



Cariboo Memorial Recreation Complex

Sam Ketcham Memorial Pool * Twin Ice Arena * Gibraltar Room * Recreation Programs

Recreation Program Proposals

We are always interested expanding the recreation, sports and leisure programs offered by Recreation Services. If you would like to teach a program, or have a great idea for a new program, please read and fill out the following program proposal.

Program Information

Program ideas should reflect the needs and wants of the residents of the City of Williams Lake and the surrounding area. In general, we are interested in proposals that focus on the four different program areas for preschool, children, youth, adults and seniors:

1. Sports and Recreation
2. Wellness and Personal Development
3. Arts and Cultural Activities

The Recreation Services long-term program goals are:

1. To offer quality recreation programs, led by qualified, committed and effective leaders.
2. To offer participants a wide-ranging continuum of learning opportunities.
3. To provide a reasonably priced recreational experience for residents of the City of Williams Lake and surrounding area.
4. To motivate participants to learn and develop their personal interests and skills, while having meaningful and challenging opportunities in which practice and apply them.

To run a program for Recreation Services all individuals must meet the following qualifications:

1. Experience working with the specific target market for your proposed program.
2. A strong commitment to developing recreation opportunities for the City of Williams Lake and the surrounding area.
3. Guarantee to provide services within the policies and procedures of Recreation Services.
4. Commitment and continued availability to your program.
5. High level of expertise and above average people skills.
6. Proven ability to work with people from diverse ethnic, socioeconomic, educational, religious, sexual orientations, and generational backgrounds.
7. Ability to manage stress and adapt to fast-paced environments.
8. Current police records check.

Program Standards

Our programs generally run Monday-Friday; however we do offer some programs on the weekends. Programs may run once, or multiple times a week, and/or on a seasonal basis.

Normally the duration of the fall, winter and spring program sessions is approximately 8-10 weeks. Specific program details, such as day, time and frequency may be negotiated; however, there must be a continuity of service within a program (i.e. consistent program time each week). All program leaders are accountable to incorporate the following program standards into every program design:

1. All programs must enroll and retain a suitable number of participants in order to ensure cost recovery. Therefore, please include the minimum and maximum number of participants that your program can serve in your proposal.
2. All recreation proposals must have a clear program plan, including program goals and objectives, weekly lesson plans, and other special concepts (e.g., guest speakers, fieldtrips).
3. Program proposals must be open to all persons, regardless of ability or background, and should provide opportunities for meaningful interactions between participants.
4. All program participants, (including adults, young adults and youth), understand, practice, and uphold our Safety Rules and Safety Guidelines, which were created to ensure a recreation environment for all.



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PROGRAM FOCUS: Of the four program areas, please describe in which area does your program best fit and why.

PROGRAM NEEDS TO BE ADDRESSED: Please explain the purpose for providing this program and what specific needs it will address within Williams Lake.

PROGRAM GOALS: Please provide specific goals and measurable objectives for your program. Identify a list of activities that will take place within your program in order for participants to meet these goals.

PROGRAM EVALUATION: How will you evaluate/assess your activities to show that your program has succeeded? Please attach any tools (surveys, forms, etc.) that you will use.

PROGRAM FACILITY REQUIREMENTS Please provide specific information regarding your facility needs, including type of space (classroom, gym, etc.) and other considerations like access to electrical outlets, availability of tables and chairs, etc.

PROGRAM BUDGET
 Please submit attached a detailed program budget with budget justifications. Please consider the following when calculating/justifying your costs:

COSTS	ORGANIZATIONS AND INDIVIDUALS
<p>PERSONAL COSTS Proposals should include a total budget for personal costs including a breakdown of pay rate on a per hour basis or per course. Please specify the amount you expect to receive from Recreation Services as well as what you foresee the total cost of the program to be for the end user. Individuals volunteering their time should include an estimate of the total value of their donated time.</p> <p>PROGRAM COSTS These costs include paper materials, food, beverages, student expenses, events, field trips etc. Proposals should include a total budget for program costs and specify the amount you are providing and the amount you expect Recreation Services to provide.</p> <p>OPERATIONAL COSTS Recreation Services may add on 20 – 30% on top of the total budget to cover administration costs. These include Visa & Debit charges, registration processing fees, advertising, invoicing, paper and other office supplies, etc. Do not include these prices within your budget.</p>	

If you have any questions regarding this application form, please contact

Adult & Senior Programs:	Denise Skarra, Recreation Coordinator 250-392-8485 or dskarra@williamslake.ca
Children, Youth & Family: Programs	Suzanne Cochrane, Recreation Programmer 250-392-1799 or scochrane@williamslake.ca