



H-F Park District Program Proposal
3301 Flossmoor Road, Flossmoor IL 60422
708-957-0300 Fax: 708-957-8574

This sheet is to be prepared by the individual planning to conduct a program at the **H-F Park District**. Once completed it should be submitted to the program supervisor for review. An interview concerning the proposed program may be set up and a decision on the proposed program made.

Please complete as much information in the planning outline as possible and be prepared to discuss the information that is provided. If you need assistance in the completion of this proposal, feel free to contact the program supervisor.

Planning Outline

Instructor's Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

Title of Proposed Program: _____

Date Submitted: _____ Hourly Wage Desired: _____

1. Class purpose:

2. Age requirement: _____

3. Certificate, skill or knowledge requirements, if any:

4. Desired location:

5. Starting date: _____

6. Class time: _____
7. Day of week: _____ Alternate day: _____
8. Length of class: _____
9. Size of class: _____
10. List of supplies and/or equipment needed for the Recreation Department to provide by program (per person) and approximate cost per item.

<u>Item</u>	<u>Approximate Cost</u>
_____	_____
_____	_____
_____	_____
_____	_____

11. Supplies or equipment student will need to provide:
- _____
- _____
- _____

12. Special dress requirement, if any: _____

13. What information, skill and/or projects can the student expect to accomplish by the end of the program?

14. Other information that might help us better understand your program: include flyers or pamphlets if available.

15. Give a brief description of the program for the brochure (40 words or less).
