New Instructional Program Application Form

Contact Name(s): ________________________________________________________________

Email(s): _________________________________________________________________

Phone: ________________________________

Program Title: ________________________________________________________________

Program Description: __________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Facility Requirements: _________________________________________________________

Equipment Requirements: _______________________________________________________

Identify Preferred Program Structure: ____________________________________________
(e.g. 1- two hour class/week; 2- one hour classes/week)

Preferred Duration of Program: _________________________________________________
(e.g. 8, 10, 12 weeks; 2-six week sessions)

Preferred Time of Day: _________________________________________________________
(e.g. evenings, afternoons, lunch hour, mornings or weekends)

Minimum # of Participants: _____________________________________________________
(# of participants required to offer the class)

Maximum # of Participants: _____________________________________________________
(# of participants you feel comfortable instructing)

Instructor Qualifications/Certifications: __________________________________________
____________________________________________________________________________
____________________________________________________________________________
Purpose (reason for offering this program):  

Who is the target market? (please check all that apply)  

- students  
- staff & faculty  
- campus community  
- general public

Methods of promotion by the instructor:  

Application Process  

Application Review:  
SFU Recreation will review applications through March 1st (Summer) July 1st (fall) and November 1st (spring)  
If further information is required about the program, SFU Recreation will contact the applicant.  

Application Review Criteria:  
- Does this program meet SFU Recreation's mission / vision?  
- Does it compliment or fill a gap in our current programming?  
- Does SFU Recreation have facilities available to offer this program?  
- Who is the target demographic?  
- Who is the program taught by? (Student vs. Professional Instructor)

Notification:  
Applicants will be notified of their final status by March 15th (summer), July 15th (fall) and Nov. 15th (spring)

Terms & Conditions:  
- SFU Recreation to approve program fee (based on current fee structure)  
- SFU Recreation to approve instructor wage (based on current wage schedule)  
- SFU Recreation will handle all program registration  
- SFU Recreation will include program information on their website and in print materials  
- SFU Recreation encourages instructors to self promote their programs. All print material generated by the instructor is to be approved by SFU Recreation prior to use.

FOR OFFICE USE ONLY:  
Date Received:  
Approval of Application: YES ☐ NO ☐  
Program Coordinator:  
Signature & Date:  