



### Program Proposal Form

Office Use Only	
Received Date	_____
Meeting	_____
Vendor Packet	_____
Liability Insurance	_____
Fingerprint Document	_____

Program Guide	Months Covered	Proposal Deadline
2017 - 2018 Winter Program Guide	December - March	Friday, September 1, 2017
2018 Spring/Summer Program Guide	April - August	Friday, December 8, 2017
2018 Fall Program Guide	September - November	Friday, April 6, 2018

Program Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Instructor/Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Facility/Location/Address: \_\_\_\_\_

Age/Grade/Gender Requirements: \_\_\_\_\_

Program Dates: \_\_\_\_\_

Meeting Days: \_\_\_\_\_

Meeting Time: \_\_\_\_\_

Classes per Session: \_\_\_\_\_

Minimum # of Participants: \_\_\_\_\_

Maximum # of Participants: \_\_\_\_\_

Instructor Fee: \_\_\_\_\_ *Please select one: Per Student / Per Class / Other:* \_\_\_\_\_

All fees are negotiable. If the proposed instructor's fee is on a per student basis, the City of Pickerington will receive a minimum of 15% per student. Are class supplies included in the fee, or do students provide their own supplies? Please be specific.

Brief Course Description (This should sell the program and include any special instructions/equipment needed, etc.).

**PLEASE NOTE**

- This is not the Program Final Agreement. Programs are not approved until Program Final Agreement has been signed by both parties. Meeting(s) may be requested prior to approval of Program Final Agreement.
- Instructor must have completed and/or updated Vendor Information Packets on file with the City of Pickerington at the time of submitting Program Proposal Form.
- Instructors who will be in contact with minors (under 18 years of age) must provide fingerprint documentation AND/OR Certificate of Liability Insurance naming the City of Pickerington as additionally insured at the instructor's expense. Both fingerprint documentation and Certificate of Liability Insurance will be valid for one year (or until expiration). Instructors can submit valid fingerprint documentation from other organizations. Fingerprint Request Forms can be processed at the City of Pickerington Police Department, 1311 Refugee Road, Pickerington, OH 43147 (614-575-6911). This policy has been implemented to ensure the safety of all children who register for City of Pickerington Parks and Recreation programs.