



# CITY OF HARRISONBURG PARKS & RECREATION

## PROGRAM PROPOSAL INFORMATION

Thank you for your interest in offering a program through the City of Harrisonburg Parks and Recreation Department. To become a program provider, you must complete and submit a 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 us at (540) 433-2474.

### 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 Harrisonburg Parks and Recreation 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 department.

### 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. These details may include, but are not limited to; class information, program set-up and break-down, materials provided by the instructor or needed by the Harrisonburg Parks and Recreation Department, and communication with class participants. The Program Coordinator 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 Program Team.

### Minimum Qualifications

The program provider must be at least 18 years of age and have experience related to the program idea that they wish to implement. A background check may be required prior to the implementation of your program.

### Seasonal Program Guides

The City of Harrisonburg 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.

### Program Submission Deadline

All program proposals must be submitted by the deadlines listed below. This will allow the Recreation Program Team the necessary time to review the program, market the activity and allow ample time for participants to register for the program. If program proposals are submitted after the listed deadline, it will be reviewed for the next deadline. Each Activity Guide takes months of preparation to put together, so our planning process starts early.

Deadlines for each season are as follows:

Activity Guide	Proposal Deadline
Fall Activity Guide (September – December)	March 1 <sup>st</sup>
Winter / Spring Activity Guide (January – May)	July 1 <sup>st</sup>
Summer Activity Guide (June – August)	December 1 <sup>st</sup>

### 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 to provide an incentive and not be cost-prohibitive. All class instructors must fit into 3 categories. It is the responsibility of the Program Coordinator to determine where an instructor fits best, based on the type of program and the relationship with Harrisonburg Parks and Recreation. The options are as follows; Program Rental, Independent Contract Instructor, or Employee. [Program Instructor Classifications](#)

## **Program Marketing**

The Department website (<https://www.harrisonburgva.gov/parks-recreation>) provides information about the Parks and Recreation Department, its facilities, and programs. The public may also download the seasonal program guide.

All marketing and promotional materials must be created based on guidelines specified by Harrisonburg Parks and Recreation Department. Flyers/posters submitted by the program provider must be reviewed and approved prior to posting. The Program Coordinator and/or Parks and Recreation Marketing Coordinator may assist in the creation of flyers/posters to help promote programs. Harrisonburg 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. Please make sure to distribute and collect Photo Consent Forms to any parents of anyone under the age of 18 prior to photographing any classes, programs, or events.

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, including social media with approval of Harrisonburg Parks and Recreation.

## **Americans with Disability Act (ADA)**

Harrisonburg Parks and Recreation strictly adheres to the Americans with Disability Act's standards and requirements. 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 will work with the program provider to coordinate this assistance.

## **How are programs selected?**

Proposals are reviewed by our Recreation Program Team. Selection depends on several factors, but the Program Team attempts to choose unique programs that will meet a need in the community.

## **When will someone contact me if my program has been selected?**

Generally, our selection meeting takes place two weeks after each submission deadline. If your program has been selected, one of our Program Coordinators will be in touch within a month of the selection meeting.

## **My program has been selected! What's next?**

Congratulations! A Program Coordinator will be in touch to set up a meeting with you. At that time, you may 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 Background Check (your Program Coordinator will provide the appropriate form(s) if this is required). Please note that Criminal Background Checks completed by yourself or other organizations will NOT be accepted. Your Program Coordinator will prepare a contract / offer letter for you to sign, and depending on your agreement, there may be additional paperwork required.

## **Questions**

If you need additional information or have questions, please contact (540) 433-2474 or email at

[ParksandRecreation@harrisonburgva.gov](mailto:ParksandRecreation@harrisonburgva.gov):

## **Submission**

Completed Program Proposal Forms may be emailed, faxed, or mailed.

Email: [ParksandRecreation@harrisonburgva.gov](mailto:ParksandRecreation@harrisonburgva.gov)

Fax: (540) 433-9169

Mail: Harrisonburg Parks and Recreation Department  
Attn: Program Proposals  
305 S. Dogwood Drive  
Harrisonburg, VA 22801