



Program Proposal

Please fill out one application per proposed program. When complete, return to the Parks, Recreation and Facilities Management Office prior to the stated deadlines:

Winter/Spring – October 1st
Summer – February 1st
Fall – June 1st

Office Use Only

Contract Date _____
Background Check
 Submitted _____ Received _____
 Lesson Plan On File Resume On File
 Insurance On File

Activity Title: A descriptive & enticing title

Instructor(s): Instructor or business name

Activity Description: A descriptive and accurate summary.
 (Subject to editing)

Number of Participants:

Minimum Maximum

Registration deadline is one week prior to the start of class. You will be contacted at this time. If minimum has not been met, the class may be cancelled.

Participant Age or Grade:

Minimum Maximum

Fees:

Fee Per Person

Materials Fee

Materials fee is in addition to the fee per person. Materials/equipment that participants will keep following the program or consume during program. These are considered non-refundable. You will retain 100% of this fee.

	Session 1	Session 2	Session 3	Session 4
Date Range Start Date – End Date				
Day of the Week				
No Class: Holidays or closures with-in date range				
Time Range: Start time – End Time				
Location: First Choice				
Location: Second Choice				

Program Proposal – Additional Information

What should participants bring to class? (i.e. supplies, equipment, should they wear certain clothing?)

What will you be providing for the class? Other than items included in the materials fee.

Materials Fee

If you have included a materials fee, please list the items and the cost for the items per person.

Item	Quantity	Cost per person	Item	Quantity	Cost per person

Total Cost Per Person:

Scholarships/Discounts

Do you offer any scholarships or discounts (i.e. multifamily/sibling)? If yes, please explain the criteria and prices.

Additional Information

Please provide prompt questions, or information that will be helpful in marketing this program.

	Session 5	Session 6	Session 7	Session 8
Date Range Start Date – End Date				
Day of the Week				
No Class: Holidays or closures with-in date range				
Time Range: Start time – End Time				
Location: First Choice				
Location: Second Choice				



Goochland County Parks, Recreation & Facilities Management

Instructor Data Form

Business Name: _____

Instructor Name: _____

Address: _____

Phone (h): _____ **Phone (c):** _____ **Phone (w):** _____

Email: _____ **Website:** _____

Emergency Contact: _____

Payment Information

Checks made payable to: _____

Social Security Number/ Tax ID Number: _____

Payment to be mailed to: _____

Insurance Information

Company: _____ **Policy Number:** _____

Expiration: _____

Insurance information must be on file with the GCPRFM office two weeks prior to beginning of class.

Instructor - General Information

Thank you for your interest in becoming a contracted instructor for Goochland County Parks, Recreation and Facilities Management.

Planning Your Program

I. Proposals

- Complete the Program Proposal with as much detail as possible and submit it prior to the deadline.

Program Dates	Submission Deadline
Winter/Spring (January – May)	October 1 st
Summer (June – August)	February 1 st
Fall (September – December)	June 1 st

LATE PROPOSALS WILL NOT BE ACCEPTED!

- A syllabus, lesson plan, or detailed outline of proposed program must be on file with the Department.
- **Written resumes are required for all new instructors.**
- Repeating instructors will need to verify the existing class information when renewing a program.
- Please fill out one Program Proposal per class. Contact the GCPRFM main office for assistance.
- Instructors will not be able to offer classes unless a signed contract has been submitted to the GCPRFM office and approved.

II. Facilities

- GCPRFM operates within county owned indoor recreation facilities including GCPRFM facilities and county schools. Private business may be used for programming as well.
- If a Goochland County School is to be used, GCPRFM will complete the proper paperwork to acquire the facility. The instructor will be notified of the school's decision.
- If an alternate facility is desired, notify the GCPRFM staff so that a memorandum of understanding can be developed with the specific facility.

III. County Holidays & Inclement Weather

- GCPRFM programs are cancelled when Goochland County Schools or the Administrative Offices are closed due to holidays, inclement weather/disaster. **Do not schedule dates that fall on a holiday or known school/office closing.** The school and administrative calendars are available on the county website (www.co.goochland.va.us)
- Instructors are responsible for notifying their participants of the closing policy at the first class.
- GCPRFM reserves the right to cancel outdoor programs in the event of inclement or hazardous weather that has not affected the close of Goochland County Schools

IV. Accidents/ Injuries

- If an injury occurs during a program, the instructor must complete the GCPRFM Injury Report Form and return it to the office within 24 hours. The report must be signed by the participant or parent.

V. Setting Fees

- GCPRFM will deduct 20% of the fee per person listed on the Program Proposal before processing an instructor payment. GCPRFM will also deduct any expenses incurred as a result of the facility as well. The instructor will be notified of these fees.
- Instructors will receive payment after the last class of each session.
- Materials fee are considered non-refundable fees. The Instructor will retain 100% of the material fee for all participants registered. A detailed explanation of this fee must be included in the Program Proposal.

The following are examples of how an instructor is paid.

Program with no materials fee.

Fee per class: \$60 per person with 20 people registered.

$\$60 \times 20 = \$1,200 \rightarrow 20\% \text{ of } \$1,200 = \$240 \rightarrow \$1,200 - \$240 = \mathbf{\$960 \text{ (Total Payment)}}$

Program with a materials fee.

Fee per class: \$100 (includes \$25 materials fee) with 5 people registered.

Materials list: Paint \$5 + Canvas \$20 = \$25 per person

$\$100 - \$25 = \$75$ (program fee – the materials fee)

$\$75.00 \times 5 = \$375 \rightarrow 20\% \text{ of } \$375 = \$75 \rightarrow \$375 - \$75 = \300

$\$25 \times 5 = \125 (Materials fee x the number of registrants) $\$125 + \$300 = \mathbf{\$425 \text{ (Total Payment)}}$

Instructor Payment

Instructor Data Form must be filled out completely in order for payment to be issued. Checks are sent directly from the Goochland Finance Department and are cut twice a month on the 15th and the last day of the month. Instructor will receive payment after the last class of each session. Contact GCPFM at (804) 556-5854 with any questions regarding Instructor payments or the payment cycle.

Instructor Meetings

All instructors are required to attend Department Instructor Meetings. Failure to attend will jeopardize any future contract with GCPRFM.

Marketing

I. Program Guide

- All programs will be advertised in GCPRFM's seasonal Program Guide. If changes are made to program descriptions, the instructor will be notified of the change prior to any marketing efforts.
- The instructor can request that information be changed prior to submission deadline.
- Once the Program Guide has been printed, any changes must be approved in advance through the GCPRFM office.
- The Program Guides are available for viewing in print, on GCPRFM's website, and on GCPRFM's Facebook page.
- Release dates are as follows:
 - Winter/Spring – December 1st
 - Summer – April 15th
 - Fall – August 15th

II. Local Media/Flyers – Provided by GCPRFM

- Updates are made weekly to GCPRFM's website and Facebook.
- Scheduled flyers may be sent through book bag distribution at Goochland County Schools.

III. Local Media/Flyers – Provided by Instructor

- Instructors wishing to do additional advertising (free or at personal expense) must have prior approval from GCPRFM. This includes, but not limited to: posters, emails, flyers, and press release.
- **Flyers to Elementary Schools**
 - Must be sent to GCPRFM two weeks prior to desired distribution date.
 - Instructor is responsible for printing and distribution of flyers to the schools once approved by GCPRFM and Goochland County School System.
 - All flyers must contain the following:
 - Current GCPRFM registration form and logo
 - Course number and registration deadline
 - Correct program dates, cost and ages
 - GCPRFM contact information (phone, mailing address, and website)
 - After approval has been given, Instructor must print and sort flyers by groups of 25. Current school attendance numbers are available on the Goochland County Public Schools' website.
- **Flyers, Posters, Press Releases or Emails**
 - Must be sent to GCPRFM two weeks prior to desired distribution/send date.
 - All flyers must contain the following:
 - Current GCPRFM registration form and logo
 - Course number and registration deadline
 - Correct program dates, cost and ages
 - GCPRFM contact information (phone, mailing address, and website)
 - GCPRFM has the capability to send an email reminder to past registrants. If an Instructor wishes for an email to be sent, they must notify staff at least two weeks prior to the registration deadline.

Registration Information

I. How to register

- All participants are required to register and pay, prior to start of class, through GCPRFM.
- Registration forms are required, and can be found on the county website and in the GCPRFM main office.
- Payments can be made with credit cards online or with cash or check in the office.
- Completed registration forms with payment can be mailed to:

PO Box 910
Goochland, VA 23063

II. Registration Deadline

- Deadline is one week prior to the start of class.
- If minimum enrollment has been met:
 - GCPRFM will contact the Instructor and provide a complete roster of registered participants
 - If additional registrations arrive after the deadline, an updated roster will be given to the Instructor.
- If minimum enrollment has not been met:
 - GCPRFM will contact the Instructor to notify them of class cancellation. GCPRFM will also contact registered participants and issue any refunds necessary.
 - GCPRFM along with the Instructor can agree to hold a class even if minimum has not been met.

III. Rosters

- It is the Instructor's responsibility to verify the roster that the beginning of the first class.
 - If a participant is not on the roster, ask to see their receipt then add them to the class.
 - If the participant has not paid, refer them to the GCPRFM office to register. If the office is closed, have them submit payment and registration form in the GCPRFM drop box.
 - Participants may not start a program without a completed and signed registration form and payment to GCPRFM.
- Rosters will include the following:
 - Participant name, parent/guardian name, phone number, medical conditions, and any prompt questions.

Cancellations/Refunds

I. Program Cancellation

- GCPRFM reserves the right to cancel a program if the session has not reached the minimum enrollment by the registration deadline. If cancelled, GCPRFM will contact the registered participants.
- GCPRFM reserves the right to cancel a program in contracted instructor is in violation of their contract or if any of the aforementioned conditions have not been met.

II. Class Cancellations or Make-ups

- The Instructor must contact GCPRFM immediately if any changes are made to the schedule. If a make-up day is needed, facility arrangements must be coordinated through GCPRFM. Once notified GCPRFM or the Instructor may notify participants of the change. Every effort must be made to make up a missed class.

III. Refunds

- All refund requests must be submitted in writing to the GCPRFM office by the participant.
 - Full refunds will be issued for programs that are full or cancelled by the Department, if a change in day, time or location prohibits the participant's attendance, or if the participant withdraws prior to the first class meeting.
 - To request a refund, submit a written explanation containing registrants name, payer's name, amount paid, program, and reason for the withdrawal.
 - If a participant wishes to withdraw from a class after the first meeting date, they must do so within two business days. Their refund will be subject to a \$5 processing fee.
 - Refund request will not be considered once a program has ended or the second meeting has occurred.
 - Refund requests may be considered on a case by case basis.

Evaluations

GCPRFM may send out an evaluation to each participant in a particular class through [surveymonkey.com](https://www.surveymonkey.com). If a participant does not have an email address, they will be sent an evaluation through the mail. Participants will have approximately two weeks to complete the evaluation. After the deadline has passed, the results will be available for the Instructor to review.