



Owings Mills Recreation and Parks

Program Start-up Checklist

Getting a New Program Started

- 1.** Review programs already available through Owings Mills Rec, <http://www.owingsmillsrec.com/> and decide if your program is a new offering.
- 2.** Contact Mary Phillips, Rec Office Community Supervisor at mphillips@baltimorecountymd.gov or **410-887-1582** for the New Program Proposal. Complete and submit the New Program Proposal form, be prepared to answer:
 - a.** Contact information
 - b.** Facility requirements and season
 - c.** Projected income, number of participants, co-ed, ages and etc.
- 3.** Contact Mary at **410-887-1582** with any questions or follow-up.

Next Step: New Program Review with the Rec Council

- 1.** Attend a Rec Council meeting, an invite will be issued from the Community Supervisor.
- 2.** Bring questions to the meeting. Attending council members are chairpersons of a program and can provide feedback or observations from their experience.
- 3.** Create a budget detailing program costs and expected income (see Appendix A).
- 4.** If bringing hand-outs, 8-10 copies should be enough. You have the option to send the electronic copy to the Community Supervisor to bring copies to the meeting.
- 5.** Be prepared to share:
 - a.** description of your program
 - b.** target age group and expected number of participants
 - c.** facility requirements
 - d.** program leadership requirements
 - e.** program costs and registration fees
- 6.** Following the meeting, you'll be contacted with follow-up questions from the Council or program approval.

Things to Keep in Mind

- 1.** When calculating your program fee, budget to cover the \$2.00 per participant fee that will go to the General Fund and the \$20.00 per hour for Leadership Fees, if applicable to your program.
- 2.** All program fees collected must be deposited into the Rec Council bank account. Checks can be made out to OMRPC (Owings Mills Rec and Parks Council) and make sure your program name is noted so the deposit is credited to your program budget. Use the OMRPC Deposit Information form (see Appendix B).
- 3.** Check Requests for program costs and reimbursements can be completed by submitting the supporting paperwork can be emailed to the Treasurer, Nakia Hayes at omrectreasurer@gmail.com (see Appendix C).

Owings Mills Recreation and Parks

Program Start-up Checklist

- 4. All Program Leaders and Volunteers are required to appear on the Approved Volunteer list. The free background check can be taken online. Approved names can take up to 2 weeks to appear on the Approved list. Anyone not approved will receive an email.
BaltimoreCountyMD.gov/RecreationVolunteers (<https://www.baltimorecountymd.gov/departments/recreation/jobs-volunteers/volunteer-now>) Owings Mills Recreation is in L-O Communities
- 5. Program representation is required at the monthly Council Meetings held at 7:00 on the second Thursday of each month, September through June.

Marketing your Program

- 1. You can create a name and/or logo for your program. Most program names highlight Owings Mills.
- 2. Begin distributing or displaying your marketing materials:
 - a. Create a website, many programs use the free service <https://stonealley.com/>. Contact Todd Nevin tnevin@stonealley.com to set you up with administrator access. Todd's Phone: 410-982-5858
 - b. Post information in Social media – Nextdoor app, Meetup app, create a Facebook page and/or include information on the Rec Council Facebook - www.facebook.com/owingsmillsrecandpark, send flyer or information to **TBD**.
 - Post a flyer on local businesses information boards. Flyers should be reviewed before distribution and include the following wording:

This organization and its materials are not affiliated with, sponsored by, or endorsed by Baltimore County Public Schools, its superintendent, this school or offices. Should you require special accommodations (i.e. sign language interpreter, large print, etc.). Please give as much notice as possible by calling the Therapeutic Office at (410) 887-5374(voice) or (410)887-5319 (TT/deaf).
 - c. Layout program information to display on the Rec Council quarterly flyer
 - d. Yard signs, school open house or a booth at a festival; keep in mind these venues typically require permission in advance
 - e. A program summary will be included on the Rec Councils website <http://www.owingsmillsrec.com/> contact Crystal Slayton at cdslayton31@gmail.com to provide program detail.

Sustaining your Program

- 1.** Keep track of strategies that were successful and not so successful to adjust for the next season.
- 2.** Maintain a contact list. People who were not ready to participate one year may be ready in the future or can share with friends.
- 3.** Evaluate your budget every year to confirm program costs are covered.
- 4.** Review Treasure's Report and Monthly Meeting Minutes to confirm activity for your program has been captured accurately.

Owings Mills Recreation Council Board Members

President

Rodney Hayes

Rhayes1102@gmail.com

Vice President

Steve Collins

mdbaybandits@gmail.com

Treasurer

Nakia Hayes

omrectreasurer@gmail.com

Secretary

Crystal Slayton

cdslayton31@gmail.com

Owings Mills Recreation and Parks

Program Start-up Checklist

Appendix A: Budget detailing program costs and expected income

Owings Mills Recreation & Parks Council

Program/Facility Request/Annual Program Budget Approval

*****All this information is needed 60 days prior to first registration*****

****Form must be sent to Treasurer - omrectreasurer@gmail.com****

Date of request: _____

Rec Program: _____

Chairperson's Name
and Email: _____

Registration begins: _____ Assumed # of registrations: _____

Balance from Previous Season: _____

Income:

Expenses:

_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
Total Income:	\$ _____	Total Expenses:	\$ _____

Program CP Signature and Date

Program Treasurer Signature and Date

Owings Mills Recreation and Parks

Program Start-up Checklist

Rec Council Approval Date

Rec Council Board Member Signature and
Date

Appendix B: OMPRC Deposit Information form

OMPRC Deposit Information

Date: _____

Name: _____

Program: _____

Amount: \$_____

Deposit Description: _____

Signature _____

Date Deposit made by Treasurer _____

Owings Mills Recreation and Parks

Program Start-up Checklist

Appendix C: Owings Mills Recreation & Parks Council

Check Request Form

****All this information is needed prior to a check being written****

****Documentation must be sent to Treasurer - omrectreasurer@gmail.com****

Date of request:

Rec Program:

Program Representative Name:

Email:

Name of Payee:

Address of Payee:

Amount to be paid:

Check request information:

Charged against budget item:

Check #	<input type="text"/>	Admin to complete
Amount \$	<input type="text"/>	
Date	<input type="text"/>	

Owings Mills Recreation and Parks

Program Start-up Checklist