



Full Circle Community Activity Proposal

We are thrilled that Community Members like you are interested in offering an activity at Full Circle as part of our efforts to build and enhance our community! Here is the process for making it happen.

- 1) Please fill out form on the next page and return to Sharon Young at Full Circle. You may fill out the online version of our form at www.fullcirclewnc.org, email the following form to sharon@fullcirclewnc.org or print and mail it to 322 8th Ave East, Hendersonville, NC 28792
- 2) The information will be utilized to spread the word about what you would like to offer on our social media and our website, including a simple flyer. People will also be able to sign up on-line. You may also design your own flyers to post at Full Circle which can include a sign-up sheet.
- 3) Once the minimum number of people (specified by you) have signed up, we will pass the contact information to you along with the information about availability of the space. You will follow up with people individually to finalize the plans to launch the group. Once that has been completed, please pass on the information to Sharon Young by email: sharon@fullcirclewnc.org. Someone from Full Circle will follow up to coordinate the logistics.
- 4) If you offer the activity for free, you may use our space at no cost. If you charge a fee, then Full Circle asks that a third (33%) of the money you make be donated to Full Circle's *Equal Opportunity Scholarship Fund*.

Full Circle Activity Summary

Your name:

Your contact info:

- email
- phone number

Name of Activity:

Short Description of Activity:

Minimum number of people needed to run group:

Type of Space Needed:

Small classroom with tables, chairs and a small sofa. Attached kitchen and bathroom. Tables can be folded down and moved to walls to create small open space. – seats up to 10

Living room – seats approx 10

Will there be a charge for the activity? If so how much? Will there be a materials fee?

Will this be an ongoing activity or a one-time event? If it is ongoing, how long will it run? (1 or 2 days a month, 8 weeks, indefinitely, etc.)

Who is the activity designed for? (certain age group, gender, families, etc.)

When would you like to offer it and how long would it last? (Evenings and Saturdays are best. Fridays and Sundays are a possibility.)