

Program Proposal Form Frequently Asked Questions

What is the process to get my program in the Activity Guide?

Start by developing a clear vision for your program, including a title, program objectives, description, and requirements for space and equipment. We strongly recommend looking through our current Activity Guide to see what kinds of classes we currently offer and how they are structured. Once you've got an idea, fill out the program proposal form COMPLETELY, and submit it along with your resume and any relevant certificates. Twice a year, our Recreation Coordinators meet and review all proposals. If yours is shortlisted, one of the coordinators will contact you to discuss the next steps.

What do I need to submit with the form?

Please submit your resume, noting related teaching/instructional experience, as well as any certificates/awards relevant to the class you are proposing. Please **DO NOT INCLUDE** sensitive personal information, such as: Social Insurance Number (SIN), Care Card number, driver's license number, previously completed Criminal Record Checks (particularly those that contain fingerprints), or your date of birth.

How do I submit my proposal package?

You can submit your package three ways: drop it off at Beban Park (2300 Bowen Road); fax it to 250-756-5240 (ATTN: Grace Bell); or email it to Program.Proposal@nanaimo.ca.

How are programs selected?

Proposals are reviewed by our Recreation Coordinator team. Selection depends on a number of factors, but we attempt to choose unique programs and those we think will meet a need in the community.

I've missed the deadline! Can I still submit my proposal?

Yes! We accept proposals year round. The selection committee only meets twice a year, but all proposals received are date stamped and collected for the next meeting.

Why are your deadlines in May and November?

Each Activity Guide takes months of preparation to put together, so our planning process starts early. This gives us enough time to meet with new instructors, work out the details of the program, input it into the computer, complete the necessary paperwork, submit the information to our designer, and proofread everything before it goes to print.

Is there anything I can do to improve the chance of my program being selected?

We strongly recommend you look through our Activity Guide prior to submitting a proposal to get a sense of what we already offer. We do our best to avoid over-programming classes that are similar, so look for a unique angle or a gap in our current classes. Programs that have a very specific niche market are not always successful, so we recommend starting with a broad scope beginner or introductory level class.

What is a reasonable price for a program?

Program pricing varies widely depending on factors such as the length of the program, how specialized the instruction is, and the type of supplies required. As a starting point, we recommend looking through our current Activity Guide and finding something roughly similar to compare your proposed program with. We strive to offer affordable programs, but class fees must cover all costs.

Are your instructors volunteers?

Not usually. Instructors are generally paid for their work. However, some instructors do choose to volunteer. In these cases, the savings are passed on to the participants.

How much do you pay instructors?

Wages vary depending on a number of factors, including the specialization of the skill, length of time or experience instructing, and the program budget. The cost of the program and the instructor's wage are not finalized until after a program has been selected and a program budget completed, so if you aren't sure, just give us an estimate of what you would expect as fair compensation. Please note that we will not disclose wage information for current programs/instructors.

Can I propose a revenue sharing agreement instead of an hourly wage?

Revenue sharing agreements are most typically reserved for our contracts with businesses. While this is possible, please note that you will require a business license, general liability insurance (with the City of Nanaimo named as co-insured), and any applicable tax and WorkSafe numbers in place to negotiate this with us.

Are program instructors City of Nanaimo employees?

Instructors are not union employees; however they are employed by the City under the specific terms of their individual agreement.

What is the difference between a program and an advertisement in the Activity Guide?

Programs are listed in our Activity Guide with a title, description, instructor name, and a barcode, as well as the date/time/cost information. They are standardized in format, and are all registered through Parks, Recreation and Environment. Program space cannot be purchased. Advertisements are much more varied in their content and layout, and are purchased through our marketing team. An example of each is below:

Program

Pottery Wheel

Adult Beginner

For those with little to no previous experience working with clay, dip your hands into something new! Learn the basic techniques that will help you create pots, vases and pretty much anything that can be thrown on a pottery wheel. Clay, glazes and firings are included in the cost.

Instructor: Robert Bauer

Tue, Mar 27-May 8	6:30-9 pm	\$129/7	112297
Thu, Mar 29-May 10	6:30-9 pm	\$129/7	112301
Tue, May 15-Jun 26	6:30-9 pm	\$129/7	112298
Thu, May 17-Jun 28	6:30-9 pm	\$129/7	112302

Advertisement

**BEBAN PARK
Lawn Bowling Club**

We're open all year!
FREE Lessons available by appointment!

OPEN HOUSES
Every Sunday in April
1-4 pm
Beban Park Lawn
Bowling Club

Yearly membership \$60

Call Harvey at
758-2718

Maybe I would rather purchase an advertisement. How do I do that?

Please contact Tammy.Toor@nanaimo.ca for information on rates and deadlines, or to book an ad.

Do I get to choose where my program is held?

No – our team will make a recommendation based on the space requirements you have submitted and the suitable space we have available.

When will someone contact me if my program has been shortlisted?

Generally our selection meeting takes place about two weeks after each submission deadline. If your program has been shortlisted, one of our Recreation Coordinators will be in touch with you within a month of that meeting (either May or November).

It's been six weeks since the deadline. Why haven't I heard anything?

If you haven't heard back from us within 4 or 5 weeks, your proposal was probably not shortlisted. Due to the volume of proposals received, we regret we can only contact those who have been shortlisted. Proposals will be kept on file for one year from the date received and may be considered for future guides.

Why wasn't my program selected?

We consider many factors when short listing programs. If yours was not selected and you would like some feedback, please contact Program.Proposal@nanaimo.ca.

My program has been shortlisted! What's next?

Congratulations! A Recreation Coordinator will be in touch to set up a meeting with you. At that time, you will discuss details of the program, your teaching experience, possible dates/times, a program budget, required supplies, and wages. You may be required to complete a Criminal Record Check (your coordinator will provide the appropriate form(s) if this is required) at this point in the process. Your coordinator will take care of inputting the program details into the computer, and will then prepare a contract for you to sign. Depending on your agreement, there may be additional paperwork required. Your coordinator will walk you through the process.

Still have questions?

Please feel free to contact Program.Proposal@nanaimo.ca. Email is preferred; however if you would rather meet in person please contact us to make an appointment.



OFFICE USE ONLY.
Received: _____

PROGRAM PROPOSAL FORM

Section A - Instructor Information:

Name: _____ Phone #: _____
Email Address: _____ Cell #: _____

Instructor Availability: _____

Please attach a resume noting previous teaching experience and any relevant certificates/awards.

Section B - Proposed Program Information

Proposed Course Name: _____

Intended Audience (circle): Early Years (0-5 yrs) Children (5-12 yrs) Teen (12+ yrs) Adult Seniors

Proposed Course Description: _____

Proposed Number of Classes (ie: one day workshop, or weekly recurring class): _____

Length of time for class (total number of hours or hours per week): _____

Minimum and Maximum Number of Participants: _____ MIN = _____ MAX = _____

Proposed Participant Cost: _____

Room Requirements. Please circle:

- a. Space Requirements: meeting room, gym, auditorium, stage, other: _____
- b. Room Style Set Up (tables/chairs): theatre, class room, board room, other: _____
- c. Equipment Requirements: white board, flip chart, CD player, other: _____

Supplies (please list): _____

Are Supplies (please circle): Provided by instructor Provided by participant Provided by PR&E

Proposed Instructor Remuneration (in dollars per hour, please): _____

Additional Information: _____

Section C - Important Information

Deadlines:

- 2017 Spring/Summer Activity Guide November 10, 2016
- 2017/2018 Fall/Winter Activity Guide April 28, 2017

We thank all applicants for their proposals. Unfortunately, due to the volume of proposals received, **we regret we can only contact those who have been shortlisted.** Proposals will be kept on file for one year from the date received and may be considered for future guides. ***Please note:*** Applicants of shortlisted proposals may be required to complete a criminal record check.

Please return completed form and attached resume to the Beban Park Recreation Centre (2300 Bowen Road),
attn: Grace Bell. Proposals may also be faxed to 250-756-5240 or emailed to Program.Proposal@nanaimo.ca.