

Hypothetical Program Rubric

| Criteria | Ratings | Pts |
|----------|--|----------|
| Part One | <p>15.0 pts Full Points The following are included with specific, clear details. All points were thorough. •Agency you are working for: is this a public, private, nonprofit? •List possible cooperating agencies and why they would be appropriate agencies in which to conduct the program. •Type of Program: wellness, educational, monthly, weekly, special event, etc. •Detailed description of program (10 pts) Name of program Mission Statement of your specific program Comprehensive goals of program List of Benefits of program Dates, Days, Time, Location, and Fees Barriers to participation/Possible Solutions Activities for each day/week</p> | 15.0 pts |
| | <p>12.0 pts Meets half of the criteria. Project has minimal details. Only addresses one goal and objective.</p> | |

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| <p>Part II: Timelines & Volunteer/Workers Jobs Timelines and Volunteer/Workers Jobs are described.</p> | <p>10.0 pts Full Marks Timeline leading up to the day of the program is written. Timeline for the day of the program is written. Specific dates with details are included for each timeline. Specific times with details are included for the day of timeline. Logical dates are used for the pre-program timeline. Logical times are used for the day of timeline. Volunteer/worker jobs are written in detail. It is understood what the volunteers will be doing at the program.</p> | <p>2.0 pts Half Marks Dates and times are shown for appropriate timelines, but no details are included. Jobs for the volunteers/workers are indicated but no details are given about what they will be doing.</p> | <p>10.0 pts</p> |
| <p>Part III: Registration Forms & Waivers</p> | <p>5.0 pts Full Marks Registration forms, media release forms and waivers are included with required information, name, and any other important information is included. Code of conduct is included for programs associated with competitions. Registration form is printed on own page. Other supporting documents have their own page as well.</p> | <p>2.0 pts Minimal Registration forms and waivers are lacking necessary information.</p> | <p>5.0 pts</p> |

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| Part IV: Letter for Donations | <p>5.0 pts No Description Donation letter is printed on its own page. It has a professional appearance with block address, date, introduction, well written body, and closure.</p> | <p>0.0 pts Donation letter is not on its own page. Letter does not have professional appearance.</p> | 5.0 pts |
| Part V: News Release | <p>5.0 pts No Description News release is clearly written and contains all necessary information - name of program, time, date, location, benefits. The news release is on its own page.</p> | <p>0.0 pts Little information about program is included in news release. The locations of the news release are not included.</p> | 5.0 pts |
| Part VI: Flyer & Social Media | <p>10.0 pts Full Marks Both flyer and two social media outlets w/posts are included. Important information is included on both the flyer and the posts. Information posted on flyer includes name of program, time, date, registration information, contact information. Location of the flyer is included.</p> | <p>4.0 pts Only flyer or social media post is included. Necessary information is lacking on either or both forms.</p> | 10.0 pts |

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| Part VII: Supply List & Budget | <p>10.0 pts Full Marks Detailed supply list include number of each set of supplies needed. 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. The excel sheet is submitted with the project.</p> | <p>4.0 pts Minimal Profit is not shown. The budget does not include all of the items needed for the program with appropriate pricing. Supply list is not detailed.</p> | 10.0 pts |
| Part VIII: Thank Letters Letter to Volunteers Letter for Donations | <p>10.0 pts No Description Volunteer and donation letter are EACH on their own page. Both letters have address block, date, proper greeting, body, and closure. Letters appear professional.</p> | <p>0.0 pts One letter is included, little detail is included, does not appear professional, is not on its own page.</p> | 10.0 pts |

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| Part IX: Evaluations Participant evaluation | <p>10.0 pts No Description The evaluation contains at least 10 questions for participants. Questions are relevant to the program. Response options are provided if needed. Open-ended responses are NOT the only response option. Only two yes/no questions are written. The evaluation is formatted properly with a title, questions are numbered, response options are included with each question.</p> | <p>0.0 pts There are not 10 questions, questions are not related to program, response options are not given, all response options are open-ended.</p> | 10.0 pts |
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| Total Points: 80.0 | | | |