 **PROGRAM PROPOSAL FORM**

**Your proposal will only be considered if all information is completed.**

We aim to offer residents affordable, value-added programs with unique benefits, such as exclusive offerings or reduced fees. Flyers created by instructors to include Parks & Recreation logo. We manage administrative tasks, including registration, finances, and assist with marketing (posting flyers – provided by instructors, email blasts, social media). Instructors are encouraged to also promote their programs.

**Instructor Requirements:**

* Must provide a **Certificate of Liability Insurance** listing the **Town of Kingston** as an additional insured before the program start date. **General Liability Coverage:** $1,000,000 per occurrence (Bodily Injury) and $3,000,000 per occurrence (Property Damage).
* Must complete a **CORI background check** with Kingston Parks & Recreation before the program begins.

**Instructor Information:**

**Name:**
**Address:**
**Phone #:**
**Email:**

**Program Name:**
**Brief Description:**

**Proposed Start Date:**
**Day(s) of the Week:**
**Number of Weeks:**
**Available Time(s) to Teach (Start-Finish):**

**Location:**

* + If at a **school**, attach prior approval from the school.

**Participant Age/Grade Range:**

**Program Fee:**
(*Deduct 10% for Recreation Admin Costs, or 15% if using Recreation supplies/equipment—factor this into your fee.*)

**Min. Participants:**
**Max. Participants:**

For questions, contact **781-585-0533**
Submit completed forms via email: **bgordon@kingstonma.gov**