



# PROGRAM PROPOSAL FORM

## CLASS INFORMATION:

Proposed Program/Class Title: \_\_\_\_\_ Ages: \_\_\_\_\_

Instructor Name/Company Name: \_\_\_\_\_

Requested Building and Room Location: \_\_\_\_\_

Location/Equipment Requirements: \_\_\_\_\_

Requested Day(s) of Week for Program: \_\_\_\_\_ When Can You Start the Program? \_\_\_\_\_

Requested Time for Class to Begin: \_\_\_\_\_ Length of Class: \_\_\_\_\_ Hours \_\_\_\_\_ Minutes

Number of Participants: Min: \_\_\_\_\_ Max: \_\_\_\_\_

Course Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supplies Required for Class: \_\_\_\_\_

\_\_\_\_\_

Any other information relevant to class proposal: \_\_\_\_\_

\_\_\_\_\_

Requested Program Fee: \$ \_\_\_\_\_ per session

## INSTRUCTOR INFORMATION:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: (h) \_\_\_\_\_ (c) \_\_\_\_\_ (w) \_\_\_\_\_

Do you have a valid business license? YES NO

### Department Policies

- There are two ways that an instructor can be paid for Parks and Recreation classes:
  - Contracted employees hold a valid business license and will receive a 70% split of the class fee. All Contracted Employees are responsible for purchasing all of their own supplies.
  - Temporary Employees (those without a business license) will be paid an agreed hourly rate. The City of Fairfax Parks and Recreation Department will provide supplies needed.
- Parks and Recreation Staff will review all class proposals and contact you if there is an interest and need for your program.
- New classes are reviewed three times a year: in Sept for Winter Session, in Jan for Spring/Summer Session and in May for Fall Session

*Please attach any additional information that would be relevant for staff to have when considering your program with this form.  
(i.e. resume, references, websites)*

### Please Return Form to:

City of Fairfax Parks and Recreation, 10455 Armstrong St., Fairfax VA 22030  
Email: [parksrec@fairfaxva.gov](mailto:parksrec@fairfaxva.gov) Fax: 703-246-6321 Questions? 703-385-7858