

Introduction

Ready to propose a Program, Event, or Class to host with or at The Grove? We love and celebrate community collaboration, and look forward to serving our community together.

To start the collaboration process, please complete the below form to the best of your ability. The information you provide will help us better understand how to best support you in your program development. We look forward to working together!

Please drop off, email, or mail this form to our office:

faith@thegrovercc.org | 314 Anne St., PO Box 99, Mazomanie, WI 53560

The Next Steps

- ☐ Complete and Submit this Program Proposal Form to The Grove Office.
 - ☐ Partner with a Grove Coordinator to define and gain approval of your program.
 - a. A Grove Coordinator will contact you to set up a collaboration session.
 - b. In preparation for this collaboration session, please *review* the **1) Program Management and Instructor Agreement (PMIA)** and **2) Instructor Handbook**.
 - c. During your collaboration session, work with a Grove Coordinator to *complete* the PMIA together.
 - ☐ Complete a final review of the PMIA and sign it.
 - ☐ Start Your Program!
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1. Your Name (First & Last):

2. Contact Information (Email & Phone):

3. Are you an individual, or an established organization? If organization, please provide your company name and information.

4. Please give a brief description of the program you are interested in facilitating at The Grove (*i.e. sports, creative learning, music ed, fitness*):

5. Who is your target audience? What is the program participant goal number? (*i.e. elementary age, teens, senior citizens, family friendly; 5, 15, 30*)

6. What is the goal of this program? (*i.e. teach students guitar basics, increase participants' fitness level*)

7. What is your ideal timeframe for this program? (*launch date, occurrence, and duration*)

8. What are your spatial needs for this program? Is there a particular room you already have in mind? (*i.e. large open room, computer access, tables, etc.*)

9. What is the financial plan surrounding this program? (*startup cost, participant fees, operational costs*)

10. Any additional information you'd like to share at this time?

Still Have Questions?

Contact Faith Fehlen: faith@thegrovercc.org