

Program Planning Step 1 – Determine Needs & Assets

How would you find out what the people in your community’s program needs are as well as what assets/strengths you have (i.e. coaches, culture leaders)?

ASK/GO TO SOURCE	RESEARCH/INVESTIGATE	MEET/BRAINSTORM
Surveys – school/community	Determine your demographics – ages, gender, etc.	Have community meetings or focus groups to ask
Talk to parents/family members	Ask your community leaders/steering committee who they want to target	Let people know who you are – what you do.
Do surveys in person	Look at program gaps now – i.e. are there any girls participating in your programs? Are their needs being met?	Talk to community partners
Take suggestions from others – i.e. suggestion box	Find an interest that people have	Make yourself available to community events (i.e. questionnaire)
Ask at programs or special events	Find a keener – ask them, build off them!	Interagency meetings
Home visits for small communities. Home/school.	Inventory of facilities and equipment and schedule of when they are available	NC&SRCP Steering committee/recreation committee
Ask your target groups – i.e. youth, elders	Asset mapping – compile all coaches, officials, experts, volunteers, culture leaders, etc. in your community	
Make a list of assets/leaders that is visible and can be added to (i.e. in recreation hall, school)	Determine if there are any issues you want to address through the program	
Network with teachers	Review stats and reports	
Work with your Recreation Director if there is one in your community	Evaluations/stats from previous programs/successful and unsuccessful programs	
Through social media networking, i.e. Facebook		
Ask the majority of your population		
Sign-up sheets		
Ask through newsletters, posters or local radio and/or TV (i.e. question contest)		
Ask previous program leaders/volunteers		
Ask local trappers, fisherman, hunters, carvers, etc.		

Program Planning Step 2 – Gathering Program Ideas

How would you get program ideas for your community?

ASK/GO TO SOURCE	RESEARCH/INVESTIGATE	MEET/BRAINSTORM
Surveys – school/community	Find an interest that people have	Have meetings or focus groups to ask – brainstorm, check ideas (i.e. with youth – peer interest)
Talk to parents/family members	Find a keener – ask them, build off them!	Let people know who you are – what you do.
Do surveys in person	Inventory of facilities and equipment and schedule of when they are available	Talk to community partners
Take suggestions from others – i.e. suggestion box	Asset mapping – compile all coaches, officials, experts, volunteers, culture leaders, etc. in your community	Make yourself available to community events
Ask at Welcome back BBQ or other special events	Use the local leaders you have and offer those programs – i.e. beading, cooking, coaches	NC&SRCP Steering committee/recreation committee
Home visits for small communities. Home/school.	Talk to and see what trends are happening in neighboring communities/schools and the north/province	Go to youth group meetings and ask – i.e. SRC, Youth Town Council, Church Groups, etc.
Ask your target groups – i.e. youth, elders, specific ages	See what programs you can access from the district and/or provincial network (sport, culture, recreation), and PAGC/MLTC	Talk to community leaders
Make a list of assets/leaders that is visible and can be added to (i.e. in recreation hall, school)	Ask the people you are trying to reach/target	Coffee row
Ask the majority of your population	Internet searching	Use the seasons to help get ideas
	Training events/professional development	
	Promising practices from other communities	
	Pinterest	
	Evaluations/stats from previous programs/successful and unsuccessful programs	

Program Planning Step 3 – Making Program Decisions

How would you make decisions about what programs you will offer in the annual plan and broken down by season and/or month?

PRIORITIZATION	BALANCE	TIMING
Meet needs/issues	Balance type - sport, culture, recreation	Seasonal programs/activities
Prioritizing target groups – i.e. age, families	Balance targets – age, gender, etc.	Check overlap - make sure no one else in your community is doing that program/event at the same time
Have your steering committee and/or target group prioritize from a list of ideas	Balance amongst leading, coordinating, assisting	Available volunteers and leaders
Your budget/funds available		Special events
Using available facilities/equipment		
Available volunteers and leaders		
Past successful programs		
Available transportation (when required)		
The programs that have the most interest		
Use monthly reports/regular meetings		
Evaluation		