



Contract Instructor Proposal Form

Submit your proposal to The Woodlands Recreation Center at 5310 Research Forest Drive, The Woodlands, Texas 77381 during business hours or email it to recreation@thewoodlandstowship-tx.gov. Your proposal will be routed to the appropriate contact according to your program/course type listed. Thank you for your interest in partnering with us.

Applicant Information

Full Name: _____ **Date:** Today's Date.
Address: _____ **Apt. #:** _____
City: _____ **State:** TX
Phone: ____-____-____ **Email:** _____
Are you currently employed? Yes No **If yes, may we contact your supervisor?** Yes No
Supervisor's Name and Number: _____
Do you have adequate transportation? Yes No **Driver's License #:** _____

Program Information

Program/Course Name: _____
Program/Course Type: Select One If other, _____
Please provide a detailed description of your proposed course so that we may better understand its unique function:

Of Instructors: _____

Min. Enrollment: # needed to hold class.

Max. Enrollment: # needed to hold class.

Proposed Season(s):

Winter/Spring (Jan - May) – deadline September 1

Summer (June - Aug) – deadline February 1

Fall/Winter (Sept - Dec) – deadline May 1

Participant Age Range: From: Age. To: Age.

Registration Fee: Enter Dollar Amount Here.

Materials Fee, if any: Dollar Amount.

Class Duration: How long is the class?

Course Dates: Starts to Ends.

Preferred Days of the Week that Class will be offered:

Monday

Thursday

Sunday

Tuesday

Friday

Wednesday

Saturday

Morning/Evening: Select One

Indoor/Outdoor: Select One.

References

Please list two references that are familiar with your abilities and qualifications:

Full Name: _____ Number: ___ - ___ - ___ Relationship: _____

Full Name: _____ Number: ___ - ___ - ___ Relationship: _____

Qualifications

Please list previous experience in providing this type of service:

_____.

List other qualifications, certifications, and/or training that may lead The Woodlands Township to contract with you for the proposed service. Please attach any pertinent certifications or information to this packet.

_____.

Learning Outcomes

Please list up to three program outcomes, by priority, using measurable action words such as: define, demonstrate, name, analyze, accomplish, etc...

1. _____
2. _____
3. _____.

Disclaimer and Signature

Submitting a program proposal does not guarantee that the class or activity will automatically be added to The Woodlands Township Parks and Recreation's program list, or a contract will be executed. There is no exclusivity to instructor and courses they may teach. Your proposal may take up to 4 weeks to be processed. After your proposal has been reviewed, you will be contacted about the status of your program or course.

By signing and submitting this document you are agreeing to all terms and conditions stated within The Woodlands Township Independent Contractor Manual.

Signature: _____ Date: ___/___/___