



Williston Recreation & Parks

7900 Williston Road, Williston, VT 05495

recreation@willistonvt.org

876-1160

Program/Camp Proposal Form

Thank you for your interest in offering a program/camp. Please complete this proposal form and return with your resume. 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

Contact Information:

Name: _____ E-mail Address: _____
First Last

Mailing Address: _____ Phone Numbers:
City: _____ State: _____ Zip: _____ Cell: _____
Home: _____
Work: _____

Proposed Program/Camp Information:

1. Title: _____
2. Description: *(This will be used in creating a description for print and other advertising)*
3. Date(s) Offered: _____
4. Day(s) Offered: _____ Length (hours) _____
5. Time(s) Offered: _____
6. Target Audience: Female Male Co-ed Ages or Grades of participants: _____
7. Minimum/Maximum Participant Numbers: Minimum enrollment: _____ Maximum enrollment: _____
8. Time of Year: Fall- Sept.-Nov. Winter- Dec.-Feb. Spring- Mar.-May Summer- June-Aug.
9. Type of space needed: (classroom, outside etc.) _____
10. 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 is welcomed.
11. Equipment/Materials/Supplies: Will the participant need to bring anything? YES NO
If yes, what will they need to bring? _____

Other Information: If you have a website, please include link: _____
Please send a picture that can be used on the registration page

Instructor Information: *(Please use separate sheet if necessary)*

Instructor Bio: (Please write a brief Bio that can be posted on the website)

Instructor Qualifications: (Trainings, education, work experience, certifications, etc.)

Send completed form to:

recreation@willistonvt.org or Williston Recreation & Parks, 7900 Williston Road, Williston, VT 05495