# RECREATION PROGRAM PLAN

UNITE, GROW, PLAY

Denton Parks and Recreation
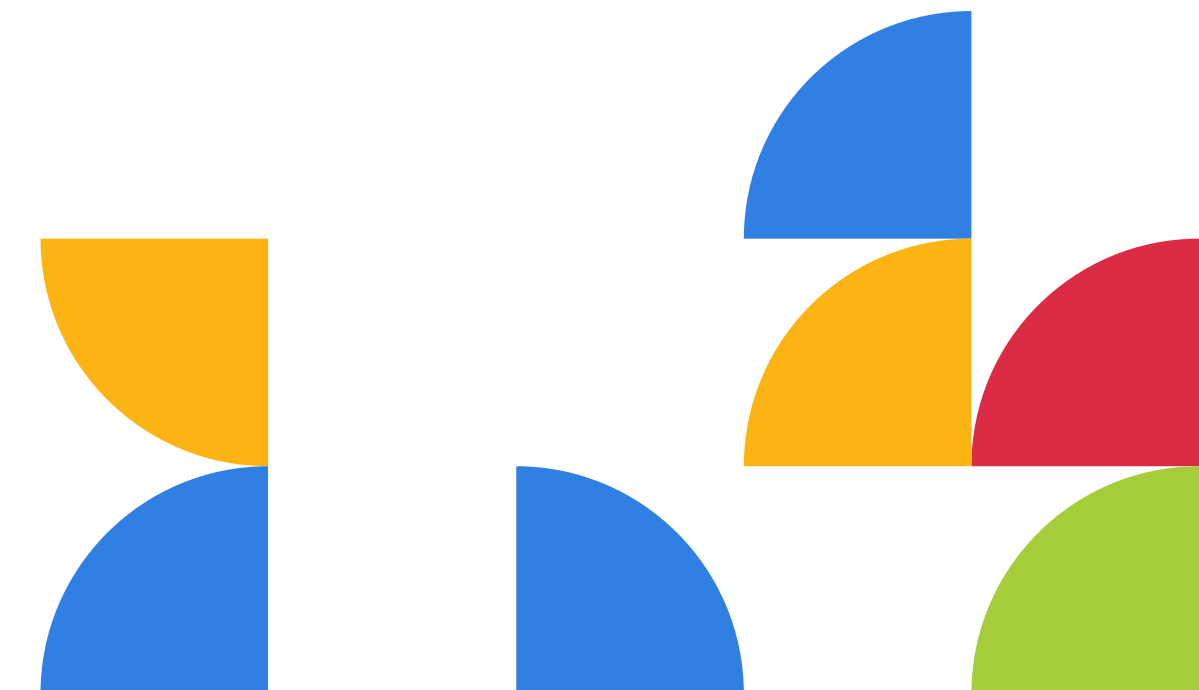
**01 - REC PROGRAM PLAN**

Have you had a chance to look at the Recreation Program Plan? Have you referenced the linked resources to help guide your plans? Let's take a few minutes to understand why we have this.

**02 - STRATEGIC PROGRAM PLAN & EVALUATION FORM**

Refreshed and simplified – let's walk through the updated planning form to help you create great programs and stay up to date with CAPRA requirements.

**03 - GOALS & OBJECTIVES**

Good news – we've made this easier for you! Keeping the matrix up to date will allow Admin to pull results for CAPRA.

# SO WHY IS THIS IMPORTANT?

Achieving CAPRA was no easy feat. Denton Parks and Recreation is committed to a high quality of excellence in our programs and services. Let's do our part to keep our status as a CAPRA Accredited Agency.

This program plan and associate forms apply to all programs under Leisure Services.

# THE PLAN

Start here to guide your planning efforts and get to know the department's direction.

Checking to update annually; major changes every 2-3 years

This year's update - go back with your teams and add the goals you are working towards!

UNITE, GROW,
**PLAY** City of Denton Parks and Recreation

**RECREATION**
Program Plan

THE AMOUNT OF FORMS

PLETE

I

IS TOO DAMN HIGH

imgflip.com

ameme.org

# THE FORM & MATRIX

# PLAN WITH EVALUATION IN MIND

## The Workflow Process



**UNITE, GROW,
PLAY**
Denton Parks and Rec

### Strategic Program Plan
### Submission Form

To maintain requirements for CAPRA standard 6.1.1; please complete and
submit a Strategic Program Plan for all new programs using this form.

To revise an already submitted program or enter end of season evaluation
data go directly to the Strategic Program Plan and Evaluation Form in the
Smartsheets application.

All submissions will be tracked through this smartsheet.

**Submission Date**

**Program/Activity Name**

**Division**

Select or enter value

# PRO TIPS

- Combine like-programs into one planning form. EX: Swim lessons can include multiple levels, age ranges, and formats into the overall Swim Lesson.

- Think creatively and use the form as a brainstorm tool to help you check all the boxes of a great program. The more effort you put in on the front end of planning, the easier the approval and the better to program!

- Make sure all programs have a **survey** attached in **CivicRec!** This is to help you!!!

- Evaluation process should occur at the end of the program period or FY when COS information is available. **Next session covers this more in depth.**
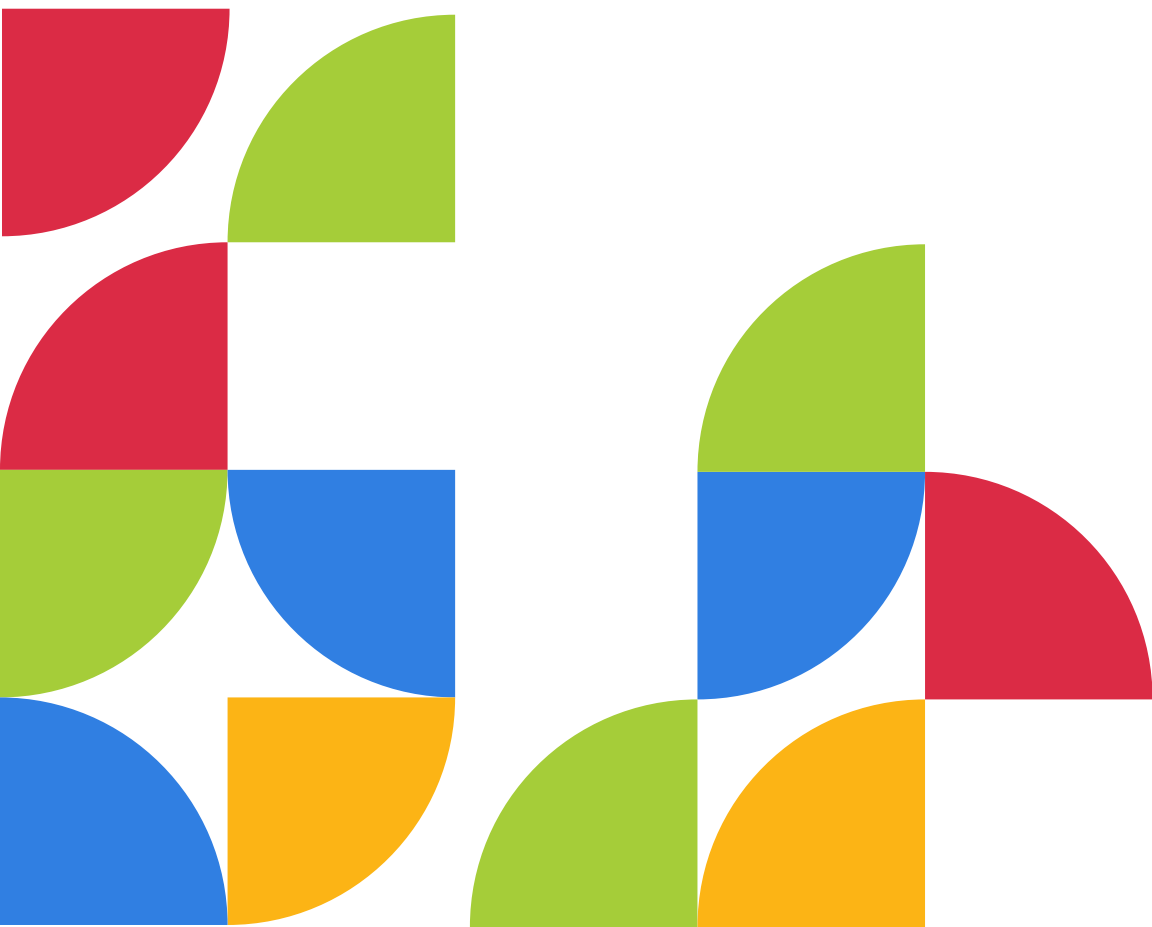
QUESTIONS?

| | | | | | |
|---|---|---|---|---|---|
| Meeting title | Annual Program Plan Review & Evaluation Training | | | | |
| Attended participants | 25 | | | | |
| Start time | 5/13/24, 1:22:11 PM | | | | |
| End time | 5/13/24, 3:30:23 PM | | | | |
| Meeting duration | 2h 8m 12s | | | | |
| Average attendance time | 1h 14m 59s | | | | |

| Name | First Join | Last Leave | In-Meeting Duration | Email | Role |
|---|---|---|---|---|---|
| Thomas, Megan L. | 5/13/24, 1:22:26 PM | 5/13/24, 3:17:49 PM | 1h 55m 22s | Megan.Thomas@cityofdenton.com | Organizer |
| Brasher, Nicole T. | 5/13/24, 1:56:26 PM | 5/13/24, 3:17:47 PM | 1h 21m 21s | Nicole.Brasher@cityofdenton.com | Organizer |
| Johnson, Robbie M. | 5/13/24, 1:54:42 PM | 5/13/24, 3:17:49 PM | 1h 23m 6s | Robbie.Johnson@cityofdenton.com | Attendee |
| Ari Muller (Unverified) | 5/13/24, 1:56:00 PM | 5/13/24, 3:17:50 PM | 1h 21m 50s | | Attendee |
| Brown, Cheylon | 5/13/24, 1:56:21 PM | 5/13/24, 3:18:05 PM | 1h 21m 44s | Cheylon.Brown@cityofdenton.com | Attendee |
| Stuart, Kelsey | 5/13/24, 1:56:24 PM | 5/13/24, 3:16:42 PM | 1h 20m 18s | Kelsey.Stuart@cityofdenton.com | Attendee |
| Riddle, Jane D. | 5/13/24, 1:57:11 PM | 5/13/24, 3:17:43 PM | 1h 14m 51s | Jane.Riddle@cityofdenton.com | Attendee |
| Roberts, Ann E. | 5/13/24, 1:57:53 PM | 5/13/24, 3:30:15 PM | 1h 32m 22s | Ann.Roberts@cityofdenton.com | Attendee |
| Doughty, Megan | 5/13/24, 1:58:58 PM | 5/13/24, 3:17:47 PM | 1h 15m 43s | Megan.Doughty@cityofdenton.com | Attendee |
| Burks, Rachael | 5/13/24, 1:59:08 PM | 5/13/24, 3:17:48 PM | 1h 11m 18s | Rachael.Burks@cityofdenton.com | Attendee |
| Hill, Tori | 5/13/24, 1:59:50 PM | 5/13/24, 3:17:48 PM | 1h 11m 2s | Tori.Hill@cityofdenton.com | Attendee |
| Christensen, Ellen | 5/13/24, 2:00:15 PM | 5/13/24, 2:32:21 PM | 32m 5s | Ellen.Christensen@cityofdenton.com | Attendee |
| Meyercord-Westerman, Kari | 5/13/24, 2:00:25 PM | 5/13/24, 3:17:50 PM | 1h 12m 33s | Kari.Meyercord-Westerman@cityofdenton.com | Attendee |
| Barrow, Jason | 5/13/24, 2:00:30 PM | 5/13/24, 3:17:47 PM | 1h 17m 16s | Jason.Barrow@cityofdenton.com | Attendee |
| Such, Arianna | 5/13/24, 2:01:00 PM | 5/13/24, 3:17:50 PM | 1h 16m 50s | Arianna.Such@cityofdenton.com | Attendee |
| Smith, Tyler | 5/13/24, 2:01:08 PM | 5/13/24, 3:17:50 PM | 1h 16m 42s | Tyler.Smith@cityofdenton.com | Attendee |
| Natalie, Autumn F. | 5/13/24, 2:03:23 PM | 5/13/24, 3:16:44 PM | 1h 4m 48s | Autumn.Natalie@cityofdenton.com | Attendee |
| Bell, Jonathan M. | 5/13/24, 2:04:02 PM | 5/13/24, 3:17:50 PM | 1h 13m 47s | Jonathan.Bell@cityofdenton.com | Attendee |
| Nuspel, Shannon B. | 5/13/24, 2:04:49 PM | 5/13/24, 3:17:52 PM | 1h 13m 3s | Shannon.Nuspel@cityofdenton.com | Attendee |
| Groves, Brad | 5/13/24, 2:05:47 PM | 5/13/24, 3:21:33 PM | 1h 15m 45s | Brad.Groves@cityofdenton.com | Attendee |
| Zeman, Carin | 5/13/24, 2:06:07 PM | 5/13/24, 3:17:49 PM | 1h 11m 42s | Carin.Zeman@cityofdenton.com | Attendee |
| Muller, Yosselin | 5/13/24, 2:06:44 PM | 5/13/24, 3:17:44 PM | 1h 8m 46s | Yosselin.Muller@cityofdenton.com | Attendee |
| McClaren, Jodi | 5/13/24, 2:10:12 PM | 5/13/24, 3:17:46 PM | 1h 7m 33s | Jodi.McClaren@cityofdenton.com | Attendee |
| DeSoto, Adam | 5/13/24, 2:15:19 PM | 5/13/24, 3:17:49 PM | 1h 2m 29s | Adam.DeSoto@cityofdenton.com | Attendee |
| Brueland, Pypr | 5/13/24, 2:18:04 PM | 5/13/24, 3:30:23 PM | 1h 12m 18s | Pypr.Brueland@cityofdenton.com | Attendee |