

STARPORT NASA EXCHANGE-JSC
PROGRAM PROPOSAL FORM

Thank you for your interest in offering a program through the Starport NASA Exchange-JSC. In order to become a program provider, you must complete and submit Program Proposal Form describing the class, activity or program that you would like to offer/instruct. The following information and policies will help you to complete the Program Proposal Form. If you have any questions about any of the policies or completing the form, please contact us at (281) 483-0304.

Definition of Program Provider / Independent Contractor

All program providers/instructors are set up on a mutual agreement basis. The contractor will not be considered a regular employee of Starport NASA Exchange-JSC, but shall be considered an independent contractor and as such will not be entitled to insurance, sick leave, vacation, workers compensation or any other employee benefits given to regular wage employees of the Starport NASA Exchange-JSC.

Responsibilities of the Contractor

The program provider is responsible for outlining all details of the program they wish to instruct and submitting a program proposal form for consideration. The Recreation Manager and/or Program Manager assist the program provider to ensure that all details are finalized and to coordinate availability and scheduling. All details must be approved by and finalized with the Recreation Manager and/or Program Manager.

Minimum Qualifications The program provider must be at least 18 years of age and have at least one year of experience directly related to the program idea that they wish to implement. A background check may be required prior to the implementation of your program idea. Starport NASA Exchange-JSC can run this check for a nominal fee to be paid program provider/independent contractor. Fee is non-refundable.

Program Submission Deadline

All program proposals should be submitted at least 60 days prior to the seasonal submission deadline. This will allow the Recreation Manager and/or Program Manager the necessary time to review program, market the activity and allow ample time for participants to register for the program.

Program Registration and Waivers

Starport NASA Exchange-JSC performs all program registrations. Participants must pay in full at the time of registration. Participants are required to sign waivers at the time of registration that release Starport NASA Exchange-JSC from all liability. Program providers/instructors may be required, at any time, to submit a current certificate of insurance naming Starport NASA Exchange-JSC as an additional insured.

Fees and Instructor Payment

Our goal is to provide an array of programs that provide an affordable and experiential opportunity as a "service" to the JSC community. Pricing proposals should be presented so as to provide an incentive and not be cost-prohibitive.

Program Marketing and Promotion

Starport NASA Exchange-JSC reserves the right to modify program narrative/details for marketing and/or formatting purposes. All marketing and promotional materials must be created based on guidelines specified by Starport NASA Exchange-JSC. The Recreation Manager and/or Program Manager will work with the program provider to develop marketing

and promotional materials. As part of the mutual agreement, programs are promoted using some or all of the following venues:

- **Program Guide:** The Starport NASA Exchange-JSC distributes Starport Program Guide each year. The guide is comprised of all activities, programs, leagues and events offered by the Exchange. The Recreation Manager and/or Program Manager will contact all current program providers with information about proposal deadlines before each activity guide is compiled and printed.
- **Starport NASA Exchange-JSC Website & Social Media:** Starport NASA Exchange-JSC's website (starport.jsc.nasa.gov) provides information about the Starport, its facilities and programs. The public can also download the Starport Program Guide.
- **Flyers:** All marketing and promotional materials must be created based on guidelines specified by Starport NASA Exchange-JSC. These are posted on kiosks in the parks and other pertinent location as possible, which will be discussed with the program provider. Flyers/posters submitted by the program provider must be reviewed and approved prior to posting. The Recreation Manager and/or Program Manager may assist in the creation of flyers/posters to help promote programs.
- **Photographs:** Starport NASA Exchange-JSC staff will take photographs and/ or video of programs for future promotional purposes. However, we will gladly accept and consider any photographs or icons associated with the program to be used in promotional materials.
- **Program Providers:** Additionally, it is understood that the program provider will also employ any means at their disposal to assist in the promotion of the program(s) and enrollment efforts.

Other Information to Consider

- **Popularity:** Classes often take time to gain popularity. Details about a program may need to be adjusted to help increase enrollment. No changes will be made to the program without the program provider's consent.
- **Americans with Disability Act (ADA):** Starport NASA Exchange-JSC strictly adheres to the Americans with Disability Act's standards and requirements. In particular, reasonable accommodations must be made for anyone to participate in any program offered at its facilities. If a participant requests assistance to participate in a program, the Recreation Manager and/or Program Manager will work with the program provider to coordinate this assistance.
- **Solicitation:** Under no circumstance can program providers use programs to sell products or services, excluding class supplies; or use any program as a means to solicit private business.

Questions: If you need additional information or questions addressed please contact via phone at (281) 483-0304.

Submission: Once you have completed, please forward the proposal form to:

Fax

(281) 244-0575

Mail

Starport NASA Exchange-JSC
Gilruth Center
2101 NASA Pkwy BLDG 207
Mail Code: AH12A
Houston, TX 77058

The Recreation Manager and/or Program Manager will contact you upon reviewing your submission.

ACTIVITY PROPOSAL FORM - STARPORT NASA EXCHANGE-JSC

Return completed to: Starport NASA Exchange-JSC, 2101 NASA Pkwy, BLDG 207 Gilruth Center, Mail Code: AH12A, Houston, TX 77058

Title of the Program: _____

Which category would this activity apply? (Please select *only one* category)

Ages 3-5 Years

- Preschool Arts
- Preschool Enrichment
- Preschool Sports & Wellness

Ages 6-12 Years

- Youth Arts
- Youth Enrichment
- Youth Sports & Wellness

Ages 13-18 Years

- Tween/Teen Arts
- Tween/Teen Enrichment
- Tween/Teen Sports & Wellness

Ages 18 and Over

- Adult Arts
- Adult Enrichment
- Adult Sports & Wellness

Ages 18 and Over

- Senior Adult Arts
- Senior Adult Enrichment
- Senior Adult Sports & Wellness

Across The Ages

- Arts _____ - _____ yrs.
- Enrichment _____ - _____ yrs.
- Sports & Wellness _____ - _____ yrs.

Preferred Season:

Winter/Spring

- _____

Summer

- _____

Fall

- _____

Preferred Facility Space:

Outdoor

- Live Oak Pavilion
- Blue Bonnet Pavilion
- Field Space
- Specify Type _____

Indoor:

- Gilruth Center/Rm _____
- Gymnasium _____

Any notes about set up or tear down for the program: _____

Preferred Start Date: _____ Alternate Start Date: _____
Session Length (weeks): _____ No. of Sessions: _____

Preferred Meeting Days (specify 1st, 2nd, 3rd)

Monday _____ Wednesday _____ Friday _____ Sunday _____
 Tuesday _____ Thursday _____ Saturday _____

If you would like to offer multiple sessions of this activity, would you want:
 week break in between the sessions continue each session back-to-back?

How many times per week would you like the class to meet? 1 2 3 4 5

What time would you like the program to start? _____ AM PM

How long would you like each class to end? _____ AM PM

Participation

Minimum age for participation? _____ yrs. / Maximum age for participation? _____ yrs.

Minimum number of participants in order to run the program? _____

Maximum number of participants you would like to instruct? _____

Supplies and Equipment
(that you provide)

Supplies and Equipment
(that participants provide)

Supplies and Equipment

(that you need the Starport to provide)

Safety and Emergency

(Please list any safety, health and risk factors for this program)

What actions will take place in the event of inclement weather?

Fees / Payment

What fee would you recommend as the primary fee for this program? \$ _____

** Subject to change at Starport NASA Exchange-JSC discretion as a result of extenuating circumstances and/or supplemental direct/indirect cost incurred by the Starport NASA Exchange-JSC (equipment, printing, power, etc)*

Recommended program participant fee? \$ _____

Receipt Notes

Are there any notes you would like printed on the receipt at time of registration? Yes No

Please respond to each the following:

I understand I may be required to provide proof of current background check and/or child supervision clearances as required and accept this responsibility

Yes No

I understand that I may be required to provide a current certificate of insurance Naming Starport NASA Exchange-JSC as an “additional insured” and accept this responsibility.

Yes No

I understand that I will not be considered a regular employee of Starport NASA Exchange-JSC, but shall be considered an independent program provider and, as such, will *not be entitled any benefits afforded to regular wage employees* including (but not limited to) to insurance, sick leave, vacation, workers compensation or any other employee benefits given to regular wage employees of the Starport NASA Exchange-JSC and accept this responsibility.

Yes No

Signature _____

Date _____