



City of Umatilla

700 6th Street, PO Box 130, Umatilla, OR 97882
City Hall (541) 922-3226 Fax (541) 922-5758

New Program Proposal Form

The City of Umatilla Parks and Recreation Department partners with groups, businesses and individual instructors for youth and adult leisure enrichment, fitness, sports, and other adapted activities. Please complete the following form:

Instructor Name: _____ **Date:** _____

Address: _____ **City:** _____ **Zip:** _____

Phone:(____) _____ **Email:** _____

Name of Class/Activity: _____

Brief Description of proposed activity/class: _____

Class/Activity Size(# of participants): Minimum _____ Maximum _____ Age Group: _____

What are the objectives, skills, or techniques that will be taught in your proposed class or activity?

Space and materials requirements: _____

Preferred day(s): _____ **Preferred time(s):** _____

Proposed Fee(per class/session):\$ _____ **Multiple Sessions?** Yes _____ No _____

If Yes-What is the class/camp session length (i.e. 6 weeks) _____

Additional Information: _____

Please note all instructors will be required to pay for a background check if selected. Contracted instructors are NOT employees of the City of Umatilla and no benefits are associated with this position. Please send your completed proposal along with any supporting documents you see fit to the Community Development Coordinator at hannah@umatilla-city.org. Or, you can mail or drop off the form at City Hall: PO Box 130 700 Sixth Street Umatilla, OR 97882.