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 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
For a Google Form of this proposal- Click Here

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 ☐ Multiple Sessions ☐ Camp ☐ Other
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 ☐ Other
14. Instructor Compensation Amount: $_____ (how much are you looking to get paid?)
    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 or Williston Recreation & Parks, 7900 Williston Road, Williston, VT 05495