



Class/Activity Proposal

Name: _____ Phone _____ Cell _____

Address/City/Zip _____

Email _____ Over 18? Yes/No Over 21? Yes/No

Program Proposal Information

Program Name _____

Has this program been offered through Island Rec before? ___ Yes ___ No ___ Not Sure

Description _____

Facility Needs _____

Equipment/Material Needs _____

Special Notes _____

Island Rec breaks the calendar year into 3 Seasons for program guide purposes. What season do you believe best fits this program?

____ Winter/Spring (January – April) *Deadline: October 1st*

____ Summer (May-August) *Deadline: February 1st*

____ Fall/Winter (September – December) *Deadline: June 1st*

Age Group: *(Please Circle as Appropriate)*

Preschool (5 and under)

Youth (6-11)

Teens (12-15)

Seniors (55 and older)

Family

Special Event

Adults (16 and over)

Other _____



How many people can you comfortably and safely instruct at one time? _____

Benefits to the Participant

Please include a brief history of your experience, training and/or certification in this field.

Do you have a First Aid or CPR Certification? _____ First Aid and/or _____ CPR

I would like to volunteer my time? _____ Yes _____ No

What is your desired hourly pay range for this program? \$_____ - \$_____
Flexible? _____ Yes _____ No

Do you have Professional Liability Insurance? _____ Yes _____ No

If No: Can you get it? _____ Yes _____ No

For Office Use Only:

Recreation Manager _____ *Approved* _____

Follow Up Date _____ *Denied* _____

Rec Specialist Notes:



Dear Instructor,

Thank you for your interest in San Juan Island Park and Recreation District (Island Rec). We are pleased that you want to share your talents with the residents of San Juan Island. Island Rec offers classes year round broken down into three different seasons: Winter/Spring (January – April), Summer (May – August), & Fall/Winter (September – December). Deadlines to have a program proposal submitted are as follows: **Winter/Spring October 1st, Summer February 1st, Fall/Winter June 1st.**

If you would like to propose a program, please fill out the attached form. This will give Island Rec a better idea of how your proposed program will fit with Island Rec's already existing programs and the community needs. Upon receiving the completed form a Rec Specialist will contact you within 2 weeks to further discuss your proposal.

Rec Specialist	Specialty	Contact
Lili Lyne	Sports and Fitness	Lili@islandrec.org
John Fyrqvist	Youth and Family	John@islandrec.org
Doug Archuleta	School Out Programs	star@islandrec.org
Morgan Johnston	Recreation Manager	Morgan@islandrec.org

If your proposal is approved, then a Recreation Specialist will be assigned to you. At this time the following will occur:

1. You will meet with your Rec Specialist to work out the finer details of the program. (*i.e.* Budget, minimum participants, and location)
2. You will receive a Contractual Agreement for the program, and your instructor time.
3. The program will be promoted in the next applicable program guide, and the Rec Specialist will follow that with flyers and a press release.
4. If your class goes ahead as planned, then payment will be received, ~15 days after the next board meeting, upon completion of the program. OR, if you are hired as STAFF, paychecks are received monthly on the 25th. Board meetings are the first Thursday of each month.

Thanks again for your interest in Island Rec programs. If you have any questions, please feel free to call us, we would be happy to assist you.

Sincerely

Morgan Johnston