



2018 - 2019 PROGRAM PROPOSAL APPLICATION

Have an idea for a program or activity? Please fill out the Program Proposal form below and return to the Recreation Department. Please try to be as detailed as possible and if you have any questions, do not hesitate to contact us directly.

INSTRUCTOR CONTACT INFORMATION

Name:	
Telephone:	
Email:	

PROGRAM DETAILS

Program Name:	
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Program Schedule
 Please circle the week(s) below that you would like to offer your program.

Season:	Fall	Winter	Spring	Summer
Session 1:	Sept 10 – Oct 14	Dec 17 – Jan 20	March 25 – Apr 28	(Break from regularly-scheduled programming – please contact us)
- Makeup week:	Oct 15 – Oct 21	Jan 21 – Jan 27	April 29 – May 5	
Session 2:	Oct 29 – Dec 2	Feb 4 – Mar 10	May 13 – June 16	
- Makeup week:	Dec 3 – Dec 9	Mar 11 – Mar 17	June 17 – June 23	

Day(s) of the week:	Su	M	T	W	Th	F	Sat
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Duration of time:	Start time _____	End time _____
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Target Market:	Age Range: _____	or	Grades: _____	
	Gender: _____	Males	Females	Both

Max # of Participants:	
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Location:	Blackburn Hall 30 Stone Street	Studio East 5 Wolcott Avenue	Off-site Please Specify: _____
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Mission Statement: *To enrich the quality of life in Walpole by offering first-rate programming that meets the recreational, educational, and cultural needs of our community. To take pride in our facilities by keeping them safe and well-maintained for people of all ages. Our hope is to make Walpole the “Place to Be” for family fun.*

Program Description

Please describe your program how you would want it advertised to the public. If you require more space, please use an additional sheet.

Program Goals

Please indicate below what you hope participants will achieve by taking your program.

Materials, Supplies, Equipment

Please provide specific supplies and equipment your program will need, including handouts/reference materials, pens, folders, supplies you will provide, supplies your participants need to bring with them, and equipment you will need the Recreation Department to provide (such as wi-fi, tables, chairs).

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