

## Hypothetical Program

You are working for a recreation department. You have been asked to create a new and unique recreation program. You are starting this program from scratch. Below are all of the components required to be in the program/project. (80 pts. total) (Non-recreation majors may create a program that aligns with their area of interest, such as a school counseling program, after school behavioral program, wellness programs, etc. All of the components below must be included.)

**Part I:** The following need to be addressed: (15 total pts.)

- Completed Program Proposal Sheet
- Agency/setting/type of organization you are working for: is this a public, private, nonprofit?
- Detailed description of program (10 pts)
  - Mission Statement of your specific program
  - List of Benefits of program
  - Activities for each day/week

**Part II:**(10 points possible)

- Timeline with due dates **leading up to program** (includes deadlines for registration, fees, equipment collected, location determined, marketing start and end dates, etc.)
- Timeline for **each day** (includes the start of the program, time of first activity, second, etc.)
- Workers/Volunteers: number needed & details of assigned jobs

**Part III:**(5 points possible)

- Registration Forms/Waiver/etc.

**Part IV:**(5 points possible)

- Letter for Donations: Looks professional – letter head, etc.

**Part V:**(5 points possible)

- News Release – where will you send this and why? Looks professional

**Part VI:**(10 points possible)

- Flyer

**Part VII:**(10 points possible)

- Supplies List (can be combined with budget)
- Budget-the budget needs to include ALL expenses needed for the ENTIRE program. Refer to the template on Canvas. When addressing the budget within the project, include:
  - Any fees you will be charging
  - A goal number of participants in order to either make money or break even
  - If there is additional money leftover when finding the difference between the money spent and money earned, indicate where this revenue will be spent/go towards.

**Part VIII:**(10 points possible)

- Sample Thank You Letter to Volunteers
- Sample Thank You Letter for Donations: Both letters look professional

**Part IX:**(10 points possible)

- Evaluations: Participants