Village of Burns Lake Parks and Recreation Department- Program Proposal Form

All fields below must be completed.

Program Name:		
Contact Name:		**Phone:**
Address:		**Email:**
Brief Program Description:		**Cost for Participants:**
Minimum Participants:	**Target Demographic** (check all that apply)	**Requested Time(s):**
Maximum Participants:	□ Girls □ Women □ Boys □ Men □ Seniors □ Other	**Requested Location:**
Session Start Date:	Specify:	**Length of Program (i.e. # of weeks)**

Program Type

Registered Program	Drop in Program
□ **Facilitator-Led Program w/Administration by VBL** - Facilitator is paid 90% of registration fees and 10% administrative fee is withheld by The Village of Burns Lake (VBL) - VBL administrative fee covers insurance, advertising, registration, and facility rental □ **Contract for Services w/Administration by VBL** - Facilitator is paid an hourly rate/contractor fee for services. (Fill out facilitator costs below) - VBL covers insurance, advertising, registration, and facility rental - VBL retains the right to cancel classes for insufficient registration □ **Facilitator-Led w/o VBL Support** - Facilitator pays for space rental, administers registration, provides insurance, and organizes own promotion. No administrative fee. Facilitator keeps all income	□ **Free Drop-in Program - Volunteer Facilitator** - VBL space is provided at no cost. - Coverage of insurance through VBL □ **Free Drop-in Program – Facilitator Paid** - Facilitator paid for services (fill Facilitator Costs section below) - Space, insurance, and rental to be negotiated □ **Paid Drop-In Program - Paid Facilitator** - Facilitator pays for space rental, administers registration, provides insurance, and organizes own promotion. No administrative fee. Facilitator keeps all income.

Please list facilitators, and provide credentials/experience:
Supplies Requests & Costs Associated:
Facilitator Costs: Facilitator prep wage: $_____/hour Facilitator wage: $_____/ hour /participant (circle one) Other Costs: