



SHOREWOOD RECREATION & COMMUNITY SERVICES DEPARTMENT
SCHOOL DISTRICT OF SHOREWOOD
1701 E. Capitol Drive
Shorewood, WI 53211
(414) 963-6913 x4 Fax (414) 961-3175

Program Proposal

Date submitted: _____

Instructor Information

Name: _____ Primary Phone: _____

Complete Address: _____

Email Address: _____

Name of program: _____

Program Description:

Program Goals & Objective:

Brief biography, including education, experience, etc.:

Fee that you wish to receive (per hour, per class or per student):

Wages are generally determined by the instructor, however Shorewood Recreation may wish to provide some input to help us ensure that class fees are in line with other programs and will attract enough registrants. For some instructors this is a part time job; for others the goal is to share their talent and passion for the subject matter and to cover basic costs. Please decide what amount will make it worth your time and effort.

OVER

Program Supplies Needed (items that will need to be purchased):

We may have some basic supplies in stock. If you would like help ordering supplies please let us know. We will adjust the course fee accordingly. If you have access to a good vendor and fair prices you may order supplies/materials on your own and build that into the course fee.

Description of copies needed (total number, booklets, etc):

Shorewood Recreation can help make copies, booklets, etc. Please provide these details as early as possible to give us enough time to prepare materials for classes.

Other needs or details you wish to share:

Resources

Appropriate Grade Level

Facility Requirements & Set-up

Preferred Time of Program

Preferred Program Dates/Day

Min/Max # of Students

Please submit your course/program to Shorewood Recreation for Summer, Fall, or Winter/Spring sessions. Shorewood Recreation will review the proposal and contact you to discuss dates, times, fee, material etc. Courses that are selected for the upcoming season will be promoted through the Activity Guides, website, school flyers, and/or emails. Shorewood Recreation will schedule facilities and keep instructors updated on registrations.