BILLERICA COUNCIL ON AGING (COA)

25 Concord Road, Billerica, MA 01821

Dedicated to Serving Billerica's Finest, Our Senior Citizens

978-671-0916

Program Proposal

We thank you for showing interest in offering a program here at the Billerica Senior Center. Our program planning committee meets monthly to discuss proposals. If the committee wants to offer your program Linda Kiernan from the COA staff will get back to you to make arrangements. Please know that we are booking out several months ahead at this time. Please take a moment to complete the following questions and return your proposal by email to dpopkin@town.billerica.ma.us or fax it to 978-671-1347.

Contact Person: _____

Organization Name: _____

Status: (Check One) **Non-Profit** ☐ **For Profit** ☐

Phone Number: _____

E-Mail: _____

Description of Proposed Program:

_____

_____

_____

Food, Refreshments & Paper Goods Provided: **Yes** ☐ **No** ☐

Program Fee, If Any: _____

Program Length (Check One) _____

One Time: ☐ **Weekly:** ☐ If Weekly, how many weeks?

Other pertinent information we should know? (Cost, hours, fees for supplies and travel, set- up and equipment, references and other places you have presented)

_____

_____

If this is a marketing program for your organization please consider reciprocating by either sponsoring one of our many events or donating a raffle prize. Other suggestions are welcome.