
Policy: New Program Proposals

Adopted by Board of Park Commissioners: October 2019

Aligned with the BPRYCS Department's Commitment to Innovation and mission to meet the diverse needs of all citizens; new programs are regularly encouraged and pursued. New programs are generally developed through the initiative of a department employee or from a 3rd party instructor from the public. In the event that a department employee or 3rd party instructor wants to propose a new program, the employee will complete a *Program Proposal Worksheet* and submit to the Division Supervisor for review and then on to the Deputy Superintendent for final approval. Applicable seasonal deadlines are imposed in order to meet marketing/brochure and scheduling timetables. Components of the *Program Proposal Worksheet* includes:

- Program Description
- Program Justification (why it's needed, what unmet need will the program satisfy, connection to master plan/needs assessment)
- Program Summary (ages/grades, gender, days of the week, times/dates)
- Facility/Space Requirements
- Program Goals
- Program Budget (expenditures and revenue projection breakdown)
- Equipment Requirements
- Rate of Pay

Both staff driven and externally driven programs are evaluated on a number of factors including but limited to:

- Alignment with mission, vision, values
- Community demand/market research
- Relevance to department/city objectives
- Existing programs (both internally and from external community organizations or departments)
- Potential for cost recovery
- Availability of facility space
- Completeness and accuracy of submission

(Source: Program Proposal Worksheet is available at www.bristolrec.com).