



Dear Prospective Instructor,

Thank you for your interest in providing programs with the Town of Southbury!

The Southbury Parks and Recreation Department sponsors a diverse range of events, activities, and programs for the youth and young at heart of the Town of Southbury. These offerings are designed to meet the physical, social, cultural, and educational needs of the community for those of all ages.

The Southbury Parks & Recreation Department is happy to review any program for inclusion in our offerings. All program requests must be complete and meet any requirements outlined. In order for the program to be most successful, *detailed program descriptions must be provided to the Parks & Recreation office at least **120 prior** to the anticipated start of the program to be considered.* This ensures ample time for the creation of the program, logistics and scheduling, program promotion and registration. We want to be sure your program is a success!

The following information is required in order for your proposal to be considered as an addition to our program offerings. Please review the following information carefully and submit all required documents:

1. Class Proposal Form
2. Instructor information Form
3. Proof of Insurance
4. Any necessary class related certifications

Due to limited facility space, not all class proposals will be considered. Also, proposed programs that are too similar to current offerings may not be considered.

Southbury Parks & Recreation instructors are expected to manage their programs. This includes:

- Purchasing and preparing supplies needed
- Additional marketing/advertising if necessary
- Set-up/take down of equipment
- Cleaning up after each class, including closing tables and stacking all chairs
- Ensure quality program content
- The Southbury Parks and Recreation Department may provide advertisement online.

When possible, we provide facilities and equipment. We handle all program registrations, payments, refunds, class cancellations, customer calls, and program inquiries. At the end of each session, the agreed upon rate per participant will then be processed and paid to the instructor. Please review the attached documents carefully and please let us know if you have any other questions.

We look forward to hearing from you.

Southbury Parks & Recreation

Phone: (203) 262-0633

Fax: (203) 267-7840

561 Main Street South, Southbury, CT 06488

spanaccio@southbury-ct.gov

www.southbury-ct.org

COURSE PROPOSAL FORM

INSTRUCTOR / ORGANIZATION INFORMATION



Instructor / Contact Person: _____

Organization (if applicable): _____

E-mail Address: _____

Phone 1: _____ **Phone 2:** _____

Address: _____ **Town/State/Zip:** _____

Please include name and contact information for each instructor who would be conducting classes:

Name	Address	Email	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please note:

Once the Class Proposal is approved by the SP&R Department, you will be required to submit a completed IRS W-9 Tax Form prior to being contracted and paid for your services.

You may download the form here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

PROGRAM DETAILS



If you are proposing multiple classes, each with different content, please complete a separate program detail sheet for each class.

Program Name: _____

Briefly list/describe what your program participants will be doing:

List of all materials, supplies, and equipment participants will need to take part in your program (include handouts/reference materials, pens, folders, and all supplies):

Supplies you will provide for the s participants:

Supplies participants must purchase to bring with them to class:

Equipment you will need Southbury Parks & Recreation to furnish for your program (i.e. tables, chairs, sink, etc.)

Type of Facility required:

Classroom (tables and chairs) Multipurpose room Indoor open floor space

Outdoor location Other (please describe): _____

Class days/session days (check all that apply):

Sunday Monday Tuesday Wednesday Thursday Friday

Hours of Class: _____

Please note that due to the limited space and time available at our facilities, we may not be able to accommodate your proposed class times, dates or locations. If this is the case, we may contact you to suggest alternate times/locations.

Requested Participant Fee(s): All program registration fees are paid directly to the Town of Southbury. Fees are then paid to the instructors on a per session basis, based on the fee that is agreed upon between the SP&R Department and the Instructor. Instructors can expect payment approximately 14 days after the end of the class session.

Registrant fee: _____

Instructor take-home: _____

Participant ages: _____

Number of students in class: Maximum _____ Minimum _____

Class description for Southbury Parks & Recreation Online Posting: ("Sell" your program to potential participants in 45 words or less).
