



NORTHERN COMMUNITY & SCHOOL RECREATION COORDINATOR PROGRAM

Annual Recommitment Form

September 1, 2011 to August 31, 2012

This recommitment outlines the local responsibilities and verifies the desire of our community and school to continue to meet the objectives of and to participate in the Northern Community and School Recreation Coordinator Program from September 1, 2011 to August 31, 2012.

COMMUNITY & OR FIRST NATION:	
SCHOOL (OR SCHOOLS):	

RECOMMITMENT DETAIL

The **EMPLOYER** of the **CSRC** (Community and School Recreation Coordinator) will be:

Organization	
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Employer Duties include:

- *Payroll and benefits administration for the CRSC position according to protocols established by this program and in keeping with that organization's hiring practices and human resource policies.*
- *Financial administration for the program.*
- *Financial reporting to the NSCRD.*

The **MANAGER** of the **local program** and **DIRECT SUPERVISOR** of the CSRC will be:

Individual(s) & Position	
Contact Info (Ph, Fax, Mail, Email)	

Manager/Direct Supervisor Duties include:

- *Must be well versed on the purpose and the objectives of the program*
- *Responsible for advertising, interviewing and recommending hiring of the CSRC on behalf of the Steering Committee and employer.*
- *Oversee and support the CSRC's responsibilities to provide programs and services using all community and school assets.*
- *Using NSCRD frameworks and in cooperation with the employer, establish programming budgets, employment performance management expectations for the CSRC.*
- *Providing direct supervision to the CSRC including ongoing monitoring, feedback and evaluation.*
- *Providing access to and encouraging professional development training for CSRC's, utilizing funds provided for the NC&SRCP.*
- *Ensure the provision of workspace and office equipment for the CSRC.*

The **INDIVIDUAL(s)** responsible to establish the **COMMUNITY STEERING COMMITTEE** will be:

Individual(s) & Position	
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*The Community Steering Committee with interagency representation will advise and work with the CSRC as needs are identified and programs and opportunities are developed. This committee should include the partner organizations noted on the **Annual Recommittment Form** and may include the school principal or staff, community health care workers, law enforcement people, social services people, sport, recreation and cultural programmers/volunteers, elder, youth representative etc.*

Note: All Northern Lights School Division sites should ensure a minimum of one administrator and one elected member of the School Community Council are appointed to the Steering Committee.

The **STEERING COMMITTEE** will be (is) be made up of the following organizations and individuals (please list):

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The Steering Committee will responsible to:

- *Identify local needs and priority target groups.*
- *Provide input into a community based NC&SRCP plan.*
- *Ensure the NC&SRCP is adhering to the purpose and objectives of the program.*
- *Monitor and evaluate the development of the program and provide ongoing direction and intervention if it is required.*
- *Undergo self monitoring of the program by considering and addressing;*
 - a) *The ability of the community, through the lead agency, to meet minimum standards of management, accountability and supervision of the employee.*
 - b) *The community and school's adherence to the purpose and objectives of the program and the contacted obligations.*
 - c) *The community and schools adherence to the development of sport, culture and recreation programs according to the direction and the targeted audiences identified by the steering committee.*
 - d) *The community and school's adherence to the budget in meeting with the program objectives.*

INFORMATION CERTIFICATION

All partner organizations should be identified. Please use another form if required to list additional organizations and signatures.

I hereby certify that the information contained in this **Annual Recombitment Form** is accurate and complete. I understand that continued support and funding of this program is subject to;

- The development of a NC&SRCP **Annual Program Plan** to be submitted to the Northern Sport, Culture and Recreation District by **December 15, 2011**.
- The adherence of the community and school to the purpose and objectives of the program
- Meeting the reporting and accountability requirements as developed by the Northern Sport, Culture and Recreation District.

Principal of School (Signature)

Division/Ed Auth. Rep (Signature)

Principal of School (Print Name)

Division/Ed Auth. Rep (Print Name)

Date

Date

Community or First Nation Signing Auth. Rep
(Signature)

Recreation Director (Signature)
(if applicable)

Community or First Nation Signing Auth. Rep
(Print Name)

Recreation Director (Print Name)
(if applicable)

Date

Date

Steering Committee Chairperson (Signature)

Supervisor of the CSRC (Signature)

Steering Committee Chairperson (Print Name)

Supervisor of the CSRC (Print Name)

Date

Date

Community Partner Org. (Signature)
With a Sport, Culture or Recreation Mandate

Community Partner Org. (Signature)
With a Sport, Culture or Recreation Mandate

Community Partner Org.
(Print Name/Organization)
With a Sport, Culture or Recreation Mandate

Community Partner Org.
(Print Name/Organization)
With a Sport, Culture or Recreation Mandate

Date

Date

Please mail or fax the completed Annual Recommitment Form to the following address by September 30, 2011.

**NSCRD
NORTHERN COMMUNITY & SCHOOL RECREATION COORDINATOR PROGRAM
301 1008-1st Ave W
Prince Albert, SK S6V 4Y4
Fax: (306) 922-2021**