

# Owings Mills Recreation and Parks

## *Program Start-up Checklist*

### Getting a New Program Started

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- 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](mailto: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

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- 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

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- 1.** When calculating your program fee, budget to cover the \$2.00 per participant fee that will go to the General Fund and the \$18.00 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, Ginny Banks at [gkbanks@comcast.net](mailto:gkbanks@comcast.net) (see Appendix C).

## Owings Mills Recreation and Parks

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- 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 (<http://www.baltimorecountymd.gov/Agencies/recreation/jobsvolunteers/volunteernow.html>) Owings Mills Recreation is in Region 1
- 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

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- 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](mailto: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](http://www.facebook.com/owingsmillsrecandpark), send flyer or information to Ginny Banks at [gkbanks@comcast.net](mailto:gkbanks@comcast.net).
  - 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](mailto:cdslayton31@gmail.com) to provide program detail.

## Sustaining your Program

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- 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](mailto:Rhayes1102@gmail.com)

**Vice President**

TBD

**Treasurer**

Ginny Banks

[gkbanks@comcast.net](mailto:gkbanks@comcast.net)

**Secretary**

Crystal Slayton

[cdslayton31@gmail.com](mailto: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 - [gkbanks@comcast.net](mailto:gkbanks@comcast.net)\*\*\*\*

Date of request: \_\_\_\_\_

Rec Program: \_\_\_\_\_

Chairperson's Name  
and Email: \_\_\_\_\_

Registration begins: \_\_\_\_\_ Assumed # of registrations: \_\_\_\_\_

Balance from Previous Season: \_\_\_\_\_

#### Income:

#### Expenses:

_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
<b>Total Income:</b>	\$ _____	<b>Total Expenses:</b>	\$ _____

\_\_\_\_\_  
Program CP Signature and Date

\_\_\_\_\_  
Program Treasurer Signature and Date

\_\_\_\_\_  
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

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### 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 - [gkbanks@comcast.net](mailto:gkbanks@comcast.net)\*\*\*\*

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 #  Ginny to complete

Amount \$

Date

**Owings Mills Recreation and Parks**

*Program Start-up Checklist*