Information:

Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
First Last  
Phone Numbers: Cell: \_\_\_\_\_ Home: \_\_\_\_\_

### Proposed Program/Camp Information:

1. Title: \_\_\_\_\_

2. Description: *(This will be used in creating a description for print and other advertising)*

3. Program Duration: ☐ One-Time Workshop ☐ On-going Program ☐ Multiple Sessions Program ☐ Camp

4. Date(s): preferred offerings \_\_\_\_\_

5. Day(s): preferred offerings \_\_\_\_\_

6. Time(s): preferred offerings Start Time(s) \_\_\_\_\_ End Time(s) \_\_\_\_\_

7. Target Audience: ☐ Female ☐ Male ☐ Co-ed Ages or Grades of participants: \_\_\_\_\_

8. Minimum/Maximum Participant Numbers: Minimum enrollment: \_\_\_\_\_ Maximum enrollment: \_\_\_\_\_

9. Time of Year: ☐ Fall- Sept.-Nov. ☐ Winter- Dec.-Feb. ☐ Spring- Mar.-May ☐ Summer- June-Aug.

10. Type of space needed: (classroom, outside, etc.) \_\_\_\_\_

11. Equipment/Materials/Supplies: Will the participant need to bring anything? ☐ YES ☐ NO  
If yes, what will they need to bring? \_\_\_\_\_

12. Website: please include a link to your website if you have one: \_\_\_\_\_

13. Instructor Compensation: \$ \_\_\_\_\_ per participant \_\_\_\_\_ Waive Fee  
*Note: The attempt is to offer programs at the lowest price possible. Instructor compensation is one of the factors considered when determining program offerings. Instructors who wish to donate their time as a service to the community are welcome.*

### Other Information:

Send the completed form to:

[recreation@willistonvt.org](mailto:recreation@willistonvt.org) or Williston Recreation & Parks, 7900 Williston Road, Williston, VT 05495