



Program Proposal

The City of National City Community Service Department program proposal for youth and adults in leisure enrichment, fitness, sports and adapted activities. All staff/contract instructors must complete the following information before implementing any program:

Instructor's Name: _____

Phone: _____ E-mail: _____

Class/Program/Camp Name: _____

Season: _____ Year: _____

Description of proposed class/activity(for multiple class descriptions submit a separate attachment)

Class/camp size (# of participants): Minimum _____ Maximum _____ Age Group: _____

Multiple sessions (yes or no)? _____, If yes, fill out box below.

Space/equipment requirements: (i.e. classroom, tables, seating, etc.) _____

Class title	Days	Time	Age Group	Location

Preferred day(s): _____ Preferred time(s): _____

Proposed fee (per class/session): \$ _____ Location: _____

Class/camp session length (i.e., 6 weeks): _____

End of season presentation (yes or no)? _____

Contractor must submit Class/Program details such as dates, days, times, ages, and description by the 2021 seasonal calendar deadline ([please see contract instructor calendar](#)). Any Class/Program that does not meet the deadlines may be cancelled.

Contractor understands that the detailed written proposal, which describes the services that the Contractor plans to provide, ("Class/Program") must be approved by the City. The Contractor understands that they may only engage in the activities as set forth in Contractors' proposal, those of which are previously approved, and may only perform other duties that are customarily performed by a Contractor in the same or a similar business.

If Contractor seeks to adjust the Class/Program, the Community Services Department Director, or designee, may approve adjustments to the Class/Program at their, or designee's, sole discretion.

Please attach marketing templates, purchase list, inventory, and agenda for the full session

Sign _____

Date _____