



Danvers Recreation

New Recreation Program Proposal

For Office Use Only
Date Received _____ Received By _____

Section I—General Information

Danvers Recreation continually searches for new courses and instructors. If you have a particular talent or skill that you would like to teach others and make a little extra money at the same time, complete and submit this form. While there are professionals on staff that can lend their expertise, the program is yours to create. Proposal submissions are reviewed by Danvers Recreation staff. If your proposal is accepted, you will be contacted to schedule a time to come in and discuss the proposal. If your proposal is not selected, a staff member will contact you in writing. ***Please attach a resume with this application***

Section II—Applicant Information

Name _____ Email _____

Address _____

Mobile Phone _____ Home Phone _____

Applicable Certifications _____

Section III—Program Information

Proposed Program Name _____ Type of Program _____

Proposed Program Dates _____

Days of week _____ Time _____

Proposed Location _____ Age Range _____

Minimum # of Participants _____ Maximum # of Participants _____

Proposed Registration Fee _____

Please note 70/30 split for all fees
(70% instructor, 30% Town of Danvers)

Brief Program Description _____

Please attach additional program information, if applicable.

For Office Use Only - Authorized Signatures

Recreation Director _____ Date _____

Assistant Recreation Director _____ Date _____