



For Office Use Only

Scheduling Invoice #: \_\_\_\_\_

Canva Poster: \_\_\_\_\_

Registration Open: \_\_\_\_\_

Registration Close: \_\_\_\_\_

## City of Dawson Parks and Recreation Department - Program Proposal Form

\*All fields below must be completed

<b>Program Name</b>		
<b>Contact Name</b>		<b>Phone</b>
<b>Address</b>		<b>Email</b>
<b>Brief Program Description</b>		
<b>Cost for Participants:</b> _____		
<b>Minimum of participants</b>	<b>Target Demographics (check all that apply)</b> <input type="checkbox"/> Girls <input type="checkbox"/> Women <input type="checkbox"/> Boys <input type="checkbox"/> Men <input type="checkbox"/> Seniors <input type="checkbox"/> Other Specify: _____	<b>Requested Time(s)</b>
<b>Maximum of participants</b>		<b>Requested Location</b>
<b>Session Start Date</b>	<b>Session End Date</b>	<b>Length of program (i.e. # weeks)</b>
<b>Type of Program</b>		
<p style="text-align: center;"><b>Registered Program:</b></p> <input type="checkbox"/> <b>Facilitator-Led Program w/Administration by CoD</b> - Facilitator is paid 85% of registration fees and 15% administrative fee is withheld by City of Dawson (CoD) - CoD administrative fee covers insurance, advertising, registration and facility rental  <input type="checkbox"/> <b>Contract for Services w/Administration by CoD</b> - Facilitator is paid an hourly rate/contractor fee for services. (Fill out facilitator costs below) - CoD covers insurance, advertising, registration and facility rental  <input type="checkbox"/> <b>Facilitator-Led w/o CoD Support</b> - Facilitator pays for space rental, administers registration, provides insurance and organizes own promotion. No administrative fee. Facilitator keeps all income.		<p style="text-align: center;"><b>Drop-In Program:</b></p> <input type="checkbox"/> <b>Free Drop In Program - Volunteer Facilitator</b> - COD space is provided at no cost. - Coverage of insurance through COD  <input type="checkbox"/> <b>Paid Drop-In Program - Paid Facilitator</b> - Facilitator pays for space rental, administers registration, provides insurance and organizes own promotion. No administrative fee. Facilitator keeps all income.  <input type="checkbox"/> <b>Free Drop In Program – Facilitator Paid</b> - Facilitator paid for services (fill <i>Facilitator Costs</i> section below) - Space, insurance and rental to be negotiated
<b>Please list facilitators, and provide credentials/experience</b>		
<b>Supplies Requests &amp; Costs Associated</b>		
<b>Facilitator Costs:</b>		
Facilitator prep wage: \$ _____/hour		
Facilitator wage: \$ _____/ hour or /participant (circle one)		
Other Costs:		

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This program has been approved by the Parks and Recreation manager

YES                      NO

\_\_\_\_\_  
(Manager's Signature)