



City of Winooski Community Services Department

Program Proposal Form

Contact Information:

Name: _____ E-mail Address: _____
First Last

Organization (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers:

Cell: _____

Home: _____

Work: _____

Proposed Program Information:

1. Program Title: _____
2. Program Description: *(This will be used in creating a description for print and other advertising.)*
3. Indicate Length of each class: _____ (hours/minutes) Time of class: _____
4. Indicate length of session? _____ (1 class, # of weeks) Date(s) of class: _____
5. Number of times per week: One Two Three Four Five
6. Preferred day(s): Monday Tuesday Wednesday Thursday Friday Saturday
7. Time of Year: Fall- Sept.-Dec. Winter- Jan.-Mar. Spring- Apr.-June Summer- July-Aug.
8. Target audience: Female Male Co-ed Age or grade of participants: _____
9. Minimum and maximum numbers: Minimum enrollment: _____ Maximum enrollment: _____
10. Recommended instructor compensation: \$ _____ per participant _____ Waive Fee
11. Does instructor/organization have insurance? (If yes, please attach a copy.) YES NO
12. Ideal type of space: (e.g.: open area, classroom, etc.) _____
13. Materials/supplies: Are there supplies/equipment the participant will need to bring? YES NO
If yes, what supplies/equipment will be needed? _____

Instructor/Facilitator 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.)

Thank you for your interest in offering a program with the Community Services Department. Please complete this proposal and return with your resume. Your proposal will be reviewed, if determined to meet the needs of our community, you will be contacted and details can be discussed. Please call or email Parks & Recreation Manager if you have any questions: (802) 777-1621 or afinley@winooski.vt.gov

***Note: We attempt to offer programs at the lowest possible price as a service to our community. Instructor compensation is one of the factors considered when determining program offerings. We welcome those who wish to donate their time as a service to our community.*

Send completed form to:

City of Winooski, Attn: Winooski Parks & Recreation, 27 West Allen Street, Winooski, VT 05404 or email to afinley@winooski.vt.gov