

Northern Community & School Recreation Coordinator Program



CSRC Report to Steering Committee (template)

Task/Role	Details
Past Programs	<ul style="list-style-type: none"> • Print Program Summary Report from APPS online tool • Review participation statistics • Feedback/ evaluation of the program / any changes from original plan • Discuss positives and negatives • Decide if this program will continue, any changes, comments and suggestions from Steering Committee
Upcoming Programs	<ul style="list-style-type: none"> • Review Annual Program Plan • Dates, time, location and design of program • Input from Steering Committee re: design of the program • Resources required to deliver program • Promotion methods and samples of media (posters, etc.) • Any assistance from Steering Committee required
Partnerships	<ul style="list-style-type: none"> • Description of any meetings held with partners • Efforts made to establish new partnerships • Input from Steering Committee re: critical partnerships
Training and Leadership Opportunities	<ul style="list-style-type: none"> • Dates, times and location of opportunities (for CSRC and Steering Committee members) • Resources required to attend/deliver
Budget	<ul style="list-style-type: none"> • Review of current budget • Summary of upcoming expense requirements
NC&SRCP	<ul style="list-style-type: none"> • Review program reporting requirements and timelines • NCSR Programs and Services
Personnel/HR	<ul style="list-style-type: none"> • Questions comments re: employment and/or expectations
Other	<ul style="list-style-type: none"> • Do you have any requests or questions for the Steering Committee?