



NEW INSTRUCTOR/PROGRAM PROPOSAL FORM

SEASONAL ACTIVITY GUIDE	SUBMISSION DEADLINE
Spring/Summer	January 1 st
Fall	May 1 st
Winter	September 15 th

Thank you for your interest in working with Southfield Parks & Recreation! Proposals will be evaluated by our programming staff following each submission deadline. If your proposal is selected as a potential offering a member of our staff will contact you to discuss further details.

NAME OF INSTRUCTOR: _____

PHONE NUMBER: _____ **EMAIL ADDRESS:** _____

INSTRUCTOR QUALIFICATIONS/REFERENCES/EXPERIENCE:

PROGRAM NAME: _____

DESCRIPTION OF PROGRAM: _____

TARGET POPULATION (CIRCLE ALL THAT APPLY):

Youth (Ages_____) / Adult / Senior / Family / Male / Female

PROPOSED SCHEDULE: (Include day(s) of the week, # of weeks, seasonal or year-round, outdoor/indoor, etc.)

COST PER PARTICIPANT: \$_____ (resident) \$_____ (non-resident)

fees are split between Instructor & City

ADDITIONAL PARTICIPANT FEES (Materials, Literature, etc.): \$ _____

MINIMUM NUMBER OF PARTICIPANTS TO HOLD PROGRAM: _____

MAXIMUM NUMBER OF PARTICIPANTS TO HOLD PROGRAM: _____

Submit via email to rmaalburg@cityofsouthfield.com

Submit in-person to the Parks & Recreation Information Desk (26000 Evergreen Rd.)

Use additional pages if needed