

# **Lutherville Timonium Recreation Council**

## **New Program Requirements**

(Effective 02/24/15)

### OVERVIEW

The Lutherville Timonium Recreation Council will entertain proposals for new programs that meet the mission of the Council. Applicants agree to abide by the Council's By-Laws, policies, and procedures as well as any policy, procedure, or requirements of Baltimore County as they exist now or amended in the future. The approval of any new program is at the sole discretion of the Council's Board of Directors.

### PROCESS

- 1) Applications for new programs must be submitted in writing on the forms proscribed by the Council.
- 2) Presentation of proposals is to be made to the LTRC Board of Directors at a scheduled Board meeting.
- 3) Applicants should familiarize themselves with the LTRC By-Laws, Financial Procedures, and program requirements prior to submitting a proposal.
- 4) It is advisable to consult with the Baltimore County Department of Recreation & Parks local Community Supervisor regarding requisite policies and procedures before preparing a proposal.

### MINIMUM REQUIREMENTS

- Programs must have at a volunteer chairperson.
- Program representative(s) must attend the required number of Council meetings during the year, regardless of whether or not the program is currently operating.
- Background checks are required on all volunteers who interact with youth.
- Paid staff must become a County employee, OR, perform as an independent contractor and comply with the County's requirements for such contractor's.
- Participants must complete the approved registration form.
- Use of an on-line registration service requires prior Council approval.
- Sufficient funds must remain in the program's account to cover expenses.

# Lutherville Timonium Recreation Council

## New Program Proposal

**PROGRAM NAME:**

**Youth**\_\_\_\_ **Adult** \_\_\_\_

**PROGRAM DESCRIPTION:** ( Describe the nature of the program, mission, goals, objectives, expected outcomes, clients to be served, benefit to the community, etc.)

### CONTACTS

Name of person making the proposal:

Day Phone:

Night Phone:

Cell Phone:

E-Mail Address:

Chairperson: (Required)

Home Address:

Day Phone:

Night Phone:

Cell Phone:

E-Mail address:

Treasurer:

Home Address:

Day Phone:

Night Phone:

Cell Phone:

E-Mail address:

**VENUE**

What type of facility is needed?

Preferred Location(s):

Number of sessions per year:

Time of Year (Dates):

Number of sessions per week:

Days of the Week:

Time of Day:

List any special equipment needed:

Will there be travel outside of Baltimore County?                      Maryland?

If so, how will it be provided?

**STAFFING**

Experience: (Describe the expertise, training, education, and /or experience of the person(s) running the program)

Ratio of staff to participants:

Number of volunteer staff:

Number of paid staff:

Average hourly rate of compensation:

Will the paid staff be independent contractors or County employees?

## **PARTICIPANTS**

Age Group:

Gender:

Minimum number required:

Maximum number allowed:

Are there any prerequisites for participants?

Are there any restrictions on participants?

What must the participant provide in the way of supplies, materials, uniforms/costumes, equipment, etc?

How will you accommodate special need participants?

Are the parent(s) or guardians required to stay during the activity?

## **FINANCE**

Registration fee:

Will there be a family maximum for more than one participant?

If so, how much?

Will you be using an on-line registration service?

If so, who?

Explain your refund policy:

What is the source of any start-up funds?

How will you cover any start-up expenses should the program be cancelled due to a lack of participants?

## PROGRAM BUDGET

### INCOME

Registration Fees:

Sponsors:

Donations:

Fundraising: (List Type and Amount)

Miscellaneous:

TOTAL INCOME

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### EXPENSES

Program Leadership/Staff:

Umpires/Referees/Officials:

Tournament/League Fees:

LTRC Council Assessment:

Facility Rent:

Insurance:

Equipment:

Supplies:

Uniforms/Costumes:

Awards/Trophies/Pictures/Gifts:

Food/Refreshments/Parties:

Advertising:

Postage:

Website Maintenance:

Fundraising:

Miscellaneous:

TOTAL EXPENSE

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