



Thank you for your interest in offering a program through the Doylestown Township Parks and Recreation Department. In order to become a program provider, you must complete and submit Program Proposal Form describing the class, activity or program that you would like to offer/instruct. The following information and policies will help you to complete the Program Proposal Form. If you have any questions about any of the policies or completing the form, please contact the us at (215) 348-9915.

Definition of Program Provider / Independent Contractor

All program providers/instructors are set up on a mutual agreement basis. The contractor will not be considered a regular employee of Doylestown Township, but shall be considered an independent contractor and as such will not be entitled to insurance, sick leave, vacation, workers compensation or any other employee benefits given to regular wage employees of the township.

Responsibilities of the Contractor

The program provider is responsible for outlining all details of the program they wish to instruct and submitting a program proposal form for consideration. The Program Coordinator and/or Park & Recreation Director will assist the program provider to ensure that all details are finalized and to coordinate availability and scheduling. All details must be approved by and finalized with the Program Coordinator and/or Park & Recreation Director .

Minimum Qualifications The program provider must be at least 18 years of age and have at least one year of experience directly related to the program idea that they wish to implement. A background check may be required prior to the implementation of your program idea. The township can run this check for the program provider at a fee of \$25

Program Submission Deadline

All program proposals must be submitted at least two weeks prior to the seasonal submission deadline. This will allow the Program Coordinator and/or Park & Recreation Director the necessary time to review program, market the activity and allow ample time for participants to register for the program.

Program Registration and Waivers

The Parks and Recreation Department performs all program registrations. Participants must pay in full at the time of registration. Participants are required to sign waivers at the time of registration that release Doylestown Township from all liability. Instructors may be required, at any time, to submit a current certificate of insurance naming Doylestown Township as an additional insured.

Fees and Instructor Payment

Our goal is to provide an array of programs that provide an affordable and experiential opportunities as a “service” to the community. Pricing proposals should be presented so as to provide an incentive and not be cost-prohibitive.

Program providers are paid a pre-determined percentage based on the primary (township resident) fee associated with registration. The percentage of the primary fees will be multiplied by the number of participants enrolled in the program in order to determine the amount to be paid to the program provider. The township sets and retains all non-resident fees; usually \$10-\$15 over the resident rate depending on indoor or outdoor location). Therefore, when determining the per participant class fee, please take this policy into consideration.

Calculation of instructor percentages *(utilizing either indoor or outdoor program facilities):*

70% - *No equipment, supplies or setup required by/from the township*

60% - *Requiring specific equipment, supplies and/or setup by the township (A separate activity fee may be added by the Township to cover purchase of program specific supplies that may be requested by an instructor)*

For example, if the primary fee is set as \$50 for a class and 6 people are enrolled, the instructor would be paid \$210 at the conclusion of the program (\$50 x 6 participants x 70%).

Program Marketing and Promotion

Doylestown Township reserves the right to modify program narrative/details for marketing and/or formatting purposes. All marketing and promotional materials must be created based on guidelines specified by Doylestown Township Park and Recreation Department. The Program Coordinator and/or Park & Recreation Director will work with the program provider to develop marketing and promotional materials. As part of the mutual agreement, programs are promoted using some or all of the following venues:

- **Seasonal Program Guides:** The Doylestown Township Parks and Recreation Department distributes three seasonal activity guides each year (Winter/Spring, Summer and Fall/Winter). The guide is comprised of all activities, programs, leagues and events offered by the department. The Program Coordinator and/or Park & Recreation Director will contact all current program providers with information about proposal deadlines before each activity guide is compiled and printed.
- **Township Website:** Doylestown Township's website (www.doylestownpa.org) provides information about the Parks and Recreation Department, its facilities and programs. The public can also download the seasonal program guide. Changes, Corrections, special events and other important notices are updated regularly in the "announcement" section... This includes new programs not available at time of printing, programs needing a boost in registration and/or those events that the department chooses to emphasize.
- **Flyers:** All marketing and promotional materials must be created based on guidelines specified by Doylestown Township Park and Recreation Department. These are posted on kiosks in the parks and other pertinent location as possible, which will be discussed with the program provider. Flyers/posters submitted by the program provider must be reviewed and approved prior to posting. The Program Coordinator and/or Park & Recreation Director may assist in the creation of flyers/posters to help promote programs.
- **Photographs:** Doylestown Township Parks and Recreation Department staff will take photographs and/or video of programs for future promotional purposes. However, we will gladly accept and consider any photographs or icons associated with the program to be used in promotional materials.
- **Press Releases:** The Program Coordinator submits weekly press releases to local media outlining classes with upcoming start dates. The newspapers' editors can choose to write an article about a program or post them in the upcoming events section of the newspaper. The township does not have control over what the news media chooses to cover/post.
- **Program Providers:** Additionally, it is understood that the program provider will also employ any means at their disposal to assist in the promotion of the program(s) and enrollment efforts.

Other Information to Consider

- **Popularity:** Classes often take time to gain popularity. Details about a program may need to be adjusted to help increase enrollment. No changes will be made to the program without the program provider's consent.
- **Americans with Disability Act (ADA):** Doylestown Township strictly adheres to the Americans with Disability Act's standards and requirements. In particular, reasonable accommodations must be made for anyone to participate in any program offered at its facilities. If a participant requests assistance to participate in a program, the Program Coordinator and/or Park & Recreation Director will work with the program provider to coordinate this assistance.
- **Solicitation:** Under no circumstance can program providers use programs to sell products or services, excluding class supplies; or use any program as a means to solicit private business.

Questions: If you need additional information or questions addressed please contact via phone at (215) 348-9915 or email at info@doylestownpa.org

Submission: Once you have completed, please forward the proposal form to:

Email:

info@doylestownpa.org

Fax

(215) 348-8729

Mail

Doylestown Township Parks and Recreation Department
Attn: P&R Department
425 Wells Road
Doylestown PA 18901

The Director of Parks & Recreation or Program Coordinator will contact you upon reviewing your submission..

ACTIVITY PROPOSAL FORM - DOYLESTOWN TOWNSHIP PARKS & RECREATION

Return completed for to: Doylestown Township , 425 Wells Road, Doylestown PA 18901

Title of the Program: _____

Which category would this activity apply under? (Please select *only one* category)

Ages 3-5 Years

- Preschool Arts
- Preschool Enrichment
- Preschool Sports & Wellness

Ages 6-12 Years

- Youth Arts
- Youth Enrichment
- Youth Sports & Wellness

Ages 13-18 Years

- Tween/Teen Arts
- Tween/Teen Enrichment
- Tween/Teen Sports & Wellness

Ages 18 and Over

- Adult Arts
- Adult Enrichment
- Adult Sports & Wellness

Ages 18 and Over

- Senior Adult Arts
- Senior Adult Enrichment
- Senior Adult Sports & Wellness

Across The Ages

- Arts _____ - _____ yrs.
- Enrichment _____ - _____ yrs.
- Sports & Wellness _____ - _____ yrs.

Description to be used in the program guide and/or website - 100 words maximum:

Preferred Season:

Winter/Spring Session

- February - May 31

Summer Session

- June 1 - August 31

Fall Session

- September 1 - December 15

Preferred Facility Space:

Outdoor

- Pavilion 1
- Pavilion 2
- Field Space
- Specify Type _____

Indoor:

- Activity Center (limited availability)

Any notes about set up or tear down for the program: _____

Preferred start date: _____

Alternate Star Date _____

Session Length (weeks): _____

No. of sessions: _____

Preferred Meeting Days (specify 1st, 2nd and 3 choice):

- Monday ____ Wednesday ____ Friday ____ Sunday ____
 Tuesday ____ Thursday ____ Saturday ____

If you would like to offer multiple sessions of this activity, would you want...

- week break in between the sessions continue each session back-to-back?

How many time per week would you like the class to meet? 1 2 3 4 5

What time would you like the class to start? _____ AM PM

How long would you like each class to last? _____ Minutes Hour(s)

Participation

Minimum age for participation? _____ yrs. / Maximum age for participation? _____ yrs.

Minimum number of participants in order to run the program? _____

Maximum number of participants you would like to instruct? _____

Fees / Payment

What fee would you recommend as the primary fee for this program? \$ _____

Note: The Program Provider will be paid a **percentage of this fee**. NR fees will be determined by the P&R Dept. and will not be calculated as part of the providers payment.

- 70% - contractor must provide all necessary equipment and supplies (indoor or outdoor) *
- 60% - If P&R Dept. providing any equipment/supplies, storage, special set-up *

** Subject to change at township discretion as a result of extenuating circumstances and/or supplemental direct/indirect cost incurred by the township (equipment, printing, power, etc)*

Receipt Notes

Are there any notes you would like printed on the receipt at time of registration? Yes No

Program Provider / Instructor Information::

Contact Name _____

Organization (if applicable) _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone (cell) _____

Phone (home) _____ Phone (work) _____

Present Employer _____ Occupation _____

Related Experience _____

Qualifications / Certifications _____

References (3) _____

Please respond to each the following:

I understand I may be required to provide proof of current background check and/or child supervision clearances as required and accept this responsibility Yes No

I understand that I may be required to provide a current certificate of insurance Naming Doylestown Township as an "additional insured" and accept this responsibility. Yes No

I understand that I will not be considered a regular employee of Doylestown Township, but shall be considered an independent program provider and, as such, will *not be entitled any benefits afforded to regular wage employees* including (but not limited to) to insurance, sick leave, vacation, workers compensation or any other employee benefits given to regular wage employees of the township and accept this responsibility. Yes No

Signature _____ Date _____