

TOWN OF PENETANGUISHENE  
**RECREATION**



# RECREATION PROGRAM

## Proposal Form



### Please submit your proposal to:

Recreation Supervisor  
recreation@penetanguishene.ca  
(705) 549-7453 ext.223  
10 Robert St West  
Penetanguishene ON, L9M 2G2

# Program Proposal Overview

Thank you for your interest in offering a recreation program through the Town of Penetanguishene. Program instructors play a vital role in helping residents of all ages stay active, connected, and engaged in their community.

## About Contract Instructors

- Recreation instructors are independent contractors, not employees of the Town.
- Instructors invoice the Town for services provided based on a per-class rate and number of registered participants.
- Instructors are ambassadors of the Town and represent our Recreation & Community Services Department when instructing programs.

## Submitting a Program Proposal

1. Complete the Program Proposal Form and submit it to: [recreation@penetanguishene.ca](mailto:recreation@penetanguishene.ca)
2. Proposals can be submitted at any time and are reviewed based on:
  - a. Alignment with the Town's recreation priorities
  - b. Community interest
  - c. Facility and scheduling availability
  - d. Instructor experience and program quality

## What Happens After Your Proposal

Proposal Submitted → reviewed by Recreation Supervisor

Initial Discussion → supervisor contacts you to discuss program details and session scheduling

Instructor Agreement Signed → outlining payment, schedule, and expectations

Orientation → staff provides RecDesk access, facility information, and Town procedures

Program Launch → registration opens, classes begin

Session Wrap-Up → instructor invoices Town and provides feedback

## Ready to Get Started?

Submit your proposal form or reach out with questions!

Email: [recreation@penetanguishene.ca](mailto:recreation@penetanguishene.ca)

Phone: 705-549-7453

Mailing Address: 10 Robert Street West, Box 5009, Penetanguishene, ON L9M 2G2



## Contact Information

**First & Last Name:**  **Age:**

**Phone:**  **Email:**

**List relevant certifications**, no proof required with proposal, only accepted proposals require proof of certification:

## Program Overview

**Proposed Program Name:**

**Program Category (Select all that apply):**

- Fitness & Wellness
- Arts & Culture
- Sports & Recreation
- Education / Skills
- Club/Group
- Other:

**Program Targeted Age Category (Select all that apply):**

- Parent & Tot (0-4 years)
- Preschool (0-4 years)
- Youth: 4-6 years
- Youth: 6-9 years
- Youth: 9-12 years
- Youth: 13-17 years
- Adult: 15+
- Adult: 18+
- Adult/Senior: 55+
- Other:

**Skill Level (Select all that apply):**

- Introduction
- Beginner
- Intermediate
- Advanced
- Blended/All Levels
- Other:

**Program Description:**

## Proposed Program Logistics

**Preferred Session Length:**

- 4 Weeks
- 6 Weeks
- 8 Weeks
- Other:

**Preferred Class Length:**

- 30 minutes
- 45 minutes
- 60 minutes
- Other:

**Preferred Class Day(s):**

**Preferred Class Time(s):**

**Max Participants (#):**

**Preferred Location**

- Arena - Brian Orser Hall (Big Hall)
- Arena - Lounge (Small Hall)
- Arena - Boardroom
- Waypoint Centre for Mental Health Care

- School:
- Outdoor Space:
- Other:

**Preferred Start Date:**

By signing, I acknowledge that by submitting this proposal does not warrant automatic acceptance of the proposal and acceptance of program proposals is contingent on alignment with the Town's recreation priorities, community interest, facility availability, and instructor experience.

**Signature:**  **Date:**