



Alamogordo Parks and Recreation is open to new courses and instructors. We coordinate programs and services throughout the year. If you have a particular talent or skill that you would like to teach others and earn a little extra money at the same time, complete and submit this form. Once submitted, Alamogordo Recreation staff will review your submission and notify you if it has been accepted or not. If your proposal is accepted, you will be contacted by a Recreation Coordinator to schedule a time to come in to further discuss the proposal, possible program modifications and steps to move it forward.

RECREATION PROGRAM PROPOSAL

VENDOR INFORMATION	
Contact Person	
Company Name (if any)	
Address	
Phone	
E-mail Address	

PROGRAM INFORMATION							
Program Name							
Program Description <i>Please be brief and accurate and include the purpose and goal of the program. The department reserves the right to make changes.</i>							
Instructors Name(s) <i>Attach list if needed.</i>							
Pick One	Participant Age Range						
	Participant Grade Range	<table border="0"> <tr> <td>Pre-K and K Middle</td> <td>Elementary (1-3)</td> <td>Elementary (4-5)</td> </tr> <tr> <td>School (6-8)</td> <td>High School (9-12)</td> <td></td> </tr> </table>	Pre-K and K Middle	Elementary (1-3)	Elementary (4-5)	School (6-8)	High School (9-12)
Pre-K and K Middle	Elementary (1-3)	Elementary (4-5)					
School (6-8)	High School (9-12)						
Gender	<table border="0"> <tr> <td>Male</td> <td>Female</td> <td>All</td> </tr> </table>	Male	Female	All			
Male	Female	All					
Participants	Minimum #						
	Maximum #						
Desired Instructor Fee <i>Subject to Supervisor Approval</i>							
Supply List <i>List storage, facility needs and participant supplies.</i>	<table border="0"> <tr> <td>Supplies you will provide:</td> <td>Supplies needed to purchase:</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Supplies you will provide:	Supplies needed to purchase:	 	 		
Supplies you will provide:	Supplies needed to purchase:						

Activity Notes Please list all items that participants need to bring, wear, etc. <i>Attach list if needed.</i>			
Please list all questions participants are required to answer during registration. <i>Attach list if needed.</i>			
Season	Spring/Summer <i>Apr-Aug</i> <input type="checkbox"/>	Fall <i>Sept-Nov</i> <input type="checkbox"/>	Winter <i>Dec-Mar</i> <input type="checkbox"/>
Preferred Location Please list any space requirements or setup needs.	Alamogordo Rec Center		
	Park		
	Athletic Field(s)		
Marketing Plan <i>Please list plan for marketing, including flyers, social media etc. Program will be City marketing.</i>			
Additional Comments			
Number of Sessions Offered			

Please complete the below section(s), as needed, for each session.

PROGRAM DATES AND TIMES			
Program Day(s)	Monday Friday	Tuesday Saturday	Wednesday Sunday Thursday
Program Date(s)			
Times	Start Time		End Time
Setup/Breakdown Time	Setup	Breakdown	
Registration Close Date			

Please attach a current resume that includes past experience (paid or unpaid) and any certifications that show your qualifications to teach this program. Please include personal and professional references.

Thank You!
Alamogordo Parks & Recreation Department

Office Use Only
Received: _____