

# Program Proposals for West End, Coal Harbour and Barclay Manor

If you are interested in offering a particular program, please complete the following for review by the selection committee. Please be as concise and legible as possible.

Proposals will be reviewed with a selection committee representing West End, Coal Harbour and Barclay Manor. You do not need to submit proposals for each individual site.

Please check appropriate area(s):

- Preschool; Children; Youth and Adult Creative Art (e.g. Creative Writing, Arts, Photography, Pottery, etc.)
- Adult Programs not listed above (e.g. General Interest, Personal Growth, Music, Language, Dance, Cooking, Gardening, Outdoors, Travel, Martial Arts, Yoga, etc.)
- Barclay Manor; Free Lectures; 50+
- Aerobics; Fitness; Arena; Adult Sports; Day Camps
- Youth Worker/Buddy Program

Program periods are as follows:

- Winter** Jan. - March (proposals due beginning of Sept)
- Spring** April - June (proposals due beginning of Jan)
- Summer** July & August (proposals due beginning of April)
- Fall** Sept. - Dec. (proposals due beginning of June)

## Program Information

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

Age group: \_\_\_\_\_ Sex: M  F  Both  Group size: Min: \_\_\_\_\_ Max: \_\_\_\_\_

Suggested day(s) of the week: \_\_\_\_\_ Suggested time: \_\_\_\_\_

Description: (should be 50-75 words which can be used in our seasonal brochure)

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Program length: (eg. 1/wk x 1hr x 10wks): \_\_\_\_\_ Suggested rate of pay: \$ \_\_\_\_\_/hr

Facility/Room requirement: (size, flooring, mirrors, etc) \_\_\_\_\_

Equipment requirement: (slide projector, mats, tables, etc) \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (h) \_\_\_\_\_ Fax: \_\_\_\_\_

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

Qualifications/Experience: (please elaborate on the back of this page or attach a resume).

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References: (Work, Personal, Education)

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

**Thank you for your submission.**