

Kennebunk Parks & Recreation Department

Program Proposal



Coach/Instructor Information

Full Name: _____ Home Phone: _____

Cell Phone: _____ E-mail: _____

Proposed Program Information

Name of Program: _____

Participant Ages/Grades: _____

Dates: _____

Times: _____

Location: _____

Cost Per Participant: _____

Desired Coach/Instructor Pay: _____

Participant Min/Max: _____

Materials Required: _____

Who is responsible for providing program materials?

Recreation Department Coach/Instructor N/A

Who is responsible for purchasing materials?

Recreation Department Coach/Instructor N/A

Will you be seeking reimbursement for purchasing program materials?

Yes No N/A

Who is responsible for the set up/take down of the program?

Recreation Department Coach/Instructor N/A

Will you be running this program as a Town of Kennebunk Employee or as an Independent Contractor?

Employee Independent Contractor

Updated: 5/26/22

If you are an independent contractor, are you able to provide proof of worker's compensation or a valid worker's compensation waiver?

Yes

No

N/A

Program Advertisement/Description:

Registration Deadlines -

When does the minimum number of participants need to be reached, in order for the program to run? (*i.e.* – *two days before, one week before, day of, etc.*) _____

When do you need registration to close in order for you to have enough time to prepare for the program? (*i.e.* – *two days before, one week before, day of, etc.*) _____

What important questions/information do you need participants to answer when registering? (*i.e.* – *t-shirt size, experience level, allergies, etc.*)

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Who will be responsible for contacting participants in the event a class needs to be canceled?

Recreation Department

Coach/Instructor

If a class is canceled, are you able to provide a make up day(s)? Yes No

If yes, when? _____

Please provide any other important information that the department should be aware of when making a decision regarding your program proposal.

Date: _____