

**TOWN OF GRAY**  
**RECREATION & CONSERVATION**  
**AGENDA • JULY 10, 2017**

**Regular Meeting**

**Henry Pennell Municipal Complex**

**6:00 PM**

24 Main Street, Gray, ME 04039

**CALL TO ORDER**

Attendee Name	Present	Absent	Late	Arrived
Jeff Kirby	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Derek Goff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Crystal McIntire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Richard Hankins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dawn Franklin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**MINUTES APPROVAL FROM PREVIOUS MEETING**

Meeting Minutes from June 5 Meeting

**To Approve/Deny the program and recommend that same to the Town Manager for approval.**

To review and approve the program as acknowledged by the Recreation Director to recommend the same to the Town Manager for approval.

**NEW BUSINESS**

*Scholarship Reviews*

*Program Reviews*

Program Updates

Gymnastics

**To Approve/Deny the program and recommend that same to the Town Manager for approval.**

To review and approve the program as acknowledged by the Recreation Director to recommend the same to the Town Manager for approval.

Mad Science

**To Approve/Deny the program and recommend that same to the Town Manager for approval.**

To review and approve the program as acknowledged by the Recreation Director to recommend the same to the Town Manager for approval.

Total Body Conditioning

**To Approve/Deny the program and recommend that same to the Town Manager for approval.**

To review and approve the program as acknowledged by the Recreation Director to recommend the same to the Town Manager for approval.

Broadway for Beginners

**To Approve/Deny the program and recommend that same to the Town Manager for approval.**

To review and approve the program as acknowledged by the Recreation Director to recommend the same to the Town Manager for approval.

Kindernastics

**To Approve/Deny the program and recommend that same to the Town Manager for approval.**

To review and approve the program as acknowledged by the Recreation Director to recommend the same to the Town Manager for approval.

Little Songbirds

**To Approve/Deny the program and recommend that same to the Town Manager for approval.**

To review and approve the program as acknowledged by the Recreation Director to recommend the same to the Town Manager for approval.

Mommy and Me Gymnastics

**To Approve/Deny the program and recommend that same to the Town Manager for approval.**

To review and approve the program as acknowledged by the Recreation Director to recommend the same to the Town Manager for approval.

Advanced Photography

**To Approve/Deny the program and recommend that same to the Town Manager for approval.**

To review and approve the program as acknowledged by the Recreation Director to recommend the same to the Town Manager for approval.

Ukulele Lessons

**To Approve/Deny the program and recommend that same to the Town Manager for approval.**

To review and approve the program as acknowledged by the Recreation Director to recommend the same to the Town Manager for approval.

Body Shred

**To Approve/Deny the program and recommend that same to the Town Manager for approval.**

To review and approve the program as acknowledged by the Recreation Director to recommend the same to the Town Manager for approval.

Barre Above Short Session

**To Approve/Deny the program and recommend that same to the Town Manager for approval.**

To review and approve the program as acknowledged by the Recreation Director to recommend the same to the Town Manager for approval.

Barre Above

**To Approve/Deny the program and recommend that same to the Town Manager for approval.**

To review and approve the program as acknowledged by the Recreation Director to recommend the same to the Town Manager for approval.

**OLD BUSINESS**

Summer Fest

Bike Ped

*Discussion Items*

Eagle Scout Project

**To acknowledge the continuation of the program and budget previously approved by the Town Manager.**

Program (DATES)

**To acknowledge the continuation of the program and budget previously approved by the Town Manager.**

Update on Summer Programs

**To acknowledge the continuation of the program and budget previously approved by the Town Manager.**

**OTHER**

Program Feedback

**To acknowledge the continuation of the program and budget previously approved by the Town Manager.**

**SET DATE FOR THE NEXT MEETING**

**ADJOURN**

A motion was made to adjourn the meeting at

*\* The Town of Gray is an equal opportunity employer and complies with all applicable equal access to public accommodations law. If you are planning to attend a Town Council or Town committee or board meeting and need assistance with a physical disability, please contact the Town Manager's office at least 48 hours in advance of the meeting to have the Town assist you. 657-3339. TTY 657-3931.*

**TOWN OF GRAY**  
**RECREATION & CONSERVATION**  
**MINUTES • JUNE 5, 2017**

Regular Meeting

Henry Pennell Municipal Complex

6:00 PM

24 Main Street, Gray, ME 04039

**CALL TO ORDER**

Attendee Name	Title	Status	Arrived
Jeff Kirby		Present	
Derek Goff		Present	
Crystal McIntire		Present	
Richard Hankins		Present	
Dawn Franklin		Absent	
Debbie Nickerson	Assistant	Present	
Sarah Rodriguez	Recreation Programmer	Present	
Dean Bennett	Recreation Director	Present	

**MINUTES APPROVAL FROM PREVIOUS MEETING**

Meeting Minutes from May Meeting

**To Approve/Deny the program and recommend that same to the Town Manager for approval.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>AYES:</b>	Kirby, Goff, McIntire, Hankins
<b>ABSENT:</b>	Franklin

**NEW BUSINESS*****Scholarship Reviews***

Debbie shared the totals for each account:

Josh Libby Memorial Summer Camp= \$1807.58

General Scholarship= \$2670.22

She also shared that we've had numerous people contact the office regarding scholarship applications and have not turned them back in. To date, no one has turned one in.

A discussion was had on whether we fund all of summer camp for just one or two or if we fund 1/2 of it or if we keep it the same.

The committee asked for information from Cathy on how much money comes in annually from ticket sales vs. Clynk etc.

It was agreed upon to table this discussion until next month's meeting.

***Program Reviews***

Zumba Gold

**To acknowledge the continuation of the program and budget previously approved by the Town Manager.**

Dean shared that this program is a review of like programs.

He also shared that this program was cancelled due to being 1 or 2 short of our needed minimum number of participants.

The instructor hosted the class elsewhere with the group herself.

A refund will be given to all participants and we are hoping that they will be back in the fall.

**RESULT:**  
**6:00 PM**

**CONTINUED Next: 7/10/2017**

### Program Updates

Debbie shared the following:

Currently we have-

2 signed up for Mad Science Camp

0 signed up for Sports Sampler

2 for GPS Soccer Camp

2 for Volleyball camp (Dean shared there is a conflicting camp the same week)

0 for Songbirds (this program was cancelled due to little time to advertise)

4 for Babysitting

4 for Lacrosse Clinic

3 and 4 for Field Hockey Clinic

1 for Speed, Agility, Quickness and Conditioning

1 signed up for Bball League

1 for Golf (cancelled)

0 for Cabbage Island trip.

Summer Camp and LIT camp are almost full.

Tickets are now available for Funtown, Splashtown, Aquaboggan (coming soon) and Sea Dogs

**RESULT:**  
**6:00 PM**

**CONTINUED Next: 7/10/2017**

### Parent Night Out

**To Approve/Deny the program and recommend that same to the Town Manager for approval.**

**RESULT:**

**ADOPTED [3 TO 0]**

**AYES:**

Kirby, McIntire, Hankins

**ABSENT:**

Franklin

**RECUSED:**

Goff

### In Service Day Child Care

**To Approve/Deny the program and recommend that same to the Town Manager for approval.**

**RESULT:**

**ADOPTED [UNANIMOUS]**

**AYES:**

Kirby, Goff, McIntire, Hankins

**ABSENT:**

Franklin

### August Vacation Camp

**To Approve/Deny the program and recommend that same to the Town Manager for approval.**

**RESULT:**

**ADOPTED [UNANIMOUS]**

**AYES:**

Kirby, Goff, McIntire, Hankins

**ABSENT:**

Franklin

### Kids Club

**To Approve/Deny the program and recommend that same to the Town Manager for approval.**

Discussion on fee/pay scale. Committee Members agreed price is reasonable and within range for other businesses.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>AYES:</b>	Kirby, Goff, McIntire, Hankins
<b>ABSENT:</b>	Franklin

## Fall Soccer

**To Approve/Deny the program and recommend that same to the Town Manager for approval.**

Sarah shared that Global Premier will be partnering with us again- this time for fall soccer. We'll be dividing by skill and starting a bit later at 9am. The older kiddos will go first with the younger ones coming at a later time. We do not anticipate needing to rely on parent volunteers as much and feel this will be a welcomed change.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>AYES:</b>	Kirby, Goff, McIntire, Hankins
<b>ABSENT:</b>	Franklin

**OLD BUSINESS**

## Bike Ped

50+ kids participated in the Bike Rodeo.  
Bike to school had 4 MS students and approximately 20 grade school kids participate.  
Hancock path has been completed. Signage will be going up soon regarding new traffic/bike lanes.

<b>RESULT:</b>	<b>CONTINUED</b> Next: 7/10/2017
<b>6:00 PM</b>	

## Beach Volleyball Changes

**To acknowledge the continuation of the program and budget previously approved by the Town Manager.**

This has been brought back to the committee after they requested changes be made to the budget. Dean shared an overview of what was changed.

There was a discrepancy that was found- shirts were put in as \$8, however, we typically budget for cotton t-shirts at a discounted rate of \$4-\$6. Dean will make this adjustment.

<b>RESULT:</b>	<b>CONTINUED</b> Next: 7/10/2017
<b>6:00 PM</b>	

## Summer Fest

Now called the Blueberry Festival. Will be at Pennell Complex on Friday and Saturday. More to come.....

<b>RESULT:</b>	<b>CONTINUED</b> Next: 7/10/2017
<b>6:00 PM</b>	

**OTHER**

## Program Feedback

**To acknowledge the continuation of the program and budget previously approved by the Town Manager.**

Sarah shared program feedback for Gymnastics, Junior Lacrosse and Track and Field. There was a wide-range of comments. An overview included, we'll be working to move Gymnastics to Mondays in the future so that we don't have Early Release conflicts and need to skip days.

Junior Lacrosse- they wish it was a longer program.

Track and Field- there was a lot of comments regarding the volunteer athletes. Some very good and some felt they were not vested. Debbie shared that there were many MS athletes that ended up volunteering and perhaps that isn't the age. Overall, it was a learning experience. The Committee felt that the instructor should walk around more. We'll look into running this program on Mondays and Tuesdays to stay away from the end of the week track meet conflicts in the future.

Dean will follow up on the donation that we committed to for the HS track program.

**RESULT:**  
**6:00 PM**

**CONTINUED Next: 7/10/2017**

### Field Trips and Penny Drives

**To acknowledge the continuation of the program and budget previously approved by the Town Manager.**

Debbie shared information regarding Summer Camp Field Trips and the Community Service Penny Drive.

Field trip costs include mileage and hourly rates for bus drivers, camper rates and fees paid for staff. We get a discounted rate for most venues and when you factor in all of the additional costs, our rates are very comparable to the cost for the general public to attend. Our field trip funds also pay for on site events such as water slides, obstacle courses and special speakers.

The Penny Drive was created in 2013 as a way to help foster community service and teach the campers about organizations who reached outside of the box to help either animals or the people in Maine and New Hampshire. These places were specifically picked for their uniqueness and because they seemed to hold an element of surprise or interest to our campers. The organizations involves themselves in our camp throughout the summer via skype, group activities, sending photos/pamphlets etc. to keep the campers interested and excited about donating.

Each summer we hold penny carnivals, pie in the face staff days and the LIT group does a very successful bake sale down at Gray Marketplace. Our most popular event is the penny contest for all 8 weeks with a finale at the end. We've held a "kiss the pig" contest, a sumo wrestler match and a "slime the staff/silly string the kids" challenge. There is a lot of team building, excitement and learning going on at all levels.

In 2013- we went to Hope Elephant in Hope, Maine and donated \$439+

In 2014- we went to Dew Animal Kindgom in Mt Vernon, Maine and donated \$767+

In 2015- we went to Seacoast Science Center in Rye, NH and donated \$831+

In 2016- we worked with the Demspey Center in Lewiston, ME and doanted \$2072+

This year we are working with the Wildlife Encounter in Rochester, NH.

This is the first year we are going with a profit organization. We will continue to look at non- profit groups, however, this one spoke to us and we've had them visit us in the past. They focus on sharing awareness concnering issues affecting Animals, People and the Earth with presenters and a variety of animals that are non-releasable due to being injured in the wild, exploited by illegal trade, abandoned, abused and/or neglected or are captive bred in a US based protective environment to participate in public education. They are working to build a 75 acre complex that will be open to the public and we hope to visit there in years to come.

**RESULT:**  
**6:00 PM**

**CONTINUED Next: 7/10/2017**

**SET DATE FOR THE NEXT MEETING FOR JULY 10 AT 6:00 PM**

We have agreed to hold the next meeting on the 2nd Monday in July due to the Holiday weekend falling on the 1st Monday.

The meeting will now be held on July 10 at 6:00 PM.

We'll resume our 1st Monday of each month meeting in August.

**ADJOURN**

A motion was made to adjourn the meeting at 7:30 pm

**RESULT:**  
**AYES:**  
**ABSENT:**

**ADOPTED [UNANIMOUS]**  
Kirby, Goff, McIntire, Hankins  
Franklin

Attachment: 2036.pdf (3661 : Meeting Minutes from June 5 Meeting)

**TOWN OF GRAY**  
**PARKS AND RECREATION DEPARTMENT**  
PROGRAM PROPOSAL

**ALL RECREATION PROGRAMS ARE TO BE APPROVED BY THE RECREATION/CONSERVATION COMMITTEE BEFORE SUBMISSION TO THE TOWN MANAGER FOR PROGRAM BUDGET APPROVAL. ALL PROGRAMS MUST BE APPROVED BY THE COMMITTEE AND THE TOWN MANAGER PRIOR TO ANY PROMOTION/ADVERTISEMENT FOR THE SAME BY THE PARKS AND RECREATION DEPARTMENT**

Date of Submission: 12/29/2016

Program Name: Gymnastics and Cheer Tumbling

Program Description (Detail of what the participants will engage in):

Gymnastics and Cheer Tumbling Classes Afterschool; 6 classes 45 min each

Date(s) of Program: Fall 1: Monday afternoons, Sept 11- Oct 23, Fall 2: 116-12/11

Time(s) of Program: 3:30-5:45 (3 classes)

Location of Program: Newbegin

Will this program be administered by a Town of Gray employee(s)?  YES  NO

If YES, name the employee(s): Becky Norton and Sarah Levier

Will this program be administered by an independent contractor?  YES  NO

If YES, name of the independent contractor:

\_\_\_\_\_

Recreation Director Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_

Committee Review - Meeting Date \_\_\_\_\_ Approved?  YES  NO

Town Manager Signature for Budget Approval \_\_\_\_\_ Date \_\_\_\_\_

Attachment: Sarah-Gymnastics Fall 2017 .xlsx (3663 : Gymnastics)

**TOWN OF GRAY**  
**PARKS AND RECREATION**  
 PROPOSED PROGRAM BUDGET (EMPLOYEE ADMINISTERED)

Program Name: Gymnastics and Cheer Tumbling

Determine period of time for this Budget (please outline one):      DAILY      WEEKLY      MONTHLY      SESSION      SEASON

REVENUE			
Number of Participants	<input type="text" value="15"/>		
Cost per Participant	<input type="text" value="\$ 53.00"/>	<input type="text" value="\$ 55.00"/>	Fee per Participant
Number of Participants	<input type="text" value="0"/>		
Cost per Participant	<input type="text" value="\$ -"/>	<input type="text" value="\$ -"/>	Fee per Participant
Number of Participants	<input type="text" value="0"/>		
Cost per Participant	<input type="text" value="\$ -"/>	<input type="text" value="\$ -"/>	Fee per Participant
Administrative Fee	<input type="text" value="\$ 30.00"/>	<input type="text" value="\$ 2.00"/>	Average Administrative Fee
Source _____			
Description _____	<input type="text" value="\$ -"/>		
<b>TOTAL REVENUE</b>	<input type="text" value="\$ 795.00"/>		

EXPENSES			
<b>Wages-Employee(s) (by Name if possible):</b>			
1) <u>Becky Norton</u>			
Hourly Rate	<input type="text" value="\$ 20.00"/>	Hours	<input type="text" value="17"/>
		Total	<input type="text" value="\$ 340.00"/>
2) <u>Sarah Levier</u>			
Hourly Rate	<input type="text" value="\$ 10.00"/>	Hours	<input type="text" value="17"/>
		Total	<input type="text" value="\$ 170.00"/>
3) _____			
Hourly Rate	<input type="text"/>	Hours	<input type="text"/>
		Total	<input type="text" value="\$ -"/>
4) _____			
Hourly Rate	<input type="text"/>	Hours	<input type="text"/>
		Total	<input type="text" value="\$ -"/>
5) _____			
Hourly Rate	<input type="text"/>	Hours	<input type="text"/>
		Total	<input type="text" value="\$ -"/>
6) _____			
Hourly Rate	<input type="text" value="\$ -"/>	Hours	<input type="text" value="0"/>
		Total	<input type="text" value="\$ -"/>
		Subtotal Wages	<input type="text" value="\$ 510.00"/>
		Fica/Medicare	<input type="text" value="\$ 39.02"/>
		<b>Total Wages</b>	<input type="text" value="\$ 549.02"/>
		<b>Administrative Fee</b>	<input type="text" value="\$ 30.00"/>
		<b>TOTAL EXPENSES</b>	<input type="text" value="\$ 549.02"/>

EXPENSES -Continued	
<b>Supplies-Vendor and Description</b>	
Vendor _____	
Description _____	<input type="text"/>
Vendor _____	
Description _____	<input type="text"/>
Vendor _____	
Description _____	<input type="text"/>
Vendor _____	
Description _____	<input type="text"/>
Vendor _____	
Description _____	<input type="text"/>
Vendor _____	
Description _____	<input type="text"/>
<b>Total Supplies</b>	<input type="text" value="\$ -"/>

<b>TOTAL PROFIT</b>	<input type="text" value="\$ 245.98"/>	<input type="text" value="31%"/>	<b>PROFIT PERCENTAGE</b>
---------------------	--	----------------------------------	--------------------------

Attachment: Sarah-Gymnastics Fall 2017 .xlsx (3663 : Gymnastics)

**TOWN OF GRAY**  
**PARKS AND RECREATION DEPARTMENT**  
PROGRAM PROPOSAL

**ALL RECREATION PROGRAMS ARE TO BE APPROVED BY THE RECREATION/CONSERVATION COMMITTEE BEFORE SUBMISSION TO THE TOWN MANAGER FOR PROGRAM BUDGET APPROVAL. ALL PROGRAMS MUST BE APPROVED BY THE COMMITTEE AND THE TOWN MANAGER PRIOR TO ANY PROMOTION/ADVERTISEMENT FOR THE SAME BY THE PARKS AND RECREATION DEPARTMENT**

Date of Submission: 7/10/2017

Program Name: Mad Science

Program Description (Detail of what the participants will engage in):

Continuation of an ongoing, successful afterschool science program. Proposal is for Fall, Winter and Spring (8 week classes) sessions of this program at Russell school for grades K-4 and adding a session at Memorial School for grades K-2.

Date(s) of Program: Fall: 10/5-11/30, Winter: 1/25-3/22, Spring: 4/9-6/7 Thursdays at 1

Time(s) of Program: 3:33-4:30pm

Location of Program: Russell and Memorial School

Will this program be administered by a Town of Gray employee(s)?       YES       NO

If YES, name the employee(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will this program be administered by an independent contractor?       YES       NO

If YES, name of the independent contractor:  
Mad Science of Maine

Recreation Director Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_

Committee Review - Meeting Date \_\_\_\_\_ Approved?       YES       NO

Town Manager Signature for Budget Approval \_\_\_\_\_ Date \_\_\_\_\_

**Attachment: Sarah- Mad Science 17-18.xlsx (3664 : Mad Science)**

**TOWN OF GRAY  
PARKS AND RECREATION**

PROPOSED PROGRAM BUDGET (INDEPENDENT CONTRACTOR ADMINISTERED)

Program Name: Mad Science 2017/2018

**REVENUE**

Number of Participants	<input type="text" value="15"/>		
Cost per Participant	<input type="text" value="\$ 106.00"/>	<input type="text" value="\$ 110.00"/>	Fee per Participant
Number of Participants	<input type="text" value="0"/>		
Cost per Participant	<input type="text" value="\$ -"/>	<input type="text" value="\$ -"/>	Fee per Participant
Number of Participants	<input type="text" value="0"/>		
Cost per Participant	<input type="text" value="\$ -"/>	<input type="text" value="\$ -"/>	Fee per Participant
Administrative Fee	<input type="text" value="\$ 60.00"/>	<input type="text" value="\$ 4.00"/>	Average Administrative Fee

Source \_\_\_\_\_

Description

**TOTAL REVENUE**

**EXPENSES**

Contractor Percentage	<input type="text" value="83.00%"/>		
Contractor Fee (based on Percentage)	<input type="text" value="\$ 1,319.70"/>	<input type="text" value="\$ 87.98"/>	Contractor fee per participant
Administrative Fee	<input type="text" value="\$ 60.00"/>		

Vendor \_\_\_\_\_

Description

Vendor \_\_\_\_\_

Description

Vendor \_\_\_\_\_

Description

**TOTAL EXPENSES**

**TOTAL PROFIT**   **PROFIT PERCENTAGE**

Attachment: Sarah- Mad Science 17-18.xlsx (3664 : Mad Science)

**TOWN OF GRAY**  
**PARKS AND RECREATION DEPARTMENT**  
PROGRAM PROPOSAL

**ALL RECREATION PROGRAMS ARE TO BE APPROVED BY THE RECREATION/CONSERVATION COMMITTEE BEFORE SUBMISSION TO THE TOWN MANAGER FOR PROGRAM BUDGET APPROVAL. ALL PROGRAMS MUST BE APPROVED BY THE COMMITTEE AND THE TOWN MANAGER PRIOR TO ANY PROMOTION/ADVERTISEMENT FOR THE SAME BY THE PARKS AND RECREATION DEPARTMENT**

Date of Submission: 7/10/2017

Program Name: Fitness, Total Body Conditioning with Jenna Chase

Program Description (Detail of what the participants will engage in):

During this class you will hit multiple muscle groups and burn calories in a workout that is designed to strengthen the cardiovascular system, tone muscles and boost balance, flexibility and endurance. All major muscle groups are challenged as you move from one muscle group to the next. This class is great for all abilities as you work to the best of your ability on each exercise. The class will use your own body weight, gliding discs and other progressions for each exercise.

Date(s) of Program: Fall: 9/12-10/17 (6 weeks, 6 classes), Fall 2: 10/31-12/5 (6weeks, 6

Time(s) of Program: 6:15-7:15pm, Tuesdays

Location of Program: Newbegin Gym

Will this program be administered by a Town of Gray employee(s)?       YES       NO

If YES, name the employee(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will this program be administered by an independent contractor?       YES       NO

If YES, name of the independent contractor:  
Jenna Chase

Recreation Director Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_

Committee Review - Meeting Date \_\_\_\_\_ Approved?       YES       NO

Town Manager Signature for Budget Approval \_\_\_\_\_ Date \_\_\_\_\_

Attachment: Sarah - Total Body Conditioning.xlsx (3666 : Total Body Conditioning)

**TOWN OF GRAY  
PARKS AND RECREATION**

PROPOSED PROGRAM BUDGET (INDEPENDENT CONTRACTOR ADMINISTERED)

Program Name: Total Body Conditioning with Jenna Chase

REVENUE			
Number of Participants	<input type="text" value="8"/>		
Cost per Participant	<input type="text" value="\$ 33.00"/>	<input type="text" value="\$ 34.00"/>	Fee per Participant
Number of Participants	<input type="text" value="0"/>		
Cost per Participant	<input type="text" value="\$ -"/>	<input type="text" value="\$ -"/>	Fee per Participant
Number of Participants	<input type="text" value="0"/>		
Cost per Participant	<input type="text" value="\$ -"/>	<input type="text" value="\$ -"/>	Fee per Participant
Administrative Fee	<input type="text" value="\$ 8.00"/>	<input type="text" value="\$ 1.00"/>	Average Administrative Fee
Source _____			
Description _____	<input type="text" value="\$ -"/>		
<b>TOTAL REVENUE</b>	<input type="text" value="\$ 264.00"/>		

EXPENSES			
Contractor Percentage	<input type="text" value="70.00%"/>		
Contractor Fee (based on Percentage)	<input type="text" value="\$ 184.80"/>	<input type="text" value="\$ 23.10"/>	Contractor fee per participant
Administrative Fee	<input type="text" value="\$ 8.00"/>		
Vendor _____			
Description _____	<input type="text" value="\$ -"/>		
Vendor _____			
Description _____	<input type="text" value="\$ -"/>		
Vendor _____			
Description _____	<input type="text" value="\$ -"/>		
<b>TOTAL EXPENSES</b>	<input type="text" value="\$ 184.80"/>	<input type="text" value="30%"/>	

<b>TOTAL PROFIT</b>	<input type="text" value="\$ 79.20"/>	<input type="text" value="30%"/>	<b>PROFIT PERCENTAGE</b>
---------------------	---------------------------------------	----------------------------------	--------------------------

Attachment: Sarah - Total Body Conditioning.xlsx (3666 : Total Body Conditioning)

**TOWN OF GRAY**  
**PARKS AND RECREATION DEPARTMENT**  
PROGRAM PROPOSAL

**ALL RECREATION PROGRAMS ARE TO BE APPROVED BY THE RECREATION/CONSERVATION COMMITTEE BEFORE SUBMISSION TO THE TOWN MANAGER FOR PROGRAM BUDGET APPROVAL. ALL PROGRAMS MUST BE APPROVED BY THE COMMITTEE AND THE TOWN MANAGER PRIOR TO ANY PROMOTION/ADVERTISEMENT FOR THE SAME BY THE PARKS AND RECREATION DEPARTMENT**

Date of Submission: 7/10/2017

Program Name: Broadway for Beginners - Little Mermaid

Program Description (Detail of what the participants will engage in):  
  
Instructor, Laurel Jordan, designs and implements an abbreviated musical theatre production. Kids will learn lines and act out the roles for the final performance on the last day of the course.

Date(s) of Program: Dunn School - 9/21-12/7 (Skip 11/21, 12 weeks, 11 classes)

Time(s) of Program: 3:15-5:30pm

Location of Program: Dunn School

Will this program be administered by a Town of Gray employee(s)?     YES     NO

If YES, name the employee(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will this program be administered by an independent contractor?     YES     NO

If YES, name of the independent contractor:  
Laurel Jordan

Recreation Director Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_

Committee Review - Meeting Date \_\_\_\_\_ Approved?     YES     NO

Town Manager Signature for Budget Approval \_\_\_\_\_ Date \_\_\_\_\_

Attachment: Sarah- Broadway for Beginners Dunn School Little Mermaid.xlsx (3694 : Broadway for Beginners)

**TOWN OF GRAY  
PARKS AND RECREATION**

PROPOSED PROGRAM BUDGET (INDEPENDENT CONTRACTOR ADMINISTERED)

Program Name: Russell School - Broadway for Beginners (Little Mermaid)

**REVENUE**

Number of Participants	<input type="text" value="12"/>		
Cost per Participant	<input type="text" value="\$ 96.00"/>	<input type="text" value="\$ 99.00"/>	Fee per Participant
Number of Participants	<input type="text" value="0"/>		
Cost per Participant	<input type="text" value="\$ -"/>	<input type="text" value="\$ -"/>	Fee per Participant
Number of Participants	<input type="text" value="0"/>		
Cost per Participant	<input type="text" value="\$ -"/>	<input type="text" value="\$ -"/>	Fee per Participant
Administrative Fee	<input type="text" value="\$ 36.00"/>	<input type="text" value="\$ 3.00"/>	Average Administrative Fee

Source \_\_\_\_\_

Description

**TOTAL REVENUE**

**EXPENSES**

Contractor Percentage	<input type="text" value="70.00%"/>		
Contractor Fee (based on Percentage)	<input type="text" value="\$ 806.40"/>	<input type="text" value="\$ 67.20"/>	Contractor fee per participant
Administrative Fee	<input type="text" value="\$ 36.00"/>		

Vendor \_\_\_\_\_

Description

Vendor \_\_\_\_\_

Description

Vendor \_\_\_\_\_

Description

**TOTAL EXPENSES**

**TOTAL PROFIT**   **PROFIT PERCENTAGE**

Attachment: Sarah- Broadway for Beginners Dunn School Little Mermaid.xlsx (3694 : Broadway for Beginners)

**TOWN OF GRAY**  
**PARKS AND RECREATION DEPARTMENT**  
PROGRAM PROPOSAL

**ALL RECREATION PROGRAMS ARE TO BE APPROVED BY THE RECREATION/CONSERVATION COMMITTEE BEFORE SUBMISSION TO THE TOWN MANAGER FOR PROGRAM BUDGET APPROVAL. ALL PROGRAMS MUST BE APPROVED BY THE COMMITTEE AND THE TOWN MANAGER PRIOR TO ANY PROMOTION/ADVERTISEMENT FOR THE SAME BY THE PARKS AND RECREATION DEPARTMENT**

Date of Submission: 7/10/2017

Program Name: Broadway for Beginners - Little Mermaid

Program Description (Detail of what the participants will engage in):

Instructor, Laurel Jordan, designs and implements an abbreviated musical theatre production. Kids will learn lines and act out the roles for the final performance on the last day of the course.

Date(s) of Program: Russell School - 9/19-12/5 (Skip 11/21, 12 weeks, 11 classes)

Time(s) of Program: 3:15-5pm

Location of Program: Russell School

Will this program be administered by a Town of Gray employee(s)?     YES     NO

If YES, name the employee(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will this program be administered by an independent contractor?     YES     NO

If YES, name of the independent contractor:  
Laurel Jordan

Recreation Director Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_

Committee Review - Meeting Date \_\_\_\_\_ Approved?     YES     NO

Town Manager Signature for Budget Approval \_\_\_\_\_ Date \_\_\_\_\_

Attachment: Sarah- Broadway for Beginners Russell School.xlsx (3694 : Broadway for Beginners)

TOWN OF GRAY  
PARKS AND RECREATION

PROPOSED PROGRAM BUDGET (INDEPENDENT CONTRACTOR ADMINISTERED)

Program Name: Russell School - Broadway for Beginners (Little Mermaid)

REVENUE			
Number of Participants	<input type="text" value="8"/>		
Cost per Participant	<input type="text" value="\$ 96.00"/>	<input type="text" value="\$ 99.00"/>	Fee per Participant
Number of Participants	<input type="text" value="0"/>		
Cost per Participant	<input type="text" value="\$ -"/>	<input type="text" value="\$ -"/>	Fee per Participant
Number of Participants	<input type="text" value="0"/>		
Cost per Participant	<input type="text" value="\$ -"/>	<input type="text" value="\$ -"/>	Fee per Participant
Administrative Fee	<input type="text" value="\$ 24.00"/>	<input type="text" value="\$ 3.00"/>	Average Administrative Fee
Source	<hr/>		
Description	<input type="text" value="\$ -"/>		
<b>TOTAL REVENUE</b>	<input type="text" value="\$ 768.00"/>		

EXPENSES			
Contractor Percentage	<input type="text" value="70.00%"/>		
Contractor Fee (based on Percentage)	<input type="text" value="\$ 537.60"/>	<input type="text" value="\$ 67.20"/>	Contractor fee per participant
Administrative Fee	<input type="text" value="\$ 24.00"/>		
Vendor	<hr/>		
Description	<input type="text" value="\$ -"/>		
Vendor	<hr/>		
Description	<input type="text" value="\$ -"/>		
Vendor	<hr/>		
Description	<input type="text" value="\$ -"/>		
<b>TOTAL EXPENSES</b>	<input type="text" value="\$ 537.60"/>	<input type="text" value="30%"/>	

<b>TOTAL PROFIT</b>	<input type="text" value="\$ 230.40"/>	<input type="text" value="30%"/>	<b>PROFIT PERCENTAGE</b>
---------------------	--	----------------------------------	--------------------------

Attachment: Sarah- Broadway for Beginners Russell School.xlsx (3694 : Broadway for Beginners)

**TOWN OF GRAY**  
**PARKS AND RECREATION DEPARTMENT**  
PROGRAM PROPOSAL

**ALL RECREATION PROGRAMS ARE TO BE APPROVED BY THE RECREATION/CONSERVATION COMMITTEE BEFORE SUBMISSION TO THE TOWN MANAGER FOR PROGRAM BUDGET APPROVAL. ALL PROGRAMS MUST BE APPROVED BY THE COMMITTEE AND THE TOWN MANAGER PRIOR TO ANY PROMOTION/ADVERTISEMENT FOR THE SAME BY THE PARKS AND RECREATION DEPARTMENT**

Date of Submission: 12/29/2016

Program Name: Kindernastics

Program Description (Detail of what the participants will engage in):

Gymnastics, movement, balance classes for kids 2-5 years old; 6 classes 30 min each

Date(s) of Program: Fall 1: Monday afternoons, Sept 11- Oct 23, Fall 2: 116-12/11

Time(s) of Program: 10-10:30am

Location of Program: Newbegin

Will this program be administered by a Town of Gray employee(s)?  YES  NO

If YES, name the employee(s): Becky Norton

\_\_\_\_\_

\_\_\_\_\_

Will this program be administered by an independent contractor?  YES  NO

If YES, name of the independent contractor:

\_\_\_\_\_

Recreation Director Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_

Committee Review - Meeting Date \_\_\_\_\_ Approved?  YES  NO

Town Manager Signature for Budget Approval \_\_\_\_\_ Date \_\_\_\_\_

Attachment: Kindernastics Fall 2017.xlsx (3693 : Kindernastics)

**TOWN OF GRAY**  
**PARKS AND RECREATION**  
 PROPOSED PROGRAM BUDGET (EMPLOYEE ADMINISTERED)

Program Name: Kindernastics

Determine period of time for this Budget (please outline one):      DAILY      WEEKLY      MONTHLY      SESSION      SEASON

REVENUE			
Number of Participants	<input type="text" value="5"/>		
Cost per Participant	<input type="text" value="\$ 38.00"/>	<input type="text" value="\$ 40.00"/>	Fee per Participant
Number of Participants	<input type="text" value="0"/>		
Cost per Participant	<input type="text" value="\$ -"/>	<input type="text" value="\$ -"/>	Fee per Participant
Number of Participants	<input type="text" value="0"/>		
Cost per Participant	<input type="text" value="\$ -"/>	<input type="text" value="\$ -"/>	Fee per Participant
Administrative Fee	<input type="text" value="\$ 10.00"/>	<input type="text" value="\$ 2.00"/>	Average Administrative Fee
Source _____			
Description _____	<input type="text" value="\$ -"/>		
<b>TOTAL REVENUE</b>	<input type="text" value="\$ 190.00"/>		

EXPENSES			
<b>Wages-Employee(s) (by Name if possible):</b>			
1) <u>Becky Norton</u>			
Hourly Rate	<input type="text" value="\$ 20.00"/>	Hours	<input type="text" value="4.5"/>
		Total	<input type="text" value="\$ 90.00"/>
2) <u>Sarah Levier</u>			
Hourly Rate	<input type="text" value="\$ 10.00"/>	Hours	<input type="text" value="4.5"/>
		Total	<input type="text" value="\$ 45.00"/>
3) _____			
Hourly Rate	<input type="text" value=""/>	Hours	<input type="text" value=""/>
		Total	<input type="text" value="\$ -"/>
4) _____			
Hourly Rate	<input type="text" value=""/>	Hours	<input type="text" value=""/>
		Total	<input type="text" value="\$ -"/>
5) _____			
Hourly Rate	<input type="text" value=""/>	Hours	<input type="text" value=""/>
		Total	<input type="text" value="\$ -"/>
6) _____			
Hourly Rate	<input type="text" value="\$ -"/>	Hours	<input type="text" value="0"/>
		Total	<input type="text" value="\$ -"/>
		Subtotal Wages	<input type="text" value="\$ 135.00"/>
		Fica/Medicare	<input type="text" value="\$ 10.33"/>
		<b>Total Wages</b>	<input type="text" value="\$ 145.33"/>
		<b>Administrative Fee</b>	<input type="text" value="\$ 10.00"/>
		<b>TOTAL EXPENSES</b>	<input type="text" value="\$ 145.33"/>

EXPENSES -Continued	
<b>Supplies-Vendor and Description</b>	
Vendor _____	
Description _____	<input type="text" value=""/>
Vendor _____	
Description _____	<input type="text" value=""/>
Vendor _____	
Description _____	<input type="text" value=""/>
Vendor _____	
Description _____	<input type="text" value=""/>
Vendor _____	
Description _____	<input type="text" value=""/>
Vendor _____	
Description _____	<input type="text" value=""/>
<b>Total Supplies</b>	<input type="text" value="\$ -"/>

<b>TOTAL PROFIT</b>	<input type="text" value="\$ 44.67"/>	<input type="text" value="24%"/>	<b>PROFIT PERCENTAGE</b>
---------------------	---------------------------------------	----------------------------------	--------------------------

Attachment: Kindernastics Fall 2017.xlsx (3693 : Kindernastics)

**TOWN OF GRAY**  
**PARKS AND RECREATION DEPARTMENT**  
PROGRAM PROPOSAL

**ALL RECREATION PROGRAMS ARE TO BE APPROVED BY THE RECREATION/CONSERVATION COMMITTEE BEFORE SUBMISSION TO THE TOWN MANAGER FOR PROGRAM BUDGET APPROVAL. ALL PROGRAMS MUST BE APPROVED BY THE COMMITTEE AND THE TOWN MANAGER PRIOR TO ANY PROMOTION/ADVERTISEMENT FOR THE SAME BY THE PARKS AND RECREATION DEPARTMENT**

Date of Submission: 5/1/2017

Program Name: Little Songbirds (considering name change)

Program Description (Detail of what the participants will engage in):

Little Songbirds is the perfect class to explore music with your little one! This parent/tot class is designed to engage the kids in music and movement by using fun, kid-friendly songs, movements, and instruments.

Date(s) of Program: 9/12-10/17 (6 weeks, 6 classes)

Time(s) of Program: 11-1140am, Tuesdays

Location of Program: Newbegin Gym

Will this program be administered by a Town of Gray employee(s)?  YES  NO

If YES, name the employee(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will this program be administered by an independent contractor?  YES  NO

If YES, name of the independent contractor:  
Laurel Jordan

Recreation Director Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_

Committee Review - Meeting Date \_\_\_\_\_ Approved?  YES  NO

Town Manager Signature for Budget Approval \_\_\_\_\_ Date \_\_\_\_\_

Attachment: Little songbirds.xlsx (3692 : Little Songbirds)

**TOWN OF GRAY  
PARKS AND RECREATION**

PROPOSED PROGRAM BUDGET (INDEPENDENT CONTRACTOR ADMINISTERED)

Program Name: Little Songbirds (considering name change)

**REVENUE**

Number of Participants

Cost per Participant

Fee per Participant

Number of Participants

Cost per Participant

Fee per Participant

Number of Participants

Cost per Participant

Fee per Participant

Administrative Fee

Average Administrative Fee

Source \_\_\_\_\_

Description

**TOTAL REVENUE**

**EXPENSES**

Contractor Percentage

Contractor Fee (based on Percentage)

Contractor fee per participant

Administrative Fee

Vendor \_\_\_\_\_

Description

Vendor \_\_\_\_\_

Description

Vendor \_\_\_\_\_

Description

**TOTAL EXPENSES**

**TOTAL PROFIT**

**PROFIT PERCENTAGE**

Attachment: Little songbirds.xlsx (3692 : Little Songbirds)

**TOWN OF GRAY**  
**PARKS AND RECREATION DEPARTMENT**  
PROGRAM PROPOSAL

**ALL RECREATION PROGRAMS ARE TO BE APPROVED BY THE RECREATION/CONSERVATION COMMITTEE BEFORE SUBMISSION TO THE TOWN MANAGER FOR PROGRAM BUDGET APPROVAL. ALL PROGRAMS MUST BE APPROVED BY THE COMMITTEE AND THE TOWN MANAGER PRIOR TO ANY PROMOTION/ADVERTISEMENT FOR THE SAME BY THE PARKS AND RECREATION DEPARTMENT**

Date of Submission: 12/29/2016

Program Name: Mom and Me Tumbling/Gymnastics

Program Description (Detail of what the participants will engage in):

Gymnastics, movement, balance classes for kids 2-5 years old; 6 classes 30 min each

Date(s) of Program: Fall 1: Monday afternoons, Sept 11- Oct 23, Fall 2: 11-12/11

Time(s) of Program: 9:30-10am

Location of Program: Newbegin

Will this program be administered by a Town of Gray employee(s)?  YES  NO

If YES, name the employee(s): Becky Norton

\_\_\_\_\_

\_\_\_\_\_

Will this program be administered by an independent contractor?  YES  NO

If YES, name of the independent contractor:

\_\_\_\_\_

Recreation Director Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_

Committee Review - Meeting Date \_\_\_\_\_ Approved?  YES  NO

Town Manager Signature for Budget Approval \_\_\_\_\_ Date \_\_\_\_\_

Attachment: Sarah- Mom and Me Gymnastics Fall 2017 .xlsx (3691 : Mommy and Me Gymnastics)



**TOWN OF GRAY**  
**PARKS AND RECREATION DEPARTMENT**  
PROGRAM PROPOSAL

**ALL RECREATION PROGRAMS ARE TO BE APPROVED BY THE RECREATION/CONSERVATION COMMITTEE BEFORE SUBMISSION TO THE TOWN MANAGER FOR PROGRAM BUDGET APPROVAL. ALL PROGRAMS MUST BE APPROVED BY THE COMMITTEE AND THE TOWN MANAGER PRIOR TO ANY PROMOTION/ADVERTISEMENT FOR THE SAME BY THE PARKS AND RECREATION DEPARTMENT**

Date of Submission: 7/10/2017

Program Name: Advanced Photography Course

Program Description (Detail of what the participants will engage in):  
This class is intended to trigger creativity in students. Rather than simply following the instructor's directions by rote, students are encouraged to take the information provided and experiment to expand their artistic vision. The instructor will guide students in finding their own "eye" or technique. This course is intended to move students from technicians to artists.  
  
Class curriculum is geared for photographers with a good technical grasp of their DSLR camera equipment, but the instructor will adjust to meet the needs of all students

Date(s) of Program: October 11-Nov 1 (4 weeks, 4 classes)

Time(s) of Program: 6:30-8:30 pm

Location of Program: Pennell- Upstairs

Will this program be administered by a Town of Gray employee(s)?  YES  NO

If YES, name the employee(s): Nathan Tsukroff  
\_\_\_\_\_  
\_\_\_\_\_

Will this program be administered by an independent contractor?  YES  NO

If YES, name of the independent contractor:  
\_\_\_\_\_

Recreation Director Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_

Committee Review - Meeting Date \_\_\_\_\_ Approved?  YES  NO

Town Manager Signature for Budget Approval \_\_\_\_\_ Date \_\_\_\_\_

Attachment: Sarah-Advanced Photography fall 17.xlsx (3695 : Advanced Photography)



**TOWN OF GRAY**  
**PARKS AND RECREATION DEPARTMENT**  
**PROGRAM PROPOSAL**

**ALL RECREATION PROGRAMS ARE TO BE APPROVED BY THE RECREATION/CONSERVATION COMMITTEE BEFORE SUBMISSION TO THE TOWN MANAGER FOR PROGRAM BUDGET APPROVAL. ALL PROGRAMS MUST BE APPROVED BY THE COMMITTEE AND THE TOWN MANAGER PRIOR TO ANY PROMOTION/ADVERTISEMENT FOR THE SAME BY THE PARKS AND RECREATION DEPARTMENT**

Date of Submission: 7/10/2017

Program Name: Fitness, Total Body Conditioning with Jenna Chase

Program Description (Detail of what the participants will engage in):

Ukulele lessons for kids aged grade 2- grade 8

Date(s) of Program: 9/26-11/14, Tuesdays

Time(s) of Program: 5:15p-6:15p

Location of Program: Russell School

Will this program be administered by a Town of Gray employee(s)?  YES  NO

If YES, name the employee(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will this program be administered by an independent contractor?  YES  NO

If YES, name of the independent contractor:  
Jenna Chase

Recreation Director Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_

Committee Review - Meeting Date \_\_\_\_\_ Approved?  YES  NO

Town Manager Signature for Budget Approval \_\_\_\_\_ Date \_\_\_\_\_

Attachment: Sarah - Ukulele Lessons.xlsx (3699 : Ukulele Lessons)

TOWN OF GRAY  
PARKS AND RECREATION

PROPOSED PROGRAM BUDGET (INDEPENDENT CONTRACTOR ADMINISTERED)

Program Name: Ukulele Lessons with Laurel Jordan

REVENUE

Number of Participants

Cost per Participant

Fee per Participant

Number of Participants

Cost per Participant

Fee per Participant

Number of Participants

Cost per Participant

Fee per Participant

Administrative Fee

Average Administrative Fee

Source \_\_\_\_\_

Description

**TOTAL REVENUE**

EXPENSES

Contractor Percentage

Contractor Fee (based on Percentage)

Contractor fee per participant

Administrative Fee

Vendor \_\_\_\_\_

Description

Vendor \_\_\_\_\_

Description

Vendor \_\_\_\_\_

Description

**TOTAL EXPENSES**

**TOTAL PROFIT**

**PROFIT PERCENTAGE**

Attachment: Sarah - Ukulele Lessons.xlsx (3699 : Ukulele Lessons)

**TOWN OF GRAY**  
**PARKS AND RECREATION DEPARTMENT**  
PROGRAM PROPOSAL

ALL RECREATION PROGRAMS ARE TO BE APPROVED BY THE RECREATION/CONSERVATION COMMITTEE BEFORE SUBMISSION TO THE TOWN MANAGER FOR PROGRAM BUDGET APPROVAL. ALL PROGRAMS MUST BE APPROVED BY THE COMMITTEE AND THE TOWN MANAGER PRIOR TO ANY PROMOTION/ADVERTISEMENT FOR THE SAME BY THE PARKS AND RECREATION DEPARTMENT

Date of Submission: 7/10/2017

Program Name: Jillian Michael's Body Shred

Program Description (Detail of what the participants will engage in):

A high intensity, endurance based 30 minute workout with intervals of 3 minutes of strength, 2 minutes of cardio and 1 minute of abs. Please bring a set of handweights between 3-8lbs, water and an exercise mat.

Date(s) of Program: Winter Short Session: 11/30-12/21 (4 weeks, 4 classes)

Time(s) of Program: 7:30-8am, Saturdays

Location of Program: Newbegin Gym

Will this program be administered by a Town of Gray employee(s)?  YES  NO

If YES, name the employee(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will this program be administered by an independent contractor?  YES  NO

If YES, name of the independent contractor:  
Jenna Chase

Recreation Director Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_

Committee Review - Meeting Date \_\_\_\_\_ Approved?  YES  NO

Town Manager Signature for Budget Approval \_\_\_\_\_ Date \_\_\_\_\_

Attachment: Sarah- Bodyshred.xlsx (3702 : Body Shred)

**TOWN OF GRAY  
PARKS AND RECREATION**

PROPOSED PROGRAM BUDGET (INDEPENDENT CONTRACTOR ADMINISTERED)

Program Name: Body Shred with Jenna Chase

REVENUE			
Number of Participants	<input type="text" value="8"/>		
Cost per Participant	<input type="text" value="\$ 29.00"/>	<input type="text" value="\$ 30.00"/>	Fee per Participant
Number of Participants	<input type="text" value="0"/>		
Cost per Participant	<input type="text" value="\$ -"/>	<input type="text" value="\$ -"/>	Fee per Participant
Number of Participants	<input type="text" value="0"/>		
Cost per Participant	<input type="text" value="\$ -"/>	<input type="text" value="\$ -"/>	Fee per Participant
Administrative Fee	<input type="text" value="\$ 8.00"/>	<input type="text" value="\$ 1.00"/>	Average Administrative Fee
Source	_____		
Description	<input type="text" value="\$ -"/>		
<b>TOTAL REVENUE</b>	<input type="text" value="\$ 232.00"/>		

EXPENSES			
Contractor Percentage	<input type="text" value="70.00%"/>		
Contractor Fee (based on Percentage)	<input type="text" value="\$ 162.40"/>	<input type="text" value="\$ 20.30"/>	Contractor fee per participant
Administrative Fee	<input type="text" value="\$ 8.00"/>		
Vendor	_____		
Description	<input type="text" value="\$ -"/>		
Vendor	_____		
Description	<input type="text" value="\$ -"/>		
Vendor	_____		
Description	<input type="text" value="\$ -"/>		
<b>TOTAL EXPENSES</b>	<input type="text" value="\$ 162.40"/>	<input type="text" value="30%"/>	

<b>TOTAL PROFIT</b>	<input type="text" value="\$ 69.60"/>	<input type="text" value="30%"/>	<b>PROFIT PERCENTAGE</b>
---------------------	---------------------------------------	----------------------------------	--------------------------

Attachment: Sarah- Bodyshred.xlsx (3702 : Body Shred)

**TOWN OF GRAY**  
**PARKS AND RECREATION DEPARTMENT**  
PROGRAM PROPOSAL

**ALL RECREATION PROGRAMS ARE TO BE APPROVED BY THE RECREATION/CONSERVATION COMMITTEE BEFORE SUBMISSION TO THE TOWN MANAGER FOR PROGRAM BUDGET APPROVAL. ALL PROGRAMS MUST BE APPROVED BY THE COMMITTEE AND THE TOWN MANAGER PRIOR TO ANY PROMOTION/ADVERTISEMENT FOR THE SAME BY THE PARKS AND RECREATION DEPARTMENT**

Date of Submission: 7/10/2017

Program Name: Fitness, Barre Above- SHORT SESSION

Program Description (Detail of what the participants will engage in):

Barre Above is a totally unique approach to barre workouts. It combines the best of pilates, aerobics, and strengthening exercises that will sculpt your body and tone your muscles. You will see improvements in your posture, flexibility, overall body strength and balance.

Date(s) of Program: Winter Short Session: 11/30-12/21 (4 weeks, 4 classes)

Time(s) of Program: 6:15-7:15pm, Tuesdays

Location of Program: Newbegin Gym

Will this program be administered by a Town of Gray employee(s)?  YES  NO

If YES, name the employee(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will this program be administered by an independent contractor?  YES  NO

If YES, name of the independent contractor:  
Jenna Chase

Recreation Director Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_

Committee Review - Meeting Date \_\_\_\_\_ Approved?  YES  NO

Town Manager Signature for Budget Approval \_\_\_\_\_ Date \_\_\_\_\_

Attachment: Sarah - Barre Above short session.xlsx (3701 : Barre Above Short Session)

**TOWN OF GRAY  
PARKS AND RECREATION**

PROPOSED PROGRAM BUDGET (INDEPENDENT CONTRACTOR ADMINISTERED)

Program Name: Barre Above with Jenna Chase

REVENUE			
Number of Participants	<input type="text" value="8"/>		
Cost per Participant	<input type="text" value="\$ 24.00"/>	<input type="text" value="\$ 25.00"/>	Fee per Participant
Number of Participants	<input type="text" value="0"/>		
Cost per Participant	<input type="text" value="\$ -"/>	<input type="text" value="\$ -"/>	Fee per Participant
Number of Participants	<input type="text" value="0"/>		
Cost per Participant	<input type="text" value="\$ -"/>	<input type="text" value="\$ -"/>	Fee per Participant
Administrative Fee	<input type="text" value="\$ 8.00"/>	<input type="text" value="\$ 1.00"/>	Average Administrative Fee
Source	_____		
Description	<input type="text" value="\$ -"/>		
<b>TOTAL REVENUE</b>	<input type="text" value="\$ 192.00"/>		

EXPENSES			
Contractor Percentage	<input type="text" value="70.00%"/>		
Contractor Fee (based on Percentage)	<input type="text" value="\$ 134.40"/>	<input type="text" value="\$ 16.80"/>	Contractor fee per participant
Administrative Fee	<input type="text" value="\$ 8.00"/>		
Vendor	_____		
Description	<input type="text" value="\$ -"/>		
Vendor	_____		
Description	<input type="text" value="\$ -"/>		
Vendor	_____		
Description	<input type="text" value="\$ -"/>		
<b>TOTAL EXPENSES</b>	<input type="text" value="\$ 134.40"/>	<input type="text" value="30%"/>	

<b>TOTAL PROFIT</b>	<input type="text" value="\$ 57.60"/>	<input type="text" value="30%"/>	<b>PROFIT PERCENTAGE</b>
---------------------	---------------------------------------	----------------------------------	--------------------------

Attachment: Sarah - Barre Above short session.xlsx (3701 : Barre Above Short Session)

**TOWN OF GRAY**  
**PARKS AND RECREATION DEPARTMENT**  
PROGRAM PROPOSAL

3.B.13.a

**ALL RECREATION PROGRAMS ARE TO BE APPROVED BY THE RECREATION/CONSERVATION COMMITTEE BEFORE SUBMISSION TO THE TOWN MANAGER FOR PROGRAM BUDGET APPROVAL. ALL PROGRAMS MUST BE APPROVED BY THE COMMITTEE AND THE TOWN MANAGER PRIOR TO ANY PROMOTION/ADVERTISEMENT FOR THE SAME BY THE PARKS AND RECREATION DEPARTMENT**

Date of Submission: 7/10/2017

Program Name: Fitness, Barre Above

Program Description (Detail of what the participants will engage in):

Barre Above is a totally unique approach to barre workouts. It combines the best of pilates, aerobics, and strengthening exercises that will sculpt your body and tone your muscles. You will see improvements in your posture, flexibility, overall body strength and balance.

Date(s) of Program: Fall: 9/14-10/19 (6 weeks, 6 classes)

Time(s) of Program: 6:15-7:15pm, Tuesdays

Location of Program: Newbegin Gym

Will this program be administered by a Town of Gray employee(s)?  YES  NO

If YES, name the employee(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will this program be administered by an independent contractor?  YES  NO

If YES, name of the independent contractor:  
Jenna Chase

Recreation Director Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_

Committee Review - Meeting Date \_\_\_\_\_ Approved?  YES  NO

Town Manager Signature for Budget Approval \_\_\_\_\_ Date \_\_\_\_\_

Attachment: Sarah - Barre Above.xlsx (3700 : Barre Above)

**TOWN OF GRAY  
PARKS AND RECREATION**

PROPOSED PROGRAM BUDGET (INDEPENDENT CONTRACTOR ADMINISTERED)

Program Name: Barre Above with Jenna Chase

**REVENUE**

Number of Participants	<input type="text" value="8"/>		
Cost per Participant	<input type="text" value="\$ 34.00"/>	<input type="text" value="\$ 36.00"/>	Fee per Participant
Number of Participants	<input type="text" value="0"/>		
Cost per Participant	<input type="text" value="\$ -"/>	<input type="text" value="\$ -"/>	Fee per Participant
Number of Participants	<input type="text" value="0"/>		
Cost per Participant	<input type="text" value="\$ -"/>	<input type="text" value="\$ -"/>	Fee per Participant
Administrative Fee	<input type="text" value="\$ 16.00"/>	<input type="text" value="\$ 2.00"/>	Average Administrative Fee

Source \_\_\_\_\_

Description

**TOTAL REVENUE**

**EXPENSES**

Contractor Percentage	<input type="text" value="70.00%"/>		
Contractor Fee (based on Percentage)	<input type="text" value="\$ 190.40"/>	<input type="text" value="\$ 23.80"/>	Contractor fee per participant
Administrative Fee	<input type="text" value="\$ 16.00"/>		

Vendor \_\_\_\_\_

Description

Vendor \_\_\_\_\_

Description

Vendor \_\_\_\_\_

Description

**TOTAL EXPENSES**

**TOTAL PROFIT**   **PROFIT PERCENTAGE**

Attachment: Sarah - Barre Above.xlsx (3700 : Barre Above)