



Town of Portland, Connecticut

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www.portlandct.org

Equal Opportunity Provider and Employer
Office of Parks and Recreation

Program Proposal

The Town of Portland Parks and Recreation Department is committed to providing diverse leisure opportunities for our community. If you have an idea for a recreation program that you believe will enhance the quality of life of Portland residents, then please fill out the following form.

Applicant Information	
Name/Organization:	Date:
Address:	Town:
Phone:	Email:
Website:	
Any Relevant Education or Certifications:	

Program Information	
Name and Type of Program:	Ages Served:
Space Needs:	
Registration Cost for Participants:	Instructor Fees or % Split with Parks and Rec:
Potential Dates, Times, and Frequency:	
Please List Other Places Where You Have Offered This Program:	
Min/Max # of Participants:	Registration Deadline:

Reference Information	
Name:	Years Acquainted:
Address:	Town:
Phone:	Email:
Job Title:	
Program Feedback:	

Please note that all instructors must provide the Portland Parks and Recreation Department with a Certificate of Insurance. The applicant shall certify that all prospective instructors and volunteers that will be working with youth in accordance with the Portland Parks and Rec. Department shall be subject to background checks and any other screenings required by law.

Proposals are considered for review based on factors including but not limited to community demand, relevance to the Town of Portland's objectives, existing courses, and potential for cost recovery. Application does not guarantee acceptance.

Detailed Program Information

Proposed Class Title:

Creative Description of the Program (as it would appear on advertising):

Describe what the benefits of this program would be for its participants:

Will you or your organization provide your own materials? If not, list the materials needed:

Describe how this program can be adapted for people with disabilities:

Although it is not required, the Parks and Recreation Department recommends that you consider attaching the following documents to your proposal:

- *Current Resume*
- *A brief lesson plan for at least one program session*
- *Advertisements (i.e. flyers or brochures)*
- *Photos, videos or any other samples that demonstrate your proposed program*

Program proposals may be mailed to:

Portland Parks and Recreation
P.O. Box 71
Portland, CT 06480

Program proposals may be emailed to:

cbrennan@portlandct.org / adionne@portlandct.org