

Northern Community & School Recreation Coordinator Program

Program Planning

The Submission of an **Annual Program Plan** is a requirement of continued funding for all Northern Community & School Recreation Coordinator sites. The Annual Program Plan does not need to be detailed – but rather reflects the “road map” or general overview of what programs will be initiated over the upcoming year. Annual Program Plans are meant to be flexible and will no doubt be adjusted throughout the year. An example of the Northern Community & School Recreation Coordinator Annual Program Plan template is attached.

The Northern Sport, Culture and Recreation District have developed a 6 step program planning process. These steps will work for all community organizations with a sport, culture and recreation mandate such as recreation boards, Friendship Centers or the Northern Community & School Recreation Coordinator Program.

The 6 steps of program planning are:

Step 1	Determine Needs
Step 2	Determine what exists now
Step 3	Make Program Decisions – this step includes the development of an annual program plan
Step 4	Select Program Design
Step 5	Implement Programs
Step 6	Evaluate Programs

****Food for thought*** – a document is not a plan (it is a recording of a process of planning). A real plan lives in the minds and hearts of real people.

****4 pillars of a real plan:***

- 1. Community shared situation analysis*
- 2. Common vision and goals*
- 3. Collective ownership and support of proposed direction (community leaders, workers)*
- 4. Sustained engagement of community will, effort and resources to achieve goals*

** Four Worlds Centre for Development Learning*

ASSISTANCE IS AVAILABLE FROM THE NORTHERN SPORT, CULTURE AND RECREATION DISTRICT TO HELP COMMUNITIES AND SCHOOLS TO DEVELOP THEIR ANNUAL PROGRAM PLAN.

NC&SRC Annual Program Plan Template

Season	Program	Target Group: (Age/ gender / other)	Focus: (sport, culture or recreation)	Scope: (special event or ongoing program)	Program Partners (if any)	Budget	C&SRCP Role (Lead, coordinate, assist, support, \$, other)
Fall							
Winter							
Spring							
Summer							

Electronic copies of this template or hard copies on letter or legal size paper are available upon request. Samples of how to complete the annual plan follow.