



Dear Prospective Instructor:

Thank you for your interest in providing classes with the Town of Southbury!

The Southbury Parks and Recreation Department sponsors a diverse range of events, activities, and programs for the youth and young at heart of the Town of Southbury. These offerings are designed to meet the physical, social, cultural and educational needs of the community for those of all ages.

The following information is required in order for your class proposal to be considered as an addition to our programs. Please review the following information carefully and submit all required documents:

1. Class Proposal Form
2. Proof of Insurance
3. Any necessary class related certifications

Due to limited facility and brochure space, not all class proposals will be considered. Also, proposed classes that are too similar to current offerings may not be considered.

Southbury Parks & Recreation instructors are expected to manage their programs. This includes:

- Purchasing and preparing supplies needed
- Additional marketing/advertising if necessary
- Set-up/take down of equipment
- Cleaning up after each class
- Ensure quality program content
- The Southbury Parks and Recreation Department may provide advertisement in the seasonal brochures, and online and print media sources. When possible, we provide facilities and equipment. We handle all program registrations, payments, refunds, class cancellations, customer call and inquiries about programs. At the end of each session, the agreed upon rate per student will then be paid to the instructor.

Please review the attached documents carefully and please let us know if you have any other questions.

We look forward to hearing from you.

Southbury Parks & Recreation
Phone: (203) 262-0633
Fax: (203) 267-7840
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www.southbury-ct.org

COURSE PROPOSAL FORM

INSTRUCTOR / ORGANIZATION INFORMATION

Instructor / Contact Person: _____

Organization (if applicable): _____

E-mail Address: _____

Phone 1: _____ Phone 2: _____

Address: _____ Town/State/Zip: _____

Please include name and contact information for each instructor who would be conducting classes:

Name	Address	Email	Phone

Please note:

Once the Class Proposal is approved by the SP&R Department, you will be required to submit a completed IRS W-9 Tax Form (download at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>) prior to being contracted and paid for your services.

PROGRAM DETAILS

If you are proposing multiple classes, each with different content, please complete a separate program detail sheet for each class.

Program Name: _____

Briefly list/describe what your students will be doing:

List of all materials, supplies, and equipment (include handouts/reference materials, pens, folders, and all supplies the students will need to participate in your program):

Supplies you will provide for the students:

Supplies students must purchase to bring with them to class:

Equipment you will need Southbury Parks & Recreation to furnish for your program (i.e. tables, chairs, sink, etc.)

Type of Facility required:

- Classroom (tables and chairs) Multipurpose room Indoor open floor space
- Outdoor location Other (please describe): _____

Class days/session days (check all that apply):

- Sunday Monday Tuesday Wednesday Thursday Friday

Time Frame: _____

Please note that due to the limited space and time available at our facilities, we may not be able to accommodate your proposed class times, dates or locations. If this is the case, we may contact you to suggest alternate times/locations.

Student Fee(s): All program registration fees are paid directly to the Town of Southbury. Student fees are then paid to the instructors on a per session basis, based on the fee that was agreed upon between the SP&R Department and the Instructor. Instructors can expect payment approximately 14 days after the end of the class session.

Participant ages: _____

Number of students in class: Maximum _____ Minimum _____

Class description for Southbury Parks & Recreation Brochure: (“Sell” your program to potential participants in 45 words or less).
