



# Instructor Program Proposal

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A separate Program Proposal is required for each program you wish to teach. Submitting a Program Proposal does not guarantee that the program will automatically be approved. There is no exclusivity to instructors or the program they teach. Programs should be submitted by the appropriate submission date listed below to be considered for the appropriate season. Proposals submitted past the season deadline will be considered for the following season. For new instructors, please include a resume.

**Instructor's Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

### Professional References

<u>NAME</u>	<u>E-MAIL ADDRESS</u>	<u>PHONE #</u>	<u>RELATIONSHIP</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Please select the Season and Year you are interested in teaching this program. Please note you must submit a program proposal for each season you wish to teach in.

<p><b>Winter/Spring</b> Year _____ <b>Jan.-early May</b> Submitted by September 1 Submitted by July 1 if requesting school facility</p> <input type="checkbox"/>	<p><b>Summer</b> Year _____ <b>May-August</b> Submitted by January 1</p> <input type="checkbox"/>	<p><b>Fall</b> Year _____ <b>Sept-December</b> Submitted by July 1 Submitted by June 1 if requesting school facility</p> <input type="checkbox"/>
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### General Program Information

<b>Program Name:</b>
<b>Detailed Program Description (outline, lesson plan, pre-requisites, dress requirements):</b>

<b>Program Objectives (What will the participant learn? What are the benefits of taking this program?):</b>		
<b>Age or Grade:</b>	<b>Minimum:</b>	<b>Maximum:</b>
<b>Ideal Number of Participants:</b>	<b>Minimum:</b>	<b>Maximum:</b>
<b>Program description as it will be published in Park Playbook online (no more than 75 words):</b>		
<b>Instructor Name to be Published:</b>		
<b>Dates/Days of week Program will meet:</b>		
<b>Skip Dates:</b>		
<b>Location of Program:</b>		
<b>Program Start Time:</b>		
<b>Program End Time:</b>		
<b>Supplies/Equipment required and estimated costs:</b>		
<b>Desired pay rate:</b>		

Registration will be managed by the Bethlehem Parks and Recreation Department and all fees will be paid to the Bethlehem Parks and Recreation Department for all programs. No programs will be offered without approval through the Bethlehem Parks and Recreation Department, and locations are not guaranteed.

Instructor's Name (please print): \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_