

Program Proposal Form

Frequently Asked Questions

I have a program idea. What is the process to get my program in the Leisure Guide?

Start by developing a clear vision for your program, including a title, program objectives, description, and requirements for space and equipment. We strongly recommend looking through our current Leisure Guide to see what kinds of classes we currently offer and how they are structured. Once you've got an idea, send us a proposal package, which includes filling out the program proposal form COMPLETELY - and submit it along with your resume and any relevant certificates.

What should be included on my resume?

Please note any related teaching/instructional experience, education, as well as any certificates/awards along with your employment background.

How do I submit my proposal package?

You can submit your package three ways: drop it off at the Recreation Centre (3310-37th Ave); drop it off at Kal Tire Place (3445 43rd Ave) (ATTN: Programming Department); or email it to recadmin@vernon.ca.

How are programs selected?

Proposals are reviewed by our programming team at Recreation Services. Selection depends on a number of factors, but we attempt to choose unique programs and those we think will meet a need in the community. The programming team meets three times a year, prior to planning out each leisure guide.

When is the Leisure Guide published?

Recreation Services produces three leisure guides per year, one for the fall, one for the winter, and one that encompasses the spring/summer. The fall guide comes out near the end of August, the winter guide near the end of November, and the spring/summer guide near the end of February. Each guide takes approximately two months to organize, so our planning process starts early for each season. Please keep this in mind if you are trying to submit a program to run for a particular season, even though a programmer will ultimately be the one to make the decision on what season to begin offering the program.

I've missed the deadline! Can I still submit my proposal?

Yes! We accept proposals year round. All proposals received are date stamped and reviewed at the next programming team meeting.

Is there anything I can do to improve the chance of my program being selected?

We strongly recommend you look through our Leisure Guide prior to submitting a proposal to get a sense of what we already offer. We do our best to avoid over-programming classes that are similar, try not to compete with other organizations that offer niche programming - particularly in the areas of arts and science, and so we recommend that you look for a unique angle or a gap in our current classes.

What is a reasonable price for a program?

We strive to offer affordable programs, but class fees must cover all costs.

How much do you pay instructors?

Wages vary depending on a number of factors, including the specialization of the skill, length of time or experience instructing, and the program budget. If you aren't sure what to request in terms of a wage, just give us a ballpark estimate.

Are program instructors City of Vernon employees?

The City of Vernon is responsible for Recreation Services. Instructors can be hired as a excluded program employees or as contractors.

Do I get to choose when and where my program is held?

Our programmers will make a recommendation based on the space requirements you have submitted and the suitable space we have available. It is at the Programmers discretion as to the season any selected program will start in.

My program has been shortlisted! What's next?

A Recreation Programmer will be in touch to set up an interview with you. At that time, you will discuss details of the program, your teaching experience, possible dates/times, a program budget, required supplies, and wages. You will be required to bring a completed Criminal Record Check including the Vulnerable Sector Check if you are working with children or seniors to the interview along with 2-3 work related references.

What is the difference between a program and an advertisement in the Leisure Guide?

Programs are listed in our Leisure Guide with a title, description, and a barcode, as well as the date/time/cost information. They are standardized in format, and all registration is through Recreation Services. Program space cannot be purchased. Advertisements are much more varied in their content and layout, and are purchased through our marketing team. An example of each is below:

Program

3D Animation 11-14yrs.

Dreaming of a career with PIXAR? Ever wonder how those awesome 3D animated movies like Shrek, Toy Story and The Incredibles are made? Spend the week learning how by modelling, animating and telling your own stories in 3D. You'll use wonderful (& free!) 3D software to design characters that jump off the screen and then make them come alive by adding voices, soundtracks and completing your own animated short film. Final projects will be posted online and handed out on like to express themselves and keep busy with drama games, dance moves and a swim in the pool each day.



Jul 28-Aug 1 Mon-Fri \$170, after Jul 24 \$200
8:30am-4:30pm #29666 Auditorium East

Advertisement

I would rather purchase an advertisement. How do I do that?

Please contact Liz Stanley at 250-549-3008 or lizstanley@shaw.ca for information on rates and deadlines, or to book an ad.

Still have questions?

Please feel free to contact recadmin@vernon.ca.

PROGRAM PROPOSAL FORM

Section A - Instructor Information:

Name: _____

Phone #: _____

Email Address: _____

Cell #: _____

Instructor Availability: _____

***Please attach a resume noting previous relevant experience, education and any relevant certificates/awards.**

Section B - Proposed Program Information

1. Proposed Course Name: _____

2. Proposed Course Description: _____

3. Proposed Number of Classes (ie: one day workshop, or weekly recurring class): _____

4. Length of time for class (total number of hours or hours per week): _____

5. Maximum Number of Participants: _____

6. Proposed Participant Cost: _____

7. Room Requirements:

a. Space Requirements (circle one): meeting room, gym, auditorium, stage, other (specify sq ft needed): _____

b. Room Style Set Up (tables/chairs) : theatre, class room, board room, other: _____

c. Equipment Requirements: white board, flip chart, CD player, other: _____

8. Supplies (Required OR Provided) : _____

9. Proposed Instructor Remuneration: _____

Additional Information: _____

Section C - Important Information

Leisure Guide Publication Dates:

- 2014 Fall Guide
- 2015 Winter Guide
- 2015 Spring/Summer Guide

Late August, 2014
Late November, 2014
Late February, 2015

We thank all applicants for their proposals. Unfortunately, due to the volume of proposals received, **we regret we can only contact those who have been shortlisted.** Proposals will be kept on file for future consideration.

Please note: Applicants of shortlisted proposals will be required to bring their completed Criminal Record Check, including the Vulnerable Sector Check if working with children or seniors to their interview. Businesses will need to provide a City of Vernon business license number if conducting a program on a contractual basis.

Please return completed form and attached resume to the Recreation Centre (3310 37th Ave) or to Kal Tire Place (3445 43rd Ave),

attn: Programming Department. Proposals may be emailed to recadmin@vernon.ca.