

Online Annual Program Plan and Statistics (APPS) Tool

USER GUIDE

opdated September 2017

TABLE OF CONTENTS	PAGE
Logging In	2
Summary & Approval Form	3
Date/Data Filters and Sorting	5
Program Plan	6
Program Summary Report	9
Starting a New Program Year	10
Participants	12
Program Stats	13
Budget	16
Photos	18
Reports	18
Program Documents	19
Notifications	19
Glossary of Terms	20

LOGGING IN

You can receive your log-in information from your Community Relations Coordinator or NC&SRCP Program Manager.

Community:
School:
User Name:
Password:

- 1. Open your internet browser (preferably Google Chrome, Firefox or Mozilla)
- 2. Type the address <u>apps.nscrd.com</u> into the URL bar at the top of the screen, the following screen will display.

NC & SRCP Login » Please Log In		
	Log In	
	Email / Username	۵
	Password	
		4. Login
	← I forgot my password	

3. Type in the username and password provided to you by the NSCRD and click the Login button.

SUMMARY & APPROVAL FORM

1. After you log on you will immediately be taken to the **Summary** page. This page shows a summary of all programs and statistics you have entered in a specific program year.

Annual P	rogra	am Plan &	Statistic	s Online '	Tool																						Wetcome. CSRC
Summary														Proj	gramming	year: 2017	18 *	Date Filte	r: From	MM/dd/yyyy		To M	M/dd/yy	997		備 Filter	C Reset
	Co	ommunity	Overvi	ew									D	ita Filters													
🔮 Program Stats	30 Y	/iew overall sta	tistics for yo	ur communit	Y								De	ita Filters													Ť
A Participants	Sn		ogrammin	g year 201	7 - 18 Si	howing	g all dau													Deport to Ex	cel (Albq	iort to	PDF 🛙	Export	Program	n Plan M	ap to PDF
\$ Budget	All			lesuits Par				ren Design					_	_		_	-										_
Photos	Pro	Blaw	Second Process	error Binn										Actual Re	sults		Parti	leation									Leaders
Reports	c	Program + Name	Season @	Month ©	Age	++	Family	Focus 0	Scope 4	Partners 0	Partner Role	CSRC •	Budget •	Program Start Date	Program End Date	# Sessions	+	Total	Average	Participation Opportunities	Total # Families	Pre- sch 0-4		Youth 13-18	Adult 19- 49	Elders 50+	Total Volunteer Staff
Program Docs		Archery	Fall	September	EAND	WF	v	Sport	Ongoing	None		Lead	\$0.00					0 0	0.0	0	0	0	0	D	0	0	
🗘 Notifications 🛛 🔞		Second C	raes.	sebienner	DIVUE	BUC.	<u>*</u>	aport	OURDUR	. reserve		USPU	30.00						0.0				u.	U.			
۲		Ball Hockey	Fall	October	A/Y/C	M/F	N	Sport	Ongoing	Local		Lead	\$0.00			0	0	0	0.0	0	0	0	0	0	0	0	0
		Beading	Fall	September	ANIC	M/F	¥.	Culture	Ongoing	Local		Assist	\$2,000.00			0	0	0	0.0	٥	0	٥	0	0	٥	0	1
		Soard Gomes	Fall	September	E/A/Y/C/P	M/F	Y	Recreation	Ongoing	None		Lead	\$0.00	2017-09- 14	2017-09- 14	1	0	0	6.0	6	0	0	0	0	0	0	0
		Co-Ed Volkyball	Fall	October	AY	M/F	N	Sport	Ongoing	Local		Lead	\$500.00	2017-08- 31	2017-09- 16	6	0	0	17.0	102	0	0	0	0	0	0	0
		computers	Fall	September	Y/C	M/F	N	Professional Development	Special	None		Lead	\$0.00	2017-09-	2017-09-	4	0	0.0	12.0	12	00	0	0	0	0	0	0

- 2. On this page you can scroll to see the entire spreadsheet, or simply click the colored tabs marked **Program Plan, Actual Results, Participation, Leaders** and **Program Design** to see only specific details.
- 3. Mouse over headings and icons to see pop up boxes which provides descriptions of the data.
- 4. This summary page can be exported to Excel or PDF for viewing, saving or printing for your Steering Committee. Click the **Export to PDF** link on the top right menu bar to generate a PDF document.
- 5. Or click the **Export Program Plan Map** to PDF link to download a map of your programs that shows them visually by season and category. This PDF is useful to view whether your plan is balanced throughout the year.

																													111
Summary																Prog	gramming	year: 2017-	18 *	Date Filt	er: From	MM/dd/yyyy		TO MN	Nadiyy	12		留 Filter	© Res
Program Plan	Co	mmunit	y Overv	iew												. Files in													
😫 Program Stats	жV	new overall st	tistics for yo	our commun	ity										Data	a Filters													
Participants	So	uthend Pr	ogrammir	ng year 20	17 - 18 9	ihowin	g all dat	a														Deport to Exc	(Bbg	port to P	PDF III	Export Pr	rogram P	lan Map	to PDF
\$ Budget	All	Program PL	Actual	Results Pa														č											
Photos	Prop	gain	Annual Pro	gram Plan												Actual Res	sults		Par	Scipation								Ŀ	Leaders
Reports	¢	Program ¢	Season ¢	Month 4	Age	++	Family	Focus	• :	Scope 🗢	Partners @	Partner Role	CSRC 4	Budget	٠	Program Start Date	Program End Date	# Sessions	+	4 Tota	Average L per Session	Participation Opportunities	Yotal # Families	Pre- sch 0-4	child 5-12	Youth 13-18	Adult 19- 5	iders v	Total Voluntee Staff
Program Docs			-		E/A/V/C	MF	v	Sport		Óngoing	None	-	Lead	\$0.00						0 0		0	0	0	0	0			
enogrammonts .		Archery	Fall																										

6. An **Approval Form** will be generated and print automatically with all PDF's. Have this form signed and fax to NSCRD for respective reporting deadlines.

Program	Annual	Program Pt	an .								Program Desig	ph				
Program Name	Season	Month	Age	Gender	Family	Focus	Scope	Partners	CSRC Role	Budget	Participation Fee	Transportation	Feed	Physical Activity	Competition/Co- operative	Location
Archery	Fall	September	EANIC	MF	۲	Speri	Ongoing	None	Load	\$0.00	-	-	-	-	-	Community Facility
Ball Hockey	Fall	October	A/Y/C	MF	N	Sport	Ongoing	Lecal	Lead	\$0.00	Ne	No	No	Yes	Ce-ep	School Facilit
Beading	Fall	September	A/Y/C	MF	Y	Culture	Ongoing	Local	Assist	\$2,000.00	No	No	Yes	No	Co-op	School Facilit
Board Games	Fall	September	EINYICA	MF	Y.	Recreation	Ongoing	None	Load	\$0.00	No	No	Yes	No	Co-op	School Facilit
Co-Ed Volleyball	Fall	Outuber	AY	MF	N	Sport	Ongoing	Local	Load	\$500.00	No	No	No	Yes	Co-op	School Facilit
computers	Fat	September	W/C	MF	N	Professional Development	Special	None	Lead	\$0.00	No	No	No	No	Се-ер	School Facilit
Cooking	Fall	September	EINVICE	MF	¥.	Recreation	Ongoing	None	Least	\$750.00	No	No	Yes	No	Co-op	School Facilit
Elementary Boys Gym Activities	Fall	September	CIP	м	۲	Sport	Ongoing	Local	Lead	\$0.00	No	No	Yes	Yes	Co-op	School Facilit
Elementary Girls Gym Activities	Fall	September	C/P	r	۲	ficon	Ongoing	Local	Lead .	\$0.00	No	No	Yes	Yes	Co-op	School Facilie
Family Night	Fall	October			Y	Recreation	Special	None	Assist	\$500.00	No.	No	Yes	No	Co-op	School Facilit
Fitness	Fall	September	ANK	MF	Y	Sport	Ongoing	Local	Load.	\$1,000.00	No	No	No.	Yes	Co-op	School Facilit
Floor Hockey	Fall	September	ANK	MI.	۲	tiport .	Ongoing	Local	Load	\$0.00	No	No	No	Yes	Co-op	School Facilit
Floor hockey (child)	Fatt	September	¢		N	Sport	Ongoing	None	Load	\$0.00	No	No	No	Yes	Co-op	School Facilit
Floor Hockey (youth)	Fall	September	×		N	Sport	Special	Nane	Load	\$0.00	No	No	No.	Yes	Co-op	School Facilit
Halloween Dance/Bash	Fall	October	ANK	M/	N	Culture	Special	Local	Assist	\$457.00	No	No	Yes	No	Co-op	School Facilit
Mini-Tournament	Fall	August	AY	F.	¥.	Sport .	Ongoing	None	Lead	\$200.00	Yes	No	No	Yes	Comp	School Facilit
Steering Committee Meetings	Fall	September	E/A	MF	N	Leadership	Ongoing	Local	Load	\$500.00	-	-	-	-	-	School Facilit
Workout Room	Fall	September	AN	MF.	N	Sport	Special	None	Lead	\$0.00	No	No	No	Ves	Co-op	School Facilit
Youth Volleyball	Fall	September	WC.	MF	N	Speri	Ongoing	None	Assist	\$0.00	No	No	No	Yes	Co-op	School Facilit
Elders' Programming	Writer	October	ε		N	Culture	Ongoing	Local	Assist	\$1,000.00	Yes	No	Yes	No	Co-op	School Facilit
Family Day	Writer	December	AN/GIP	1.0	Y	Represion	Special	None	Load	\$1,000.00	No	No	Yes	No	Co-op	School Facilit
Floor Curling	Writer	January	EINYICA	MF	Y	Spert	Ongoing	None	Lead	\$0.00	-	-	-	-	-	School Facili
ladies night	Wear	January	E/A	12.	1	Recreation	Ongoing	Name	Anniet	\$500.00	No	No	No	Yes	Co-ep	School Facilie

	munity & School ordinator Program	NORTHERN
Northern Community & Sch	ool Recreation Coordinate	ogram
ANNUAL PROGRAM PLAN, BUD		ROVAL FORM
ne monune provine a source and has over	appoint of the second numbers	
Signature & Date Steating Committee Chalconson		
Signature & Date		
SupervisorProgram Manager		
		_
Bupervisor®Yogasim Manager Signature & Date Community & Schoel Recreation Coordinator		_
Signature & Date	Nefer	_
Spotture & Date Comunity & School Receasion Coordinator Forward to: Northern Sport, Culture & Recession D		_
Signature & Date Community & School Recreation Coordinator	Net Service Are Community Research Conditions Ros 560 Couplens, 55 SEP 400 Pri 2016 Ser 217 217 000 Sep 401 217	_

Air Ronge Annual Program Plan Map

		Fall			Winter			Spring			Summer	
	Lead	Coordinate	Assist	Lead	Coordinate	Assist	Lead	Coordinate	Assist	Lead	Coordinate	Assi
	Creative Play	Coffee & Family	Halloween Dance	Literacy	Community Walking	Christmas Concert	Badminton		Father & Son	Canada	Aboriginal	Year En
amily/ Community Nore than one age	Taxi Program	Night	Welcome Back BBQ	Carnival		Little Steps	Self Defense		Night	Day	Day	BBQ
group)				Parents & Tots			Classes		MEND			
							Soccer					
	Creative Play	Coffee & Family	Welcome Back BBQ	February		Christmas Concert	April Break		Father & Son	Canada	Aboriginal	Year En
	Kids Night	Night		Break		Little Steps	Programs		Night	Day	Day	BBQ
Pre-K	Kids Night - SAAW	Ninja Kids		Literacy Carnival			Boys Night	_				
0-4	October Break			Parents & Tots			Girls Night					
	Rec. Steering			Farents a Tots			Soccer					
	Meetings											
	Babysitting	Coffee & Family	Brownies	February	Archery	Basketball	April Break	Canoeing	Father & Son	Canada	Aboriginal	Year En
	Computers	Night	Halloween Dance	Break	Basketball	Tournament	Programs	Circus	Night MEND	Day	Day	BBQ
	Kids Night	Cross-Country Running	Volleyball Tournament	Literacy Carnival	Community Walking	Christmas Concert	Badminton	Flag Football	MEND			
Children	Kids Night - SAAW	Kick, Punt, Pass	Welcome Back BBQ		Sewing Club		Boys Night	Music Lessons				
5-12	October Break	Ninja Kids			Wrestling		Girls Night	Track and Field				
	Rec. Steering	Volleyball					Soccer					
	Meetings											
	Taxi Program											
	Babysitting	Adult Volleyball	Drop-In	February Break	Evening Quilting	Christmas Concert	Badminton	Music Lessons	Father & Son Night	Canada Day		Year Er BBQ
	Computers	Beginner Yoga Classes	Girls Wellness Group - Fall	Knitting	First Aid & CPR Course		Self Defense Classes	Sign Making Workshop	ragin	Day		DOG
Youth	Kids Night	Coffee & Family	Vinyasa Yoga	Literacy	Moccasin Making		Soccer	Track and Field				
13-18	Kids Night - SAAW	Night	Welcome Back BBQ	Carnival	Wrestling		300081	Track and Trefu				
	October Break	Hula Hoop Classes	welcome back bbg		wresting							
	Rec. Steering Meetings	Ice Wolves										
	Meetings	Dodgeball										
	Computers	Adult Volleyball	Halloween Dance	Book Club	Community Walking	Christmas Concert	Badminton	Music Lessons	Father & Son	Canada	Aboriginal	Year E
	Rec. Steering	Beginner Yoga Classes	Peanuts Productions	Knitting	Evening Quilting	Little Steps	Self Defense Classes	Sign Making Workshop	Night MEND	Day	Day	BBQ
	Meetings		Prenatal Fitness	Ladies	First Aid & CPR		Classes	workshop	MEND			
Adult 19-49		Coffee & Family Night	Classes	Bonspiel	Course							
10-40		Hula Hoop Classes	Vinyasa Yoga	Ladies Night	Moccasin Making							
		Pilates	Welcome Back BBQ	Literacy Carnival								
				Parents & Tots								
	Computers	Adult Volleyball	Peanuts Productions	Book Club	Community Walking	Christmas Concert	Self Defense	Sign Making		Canada	Aboriginal	Year Er
	Rec. Steering	Coffee & Family	Vinyasa Yoga	Knitting	Evening Quilting	onnsinas concert	Classes	Workshop		Day	Day	BBQ
Elder	Meetings	Night	Welcome Back BBQ		First Aid & CPR							
50+		Hula Hoop Classes	Welcome back bBQ	Ladies Night Literacy	Course							
		Pilates		Carnival	Moccasin Making							
	Sport		Culture			Recreation	1	Leadersh	in	1	1	

DATE/DATA FILTERS AND SORTING

 On all pages, you can choose to only see data from a specific program year and date. Select the **Programming Year** and **Date** you would like to see at the top of the page and then click the **Filter** purple button. Click the **Reset** grey button to return to normal view of all programs.

Annual Program Plan & Statistics Online Tool				CSRC
Summary	Programming year: 2017-18 *	ate Filter: From MM/dd/yyyy	To MM/dd/yyyy	E Filler C Reset

The Data Filters tab will allow you to choose to see only specific programs according to your selection. So if you would like to view only Sport programs – click on Data Filters, select Sport under the Focus menu and click the Filter green button. All Sport programs will then be displayed. To reset the view back to showing all programs, click the Reset grey button.

C	Date Filter: CMMUNI /iew overall st	y Over		unity				Data Filters	^
No	orthern Con	nmunity	Program	ming year	2015-′	16 SI	howing all da	Name Season Month Focus	
All	Program P	lan Actua	l Results	Participation	Lead	ers f	Program Design		
Pro	gram	Annual Pro	gram Plan						
Q	Program Name	Season 🖨	Month 🖨	Age	†‡	Family	Focus 🗢 Sco	Partners CSRC Role Location	
	Culture Days Festivities	Fall	September	E/A/Y/C/P	M/F	Y	Culture Spe	→ Filter 2 Reset	
	Table	Fall	October	VIC		N	Sport Op		

3. Columns can also be sorted by pressing on the arrows in the column headings, keep clicking the arrow until the data is sorted in the order you want. Click the circular arrows on the far left side of the row to reset all sorted columns.

₽rogram Name ◆	Seasin 🖨	Month 🖨	Age	† ‡	Family	Focus 🖨	соре 🗢	Partnets 🖨	Partner Role	CSRC Role	lucitet 🗢
Culture Days Festivities	Fall	September	E/A/Y/C/P	M/F	Y	Culture	Special	Multiple	0	Assist	\$65.00
Table Tennis	Fall	October	Y/C		N	Sport	Ongoing	Local	0	Lead	\$200.00

PROGRAM PLAN

1. Click on the **Program Plan** menu on the left side of the screen. This will take you to your list of programs you have entered for the year.

Annual P	rogr	am Plan &	Statistic	s Online	Tool																						Wetcome. CSRC
Summary														Pro	gramming	year: 2017	18 *	Date Filt	er: From:	MM/dd/yyyy		To 1,11	wdd/yy	197.		ff Filter	© Reset
	C	ommunity	Overv	iew										ata Filters													
😫 Program Stats	3.5	view overall stat	tistics for yo	iur communit	ty								D,	ata Filters													
Participants	So	uthend Pro	ogrammir	g year 201	7 - 18 5	howing	; all data	a											1	Deport to Ex	cel (Alba	ort to I	PDF 🖽	Export I	rogram	Plan Ma	op to PDF
\$ Budget	All	Program Pla	n Actual	Results Pa		Leader	Prog	ram Design						1													
Photos	Pro	gram	Annual Pro	gram Plan										Actual Re	sults		Parti	leation									Leaders
Reports	0	Program o	Season ¢	Month @	Age	++	Family	Focus 0	Scope 4	Partners 0	Partner	CSRC .	Budget 4	Program Start Date	Program End Date	# Sessions	+	Tota		Participation	Total # Families	Pre- sch 0-4	Child 5-12	Youth 13-18	Adult 19- 49	Elders 504	Total Voluntee Staff
Program Docs		Archery	Fall	September	EVANOP	WF	v	Sport	Ongoing	None	LVC18	Lead	\$0.00	Date	Date	0		0		0	0	0.4	0			0	Statt
🗘 Notifications 🛛 🕕		Second C	1.40	Schreinner	DIALLE	INTE .	<u>^</u>	opports	Cultinuit	TRUCE		LEPO	30.00						0.0	0	v.	v	, u	0.		9	
(5)		Ball Hockey	Fall	October	A/Y/C	M/F	N	Sport	Ongoing	Local		Leed	\$0.00			0	0	0	0.0	0	0	0	0	0	0	0	0
		Beading	Fall	September	A/V/C	M/F	Ý	Culture	Ongoing	Local		Assist	\$2,000.00			0	0	0	0.0	٥	0	٥	0	Ô	0	ò	1
		Soard Gomes	Fall	September	E/A/Y/C/P	M/F	Y	Recreation	Ongoing	None		Lead	\$0.00	2017-09-	2017-09- 14	1.	0	0 0	6.0	6	0	9	0	0	0	0	0
		Co-Ed Volkyball	Fall	October	AY	M/F	N	Sport	Ongoing	Local		Lead	\$500.00	2017-08- 31	2017-09- 16	6	0	0	17.0	102	0	0	0	0	0	0	0
		computers	Fall	September	Y/C	M/F	N	Professional Development	Special	None		Lead	\$0.00	2017-09-	2017-09-	1	0	0.000	12.0	12	00	0	0	0	0	0	0

2. To enter a new program into your program plan, click the **Create New Program** blue button on the bottom right side of the screen. This will take to the program details screen.

🖼 Summary							Programming year 2017-18 * Date Filter: 📾 Filter
Program Plan	Pro	grams			Data F	literate	
Program Stats		ts all current or ograms for your community			Data	nters	
Participants	Prog	rams Programming year 2017-18					Display 10 * record
\$ Budget	z	Program Name	é Facility	¢ Season	4 Month	Actual Start Date	
Photos		Archery	Reindeer Lake	Fall	September		🕼 Itda 🔒 Delete 🖨 Paret Report
Reports		Ball Hockey	Reindeer Lake	Fall	October	1]	🐼 tida 🔒 Delete 🔒 Print Report
Program Docs		Beading	Reindeer Lake	Fall	September		Ef Edit 😫 Delete: 😂 Print Report
A Notifications		Board Games	Reindeer Lake	Fall	September	2017-09-14	Eff Edite 🛛 😫 Deleter 🔛 Print Report
(6)		Co-Ed Volleyball	Reindeer Lake	Fall	October	2017-08-31	12 Edit 🔒 Deleter 🖶 Fries Report
		computers	Reindeer Lake	Fall	September	2017-09-12	(# Edit 🔒 Deleter 🔂 Print Report
		Cooking	Reindeer Lake	Fall	September	-	C# Ediz 😫 Deleter 🕀 Print Report
		Elementary Boys Gym Activities	Reindeer Lake	Fall	September	-	D? Edit 🔒 Delete 😝 Print Report
		Elementary Girls Gym Activities	Reindeer Lake	Fall	September	-	Uf Edit 🔒 Deleter 🔂 Print Roport
		Family Night	Reindeer Lake	Fall	October	-	🕼 Ediz 🔒 Delete 🖶 Print Report

3. Type in all the required information for each tab. Mouse over the question circles for a description of each box. Click the **tabs** or press the **Continue** blue button to move from tab to tab. Click the **Save** green button once you have entered all your program detail information, this will take you back to the list of all programs.

annual P	Program Plan & Statistics Online Tool
Summary	New Program
🛗 Program Plan	
Program Stats	Location and Details Scheduling Participant Target Group Focus and Scope Action Plan Results
Participants	Leasting and Details
\$ Budget	Location and Details Program and Community/Facility information.
Photos	
III Reports	Program Name Required
Program Docs	Description
⚠ Notifications (19)	Description
	NC & SRCP Site Required Reindeer Lake
	Location Required
	School Facility
	O Cance Continue → Save I

- 4. Once you have saved a program you can always go back to edit or delete the information by clicking the **Edit** blue button and **Delete** red button in the program list.
- 5. To scroll through the list of programs you have entered, click the Number or Arrow buttons at the bottom of the screen. You can also click and select the number of programs you would like to see displayed on the page (the default is 10), click the drop-down menu between Display _____ Records and make a selection. All programs are listed in alphabetical order.

Summary										Programming year 2017-18 * Date Filter: 🕮 Hiter 🗅 Re
Program Plan	Pro	ograms						-		
Program Stats	> U5	ats all current programs for your community						Data Fil	ters	
Participants	Prop	grams Programming year 2017-18								Display 10 🔹 recor
Budget	2	Program Name	0	Facility	¢ 5	eason	4 Month		Actual Start Date	
Photos		Archery		Reindeer Lake	F	lia.	Septem	ber	-	12 Ldat 😫 Deliete 🖨 vat Report
Reports		Ball Hockey		Reindeer Lake	F	all	Octobe	¢	-	Ct. Edg 🔒 Deleter
Program Docs		Beading		Reindeer Lake	F	ė.	Septer	ber		Eff Edit R Delese & Print Report
Notifications 🕕		Board Games		Reindeer Lake	F	all	Septer	ber	2017-09-14	12 Esta Bulleter & Print Report
(6)		Co-Ed Volleyball		Reindeer Lake	F	*1	Öctobe		2017-08-31	12 Eds 8 Deleter & Prins Report
		computers		Reindeer Lake	ĥ	67	Septer	ber	2017-09-12	(# Edg 🔒 Deleter 🖨 Print Report
		Cooking		Reindeer Lake	5	oli	Septer	ber	-	Eff Edit
		Elementary Boys Gym Activities		Reindeer Lake	Fi	oll	Septer	ber	-	LE Edit 🔒 Delete 🖶 Print Report
		Dementary Girls Gym Activities		Reindeer Lake	F	oll	Septer	ber	-	UF Edit: 🔒 Delete
		Family Night		Reindeer Lake	F	ali	Octobe		-	🕼 Celete 🔒 Print Report
	Sho	ving 1 to 10 of 39 results.				14				<pre>< < 1 2 3 4 > >></pre>

6. You can also search for a specific program by using your **Data Filters**, entering the **Name** of the program you are looking for and clicking the **Filter** green button.

Summary											P	rogramming year	2014-15	Date Filter: @filter	C Res
Program Plan		Prog	rams				1								
Program Stats			all current programs for	your community				Data Filters							
\$ Budget	*	Progra	ims Programming yea	ar 2014-15				Name		Season		Month		Focus	
Reports	1	C	Program Name	Facility	•	Season	0 h	Volleyball			٠		•		ŝ.
(c)			Air Band Show	Buffalo River Dene Nation School		Fall	P								
			Art's and Craft	Buffalo River Dene Nation School		Fall	E	Partners		CSRC Role		Location		Show Previous Year	rs
			Badmonton	Buffalo River Dene Nation School		Fall	N		٠		•		•	0	
			Basket Ball	Buffalo River Dene Nation School		fall	N								
			Christmas Baking	Buffalo River Dene Nation School		Fall		➔ Filter ♥ Reset	t.						

PROGRAM SUMMARY REPORT

- 1. There are two ways to print/view the **Program Summary Report** which gives you all the details you have entered for one specific program. *This is a great tool for presenting to your Steering Committee!*
- 2. When you click Create New Program blue button to enter the program details information, the information you enter here and in your stats are used to create a summary page that can be used for sharing and planning purposes. After you have entered all the fields, click the Summary tab to view the report and/or the Print Report purple button to save/view and print and PDF version of the report.

Annual	Program P	lan & Statistics Online	Tool			Welcome. Brian
lai	Air Ba	nd Show				
🛗 Program Plan						
	Location	and Details Scheduling Pa	articipent Target Group Yocus and Scope	Action Plan Results		🚍 Summary
\$ Budget ~						
Gal Reports		n Plan ie of what needs to be done to deli	ver the program			
۲						
	Ord	Action Required	Who's responsible?	To be completed by	Actions	
					Add	
	ØCan	nt Continue -> Sav 2	Print Report			

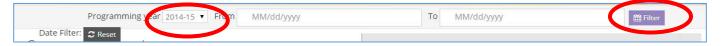
3. To view or print a **Program Summary Report** of a program that you have already entered in your plan, you can click the **Print Report** purple button from the **Program Plan** menu listing. A PDF version will be displayed and you can either save or print the file for your Steering Committee. A **Program Summary Report** will print with as much information as you have entered for that specific program.

Annual P	rogram	Plan & Statistics Online Tool								Welco Allysi
Summary										Programming year 2014-13 • Date Filter: EFilter
Program Plan		grams sall current programs for your community						Data Filters		
Ş Dudget 🗸 🗸	Progr	ams Programming year 2014-15								Display 10 🔹 ri
ad Reports	\$	Program Name	٥	Facility	•	Season	Month	• •	Actual Start Date	
		Adult Badminton & Table Tennis		Gordon Denny		Fall	Septer	mber	2014-09-23	Eff Edit 🔰 Selete 🖶 Print Report
		Adult Basketball		Gordon Denny		Fall	Septer	mber	2014-09-24	Gf Edit 🛱 Delette
		Adult Volleyball		Gordon Denny		Fall	Septer	mber	2014-09-04	🕼 Edit 🔮 Delete 🖶 Print Report

Program Su	ummar	y Report						
Program Title Danc	e Classes	Date/	Time					
Location Air R	onge, Gordo	n Denny Targe	t Age G	iroup (C/P			
Brief Description of Program Focus & Si Culture CSRC Role: Coordinate Partner organization None Action Plan Action Who's Resp	the Program cope (sport-	1: culture-rec, onç role:	oing-sp					
Budget Expense Description	on Budget	Actual Amount	Notes					
Total Expenses		\$0						
Results How was the progra # of Paid Staff 0 #								
Program Design								
Fee	Yes	Transporatatio	n No					
Competitive/Cooper	rative Coop	Physical Activ	ity Ye	S				
Program Statistic	s							
Number of program Number of participa Avg # per session: Age of participants: Notes from Program	nts: (m): 2, (t 15.8, Total P 0 preschool,): 24, (t):26 articipation Opp			Iders, 4	families		
Successes:	-							
Future Recommenda	ations:							

STARTING A NEW PROGRAM YEAR

To carry over programs from one program year to the next, ensure you are in the most recent **Programming** Year by selecting the appropriate year and clicking the **Filter** purple button.



2. Click on the **Program Plan** tab on the left menu.

Annua Annua	l Program	m Plan & Statistics Or	nline T	ool					Welcome, CS
Summary							Date Filter: Programmir	ng year 2014-15 🔻 🋗 F	ilter 🛛 🎗 Reset
Program Plan Program stats		grams ts all current programs for you	ır commu	inity		Data Filters			~
Budget	Prog	rams Programming year 20	015-16	_	-		_	Display 10	• records
Reports	0	Program Name	\$	Facility	\$ Season	\$ Month	\$ Actual Start Date		
(e)		Culture Days Festivities		Northern School	Fall	September	2014-09-26	🕼 Edit 🗎 🗎 Delete	
		Table Tennis		Northern School	Fall	October	2014-10-20	☑ Edit	
	Show	ving 1 to 2 of 2 results.							
									New Program

3. Click on the **Data Filters** arrow on the top right side of the page to display filter options and check the box **Show Previous Year**, then click the **Filter** green button.

Summary									F	Programming year	2015-16 •	Date Filter:	C Re
Program Plan	•	Pro	grams										
Program Stats			is all current programs for yo	our community		Data Filters							
\$ Budget	~	Prog	rams Programming year :	2015-16		Name		Season		Month		Focus	
A Reports		¢	Program Name	Facility	¢ Season	0					•		- 23
۲			Broom Ball	Buffalo River Dene Nation School	Winter								
			AA Round up	Buffalo River Dene Nation School	Spring	Partners		CSRC Role		Location		Show Previous Years	
			Badminton	Buffalo River Dene Nation School	Spring	1	٠		٠			2	
			Basket ball	Buffalo River Dene Nation School	Spring								
			board games	Buffalo River Dene Nation School	Spring	→ Filter 2 Res	set			_			
				a fill a second second second									

4. All the programs from the previous year will be displayed below or at the end of program listing. Select the programs you would like to carryover and click the **Use in Current Program Year** green button. The program details page will appear – make the appropriate changes/adjustments and click the **Save** green button to save the program into the new year.

Annual	Progra	am Plan & Statistics Onli	ine Tool							Welcome, Brian
Summary										Programming year 2015-16 Date Filter:
🛗 Program Plan	Pr	ograms								
Program Stats	> L	ists all current programs for your o	community					Data Fil	ters	×
\$ Budget ~	Pro	ograms Programming year 201	5-16 Filtere	d by programYear						Display 10 • records
IN Reports	2	Program Name	0	Facility	0	Season	٥	Month	Actual Start Date	
		Supper Talent Show		Buffalo River Dene Nation School		Spring		March	2015-03-09	🖓 Use in commit programs year 😝 Mint Report
		Talent Show		Buffalo River Dene Nation School		Spring		March	2015-03-09	Re-
		Traditional Fishing		Buffalo River Dene Nation School		Spring:		March	2015-03-03	20 Use in current program year 🔒 Print Report
		Volley Ball		Buffalo River Dene Nation School		Spring		March	2015-03-08	🖓 thao in current program year 🔒 Print Report

5. You can then go back into **Data Filters** and click the **Reset** grey button to show only current year programs in the listing.

Annua Annua	i Progra	m Plan & Statistics On	nine tool						Welcom Brian
Summary							Program	mming year 2015-16 •	Date Filter:
Program Plan	Pro	ograms			Data Filters				
Program Stats	> L(sts all current programs for you	ur community		Data Pitters				
Budget V	Proj	grams Programming year 20	015-16		Name	Season	Mor	ith	Focus
Reports	0	Program Name	Facility	¢ Season	•		•	•	
(e)		Broom Ball	Buffalo River Dene Nation School	Winter					
		AA Round up	Buffalo River Dene Nation School	Spring	Partners	CSRC Role	Loci	ation	Show Previous Years
		Badminton	Buffalo River Dene Nation School	Spring		•	<u></u>	6.5	×
		Basket ball	Buffalo River Dene Nation School	Spring	→ Filter				
		board games	Buffalo River Dene Nation School	Spring	- 1580Y	C Reset			
		board games	Buffalo River Dene Nation School	Spring	March	-	C# Enin	Delete 🖶 Print Report	
		Community Awards	Buffalo River Dene Nation School	Spring	March		(? Ldit	Delete 🔒 Print Report	
		Fishing Derby	Buffalo River Dene Nation School	Spring	March		Liff Edit.	Delete B Print Report	
		Floor hockey	Buffalo River Dene Nation School	Spring	March		C# Edit	Delete 🔒 Print Report	
		Gym	Buffalo River Dene Nation School	Spring	March	-	C# Edit	Delete 🖶 Prim Report	
	Sho	wing 1 to 10 of 24 results.							

PARTICIPANTS

(Note: you must complete this section before you will be able to enter any Program Stats)

- 1. Click on the **Participants** menu on the left side of the screen. This will take you to your list of participants you have participating in your programs.
- 2. Click the **Create New Participant** blue button on the bottom right side of the screen to enter a new participant into your database. This list will be carried over from year to year, therefore, the data entry work will decrease each year as you will only have to enter the names of new participants as they come.

Annual P	Program Plan & Statistics Online Tool			Watarna, CSRC
Summary				Programming year 2017-18 * Date Filter:
Program Plan	Program Participants			
d a secondaria	* Lists program participants from this community			
Participants	Participants			Display 10 🔹 records
5 Budget	Name	Age	Gender	
Photos	Showing 9 to -10 of 0 results.			
Reports				Create New Participant
Program Docs				
Notifications 🚥				
۲				

3. Enter the details about each participant participating in your programs. You must enter the **Age** of the participant for them to show up in the appropriate category. Click the **Save** green button once you have entered all the data.

Annual P	Program Plan & Statistics Online Tool Welcome. CSRC
Summary	New Participant
🛗 Program Plan	
Program Stats	First name Required
Participants	
\$ Budget	Last name
Photos	Age
III Reports	
Program Docs	Dob
🗘 Notifications 1 19	v v v
۲	Gender Required
	Male
	Ø Car rel Save ፼

PROGRAM STATS

- 1. Click on the **Program Stats** menu on the left side of the screen. This will take you to your list of attendance records you have entered for each program.
- 2. Every day/time you run a program, you must create a new attendance record. To enter participation data, press the **Create New Attendance Record** blue button.

Summary					Programming year: 2017-18 * Date Filter: 🗐 Filter 🗅 Res
the comments		ndance Records – Southen attendance records for the current year	d	Data Filters	
Program Stats		ance Records Programming year 2017-	18		Display 5 * record
\$ Budget	0	Program	Date/Time	Total Participants	
Photos		Co-ed Baseball	2017-08-30 05:00:00	33	🕼 Ediz 🔮 Deleze
Reports		Co-Ed Volleyball	2017-08-31 07:00:00	10	Eff Edic 🔒 Delete
Program Docs		Co-ed Baseball	2017-09-01 05:00:00	23	CP. Edit: St Deleter
🛆 Notifications 🛛 🕦		Co-ed Baseball	2017-09-05 05:00:00	28	12 Edit 🔒 Delete
()		Co-Ed Volleyball	2017-09-05-08-00:00	14	Cf Edit 8 Delete
	Showin	g 1 to 5 of 23 results.			* * 1

- 3. Under the **Sessions** tab, select the applicable program from your program plan that you would like to enter an attendance record for. Enter the **Date** (required) and **Time** (optional) the program ran.
- 4. If you have an ongoing program with the same attendance detail for each session, click the **Copy Data From Previous Record** blue button to pre-populate the data from your last attendance record.
- 5. Click the **Continue** blue button to move on to the next tab.

Annual I	Program Plan & Statistics Online Tool
🔚 Summary	New Attendance Record
Program Plan	
• Program Stats	Session Participants Program Design Leaders Notes
Participants	Session
\$ Budget	Program and date information.
Photos	
III Reports	Program Required
Program Docs	
A Notifications 19	Copy data from previous record Date/Time record
(%)	09/19/2017 🗎 12:00 PM O

- 6. Under the **Participants** tab, answer the question whether the program had more that 50 participants, move the slider to **YES** or **NO**.
- 7. If **NO**, the program had less that 50 participants, check the boxes beside all the participants who took part in the program (*Reminder: you can add new participants under the Participants Tab*).
- 8. If there were a small number of participants that you could not identify, enter that number in the **Unknown** field under the appropriate age category to ensure an accurate representation of program attendance.
- 9. Click the **Continue** blue button to move on to the next tab.

Annual P	rogram Plan & Statistics Online Tool			Weta CSRC
Summary	New Attendance Record			
AA Deserve Dan				
🚰 Program Stats	Session Participartis Program Design Leaders Note			
A Participants	Participants			
\$ Budget	r articiparta			
Photos	More than 50 participants?	NO		
E Reports				
Program Docs	Ongoing		G4	1.12
🗘 Notifications 🛛 🕦	Preschool	Child	Youth	Adult
	Attended Name Gender Age	There are no named participants currently registered - please add some.	There are no named participants currently registered - please add some.	There are no named participants currently registered - please add some.
	Tina Mack Female 2	Unknown	Unknown	Unknown
	Unknown			
		Elder		
		There are particularly and the set stored - please		
		add to the second secon		
	Ø Cance Continue → Save 🖻			
	Continue -> Sinve Ef			

- 10. If **YES**, the program had more that 50 participants, enter the number of participants that attended from each age category and the percentage that were male and female. Family is the total number of family units that attended.
- 11. Click the **Continue** blue button to move on to the next tab.

Summary	New Attendance Record	
Program Plan		
Program Stats	Session Participants Program Design Leaders Notes	
Participants	Destruction	
S Budget	Participants	
Photos	More than 50 participants?	
Reports		•
Program Docs	Special Event	
🗘 Notifications 🛛 📵	Preschool	96 Male
۲	Child	% Female
	Youth	au Pernaie
	Adult	
	🔊 Elder	
	Family	

- 12. Complete the information under the rest of the tabs. Click the **Save** green button once you have entered all your attendance record detail information, this will take you back to the list of all attendance records.
- 13. Once you have saved a program you can always go back to edit or delete the information by clicking the **Edit** blue button and **Delete** red button in the Attendance Record list.

🔛 Summary					Date Filter: Pr	ogramming year 2014-15 ▼ ∰ Filter C Re		
Program Plan	Att	endance Records						
Program Stats	» Lis	sts attendance records for the current	year	Data	Filters			
\$ Budget	Atte	ndance Records Programming yea	ar 2015-16			Display 10 🔻 reco		
III Reports	0	Program	Date/Time	\$	Total Participants			
(«)		Culture Days Festivities	2014-09-26 10:00:00		1075	🗹 Edit 🗎 Delete		
		Table Tennis	2014-10-20 12:00:00		16	C Edit Delete		
	Shov	wing 1 to 2 of 2 results.						

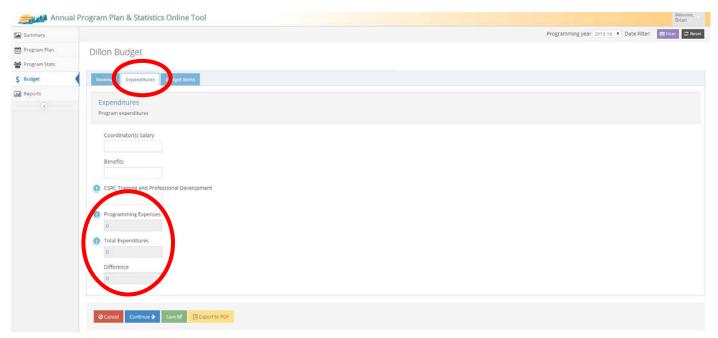
14. All Program Stats information you enter will be automatically entered in the **Summary** page and will keep a running total of your data.

BUDGET

- 1. The **Budget** menu on the left site of the screen displays the entire budget for the NC&SRCP and should be completed at the same time as the Annual Program Plan.
- 2. Inserted your estimated amounts in the **Revenue** tab, the **Total Revenue** field will automatically calculate after you click the **Save** green button.
- 3. Click the **Continue** blue button to move on to the **Expenditures** portion of the budget.



- 4. Inserted your estimated amounts into the Expenditures tab, the Total Expenditures field will automatically calculate after you click the Save green button. The Programming Expenses field will automatically calculate after you enter and save amounts in the Budget Items tab. The Difference field will show you if you budget is balanced.
- 5. Click the **Continue** blue button to move on to the **Budget Items** portion of the budget.



- 6. To enter budget amounts for specific programs in your plan click the **Add** blue button on the right side of screen (you might have to scroll to the bottom of the page if you have items already listed). Fill in the required fields and use the optional budget tracking fields as you see fit.
- 7. Click the **Save** green button to save the budget items entered or the **Remove Row** red button to delete. Note: you can click the **Save** green button at anytime to save the data entered on the budget.

Annual	Program Plan & Statistics Online T	ool					Welcome, Brian
Summary					Programming year 2015	-16 🔹 Date Filter:	Billier 2 Reset
Program Plan	Dillon Budget						
Program Stats							
\$ Budget	Revenue Expendition Budget items	$\boldsymbol{\mathcal{V}}$					
Reports	Budget Items Budget overview and balances.						
	No budget items.						
	Program Required	Description Required	Budgeted amount Required	Actual amount	Notes		
	AA Round up					Remove Ro	
						(Add
	Cancel Save B BExport to PDF						

7. Click the **Export To Pdf** yellow button to view, save and print a copy of the budget in PDF version. Have this form signed and fax to NSCRD for respective reporting deadlines.

rogram Plan & Statistics Online	Tool				Welcome, Brian
				Programming year 2015-	16 • Date Filter: Beset
Dillon Budget					
Revenue Expenditures Budget item	5				
Budget Items Budget overview and balances.					
No budget items.	Decembra from a	Dudated search from d	Advest supervisit	Matar	Actions
AA Round up	Description required	buggeres amount radianes	Actual amount	100.02	Remove Row
@ Cancel Save Deports of PDF	>				And
	Dillon Budget Revenue Dopenditures Budget item Budget items Budget items Budget items No budget items Program fileperiori Ministration in the second	Revenue Expensition Budget items Budget Items Budget overview and balances. Budget items No budget items Program Repure! Description Repure! MA Round up: • •	Dillon Budget Revenue Dependitures Budget items Budget items Budget items Budget items No budget items Program Required Budgeted amount Required An Round up Image: Comparison of the second data and the second data an	Dillon Budget Revenue Budget Items Budget Items Budget Items Budget overview and bilances. No budget Items Program Required Description Required Actual amount Attual amount	Programming year 2015- Dillon Budget Weventil Dependiture Budget items Budget items Budget items Budget items Budget items Budget items Budget amount Required Attual amount Notes An Bound up

	ortherr creati							n	1	1.59	IOI	RTH	IERN
Budget													
To be submi	tted with Ann	ual Program	Pla	n									
Community: Difer													
-													
Revenue NC & SRCP Grant						6.300.00							
NC & SRCP Grant Employer Contribu	a diam												
NLSD #113 Sites at	M \$7,000					1.00							
Other Revenue					\$	1.00							
Other Revenue Det	als												
Total Revenue					•	6,300.00							
Expenditures													
Coordinator(s) Sal Benefits	ary					26,432.00 100							
	d Professional Devel												
Minimum \$2,000.00	full time	A COLORADO			8	2,000.00							
Programming & Lo	adership Opportuni Is, equipment, leader	ty Expenses				100							
Total Expenditure		subvergen gevelops	sent o	pportur		8,02.00							
Balance Note: Rev	enue and Expenditur	es should match			\$	8,432.00							
Fishing Derby													
Description	Budgeted Amount	Actual Amount	Notes										
fah	\$200.00	90.00											
Total	\$200.00	\$0.00 (\$-200.00)											
Totals		\$0.00 (\$-200.00)											
Steering Committee	Chairperson Sig.												
Supervisor/Program	Varager Sig.	-											
Community School	Recreation Coordinato	- 94											

PHOTOS

 The Photos menu on the left side of the screen is the section of the app that allows you to upload and store program photos. Use this section as a gallery to visually display and archive your successes. NSCRD will have access to this section and may use photos for promotion and communication about the program. All CSRCs should take the necessary steps to ensure proper permissions are granted for photo collection. Click the Add New Photo blue button to upload a new photo.

Annual F	Program Plan & Statistics Online Tool			Welcome, CSRC
Summary	Programm	ning year 2017-18 • Date Filter: From MM/dd/yyyy	To MM/dd/yyyy	Filter C Reset
Program Plan	Photos			
Program Stats	» Lists all current photos for your community			
Participants				Add New Photo
\$ Budget				Add New Phote
Photos				
Reports				
Program Docs				
🛆 Notifications 🛛 🕦				
0				

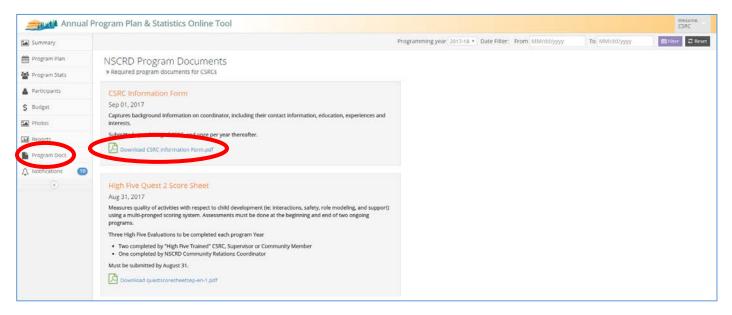
REPORTS

- 1. The **Reports** menu on the left side of the screen displays the graphic reports for all your program plans and statistics. Use these reports for reporting to your Steering Committee, Supervisor or in any other way you see fit.
- 2. You can choose to see the graphs based on just the programs you have facilitated so far, or all the programs you have listed in your plan by clicking the **Show All Programs** and **Show Facilitated Programs** blue button.
- 3. You can view, save and print a PDF version of your reports by clicking on the **Export PDF** green button.



PROGRAM DOCUMENTS

1. The **Program Documents** menu on the left side of the screen displays all the current year required report documents and templates for the program. Click the link to download the documents you require.



NOTIFICATIONS

1. The **Notifications** menu on the left side of the screen is a section that NSCRD will update with important messages and reminders regarding the program. A red number will appear beside the menu title when a new notification is available. CSRCs should check this section regularly to stay on top of program requirements.

Annua Annua	Il Program Plan & Statistics Online Tool			Welcome, CSRC
Summary	Programming year 2017-18 * Date Filter: From MM	/dd/yyyyy	To MM/dd/yyyy	🖀 Filter 🛛 😂 Res
Program Plan	Notifications			
Program Stats	➤ Important Notices are displayed here			
Participants	Spring Training			
\$ Budget	Apr 07, 2017 17:03			
Photos	Reminder to register for the upcoming NC&SRCP Spring Training - a mandatory training for all Community & School Recreation Coordinators. You can now register online.			
Reports	Click here to register today!			
Program Docs	enerrere to register totaly.			
A Notifications				
0.	Most Common Stats Error New			
	Mar 09, 2017 09:21			
	Take a look at your Stats Overview page.			
	Under the column for male, female and total participants - does is show a '0' even though you entered participants in the program?			
	If yes, it is because you need to make sure to enter the participant in the NEW column of the stats attendance record the first time they participate.			
	WHAT SHOULD YOU DO?			
	Click on the Stats menu. Click on Data Filters and search for the Program Name in the drop down box. Click on Data Filters and search for the program and make sure you have the same numbers duplicated in the NEW column as you do in the TOTAL column. This is the first time everyone participated - so everyone is new. Review any other attendance records and recall if there were NEW participants - record how many were new in the NEW column.			
	On the Stats Overview page the Male, Female, Total participants and Age groups are automatically calculated from the numbers you enter in the NEW column of all your stats attendance records - so if you never record anyone as NEW - it will show that you had 0 participants.			

GLOSSARY OF TERMS

PROGRAM PLAN Community-based programs and events based on needs of the community. CSRCs play a role in the planning, implementation and/or delivery of the program or event. The Annual Program Plan is flexible to changes as community needs arise.

Program Name: Name of each unique program or event. A program is unique if the planned target, focus, scope, partners or role of the CSRC is different.

Season: The season in which the program will start.

Month Start: The month in which the program is planned to start.

Participant Target Group

Age: Age range of participants targeted to participate in program (elder, adult, youth, child, pre-school) **Gender**: Gender of participants targeted to participate in program.

Family Participation: Select 'yes' if program is specifically targeting parents/guardians to participate in program with their children.

Focus

Sport: Activities that most likely have a provincial governing body and competition is a program element.

Culture: Activities that are either traditional or contemporary cultural activities.

Recreation: Activities that are physical or social in nature and have a major element of cooperation.

Leadership: Activities that will result in increased capacity within the community to offer 'community based' sport, culture and recreation programming.

Professional Development: Training and education opportunities (mandatory & optional) to further the skills and abilities of the CSRC. Note: Training opportunities for community members would be classified under 'Leadership'.

Scope

Special Event: Activities that occur on one day, or multiple day activities within a festival context that occur once per year.

Ongoing: Activities that take place on a regular schedule or more than once per calendar year.

Partners

Local: Partnerships are planned to occur with local community organizations/agencies (Health, Cty Recreation, Band, Education, Justice, Friendship Cntre, etc.).

Northern: Partnerships are planned to occur regional organizations/agencies (NSCRD, PAGC, MLTC, Metis Local, Health Authority, School Division, etc.).

Provincial: Partnerships are planned to occur with provincial sport, culture or recreation organizations/agencies. **Partner Role**: The specific roles partners involved in the program will play.

CSRC Role

Lead: CSRC takes a lead role in the planning, delivery and evaluation of the program (supervising, instructing, planning, start-to-finish).

Coordinate: CSRC helps to coordinate the program (set up, schedule, promote, planning, partnering, not instructing). **Assist**: CSRC assists with a program either physically or through program resources (provide facility, equipment, financial resources).

Action Plan A timeline of what needs to be done to deliver the program successfully.
Ord: The order in which the tasks should be carried out.
Action: The specific task/action that needs to happen.
Who's Responsible: The person or organization responsible for completing the task.
To Be Completed By: The date in which the task needs to be completed by.

Results Descriptive detail on how the program was promoted, successes and future recommendations.

PROGRAM STATS Actual program details and recording of participants, volunteers and leaders. Record details only if the program occurred. All data is 'cumulative' - the combined totals from all the occurrences of each unique program.

Actual Results

Program Start Date: Actual date the program started.Program End Date: Actual date the program was completed.# of Sessions: Total number of times the program occurred.

Participation

Gender: The percentage of male and female participants in the program.
Total # Participants: The total number of individuals that participated in the program.
Average Participants/Program: The average number of individuals that participated in each session.
Participation Opportunities: The total # of participants in all sessions of the programs (note: some participants will be counted multiple times depending how many times they participated in the program).
Total # Families: Total number of family units that participated in the program with their children.
Age: Number of participants from each age group.

Leaders / Volunteers

Total # of Volunteer Staff: The total number leaders who volunteered in the delivery of the program. **Total # of Paid Staff**: The total number of paid leaders or salaried employees who assisted in the delivery of the program (not including the CSRC).

Program Design

Participant Fee: Was a fee charged to access the program?
Transportation: Was transportation provided for participants to access the program?
Food: Were snacks or meals provided for participants who accessed the program?
Location: Where did the program primarily take place? (community facility, school facility, other)
Competition: Was the program primarily competitive or co-operative in nature?
Physical Activity: Did the program have a physical activity component of 30min or more rigorous activity?

Notes Any additional notes recorded about specific program opportunities.

BUDGET Overview of program financials and balances.

Revenues

NC&SRCP Grant: The total eligible amount of the NC&SRCP grant for the given program year.

Employer Contribution: Any known amount of funds formally provided by the employer (ie: NLSD #113 add \$7000) **Other Revenue**: Any known or estimated amounts of revenue directed at the program (ie: sponsorships, grants) **Other Revenue Details**: Description of other revenue sources.

Total Revenue: Sum of all estimated revenues for the program year (auto calculation).

Expenditures

Coordinator(s) Salary: Total estimated wages to be paid throughout the year.

Benefits: Total estimated benefits and remittance to be paid throughout the year.

CSRC Training and Professional Development: Total estimated cost of CSRC attendance at mandatory training events.

Programming & Leadership Opportunity Expenses: Total estimated cost of program materials, supplies, equipment, leadership and skill development opportunities for community members (note: autofill's from the Budget Items Tab). **Total Expenditures**: Sum of all estimated expenditures for the program year (auto calculation).

Budget Items Specific program budgets listed with additional detail.

Program: Name of the program to be allotted a budget item.

Description: Description of itemized expense for that program.

Budgeted Amount: Estimated cost of the expense.

Actual Amount: For optional budget tracking purposes, the actual amount of the expense can be inserted here. **Notes**: Any additional notes regarding the budget expense.