**New Program & Event Proposal**

To protect our employees, volunteers, and consumers, we want to ensure that we are making informed and thoughtful decisions about new programs, services, and activities. Please submit a written proposal to the Programs & Events Committee for review.

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposal submission date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **General Program/Event Information**
	1. Name of the program/event
	2. Brief description & purpose
	3. Ages of participants
	4. Estimated number of participants to be served
	5. Who will be responsible for the program
	6. Start and end date of the program
	7. Location of the program and program schedule (please confirm the space would be available)
2. **Appropriateness**
	1. Is the program/event consistent with the Y’s mission?
	2. Has background research been completed?
	3. Is there an evident need or demonstrated interest?
	4. What is the approximate annual budget needed for the operation of the program?
	5. Will this program/event have a fee?
3. **Procedures**
	1. Describe a monitoring and supervision plan
	2. Does the program/event include aquatics? If so, what are the procedures for monitoring locker rooms and changing areas?
	3. What are the procedures for managing additional high-risk activities during the program/event?

|  |
| --- |
| **Programs & Events Committee** Comments & decision:Date of decision: |