

**Appendix F2-D**

**Sample Recreation and Wellness Templates**

**RECREATION AND WELLNESS  
PLAN  
20\_\_ - 20\_\_**

**completed at a  
Recreation and Wellness Planning Meeting  
Date \_\_\_\_\_ 20\_\_  
Participating community members:**

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## **VISION**

What is the preferred future for recreation and wellness in the community over the next five years? Close your eyes and imagine what kinds of things you see in the community if your plan succeeds.

## **MISSION STATEMENT**

This is a tool to help the community stay on track. It describes the purpose of the recreation and wellness program or its reason for being.

## **WHAT'S HAPPENING NOW?**

Take a few minutes and list some positive things that are currently happening in your community or that have happened over the past year. This could include positive programs and events or strengths such as good volunteers or community support. As we work through this plan, these positives and strengths will help us shape the plan. This will become your *baseline* information or starting point for measuring progress. Don't forget to mention activities sponsored by other groups or agencies in the community (ex. RCMP, school, recreation committee).

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## COMMUNITY PARTNERS

Now, think about all of the different organizations, groups, clubs, neighboring communities and/or people in your community who can get involved to help make this plan successful. Don't forget to include your recreation and wellness committee.

*Group or Club*

*What do or can they do?*

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Are these groups part of this planning process? Would they be more committed to the plan if they were?

## FIVE YEAR PLAN

Your plan should be built around the things that you want to accomplish and the challenges that need to be overcome to reach your goals. Some factors will influence when each priority will be worked on:

- resources (money and people)
- importance to the community and council
- time available
- scheduling - don't plan too much the first year

Issue	Year 20__	Year 20__	Year 20__	Year 20__	Year 20__
#1					
#2					
#3					
#4					
#5					

## ISSUES/CHALLENGES

Which of the issues or challenges can you work on this year? Which can be done in year 2, 3, 4 or 5? When we answer these questions, we can shape how our plan will look for this year. Look at where your community recreation and wellness program is now and look at your vision. What is lacking? Is addressing these gaps important to reaching your vision?

Identify issues or challenges that affect the quality of life in your community.

<b>1)</b>	
<b>2)</b>	
<b>3)</b>	
<b>4)</b>	
<b>5)</b>	

## SETTING GOALS

It is important not to take on too much, so it is suggested that you begin by focusing on your top three priorities. With the issues identified we can now develop broad statements (goals) that the recreation and wellness program is to accomplish in each of the areas. Each issue should have two or three goals.

Goals should be clear and specific and describe what we have to do.

Issue #1 -

### Goals

- 1)
- 2)
- 3)

Issue #2 -

### Goals

- 1)
- 2)
- 3)

Issue #3 -

### Goals

- 1)
- 2)
- 3)

### *Sample Goals*

*Issue #1 - Careless use of snowmobiles and ATV's by youth*

### Goals

- 1) *public awareness for youth on safe practices*
- 2) *public awareness for parents and adults*
- 3) *develop and enforce regulations*

## **PROGRAM PLANNING**

Goals are simple statements of what has to get done. PROGRAM PLANNING is more specific and describes how to accomplish the goals.

PROGRAM PLANNING will be the actual programs and events that the recreation and wellness program delivers throughout the year.

Your PROGRAM PLANNING will be listed in your program planning schedule for each month of the entire year. A calendar is also included, so that people can look at the entire year of programming at a glance.

### *Sample Program Plan*

*Issue #1 - Careless use of snowmobiles and ATV's by youth*

#### *Goals*

- 1) public awareness for youth on safe practices*
- 2) public awareness for parents and adults*
- 3) develop and enforce regulations*

#### *Program Plan for Goal 1*

Host a hands on safety workshop at school by June 30.

## **ACTION STEPS**

Action steps are the essence of planning. They define the individual tasks that need to be completed to deliver each program. Each action step should include what is to be done, who is going to do it and when.

### *Sample Action Steps*

*Issue #1 - Careless use of ATV's by youth*

#### Goals

- 1) *public awareness for youth on safe practices*
- 2) *public awareness for parents and adults*
- 3) *develop and enforce regulations*

#### Program Plan for Goal 1

Host hands on safety workshop at school by June 30.

#### Action Steps

<u>Tasks</u>	<u>Who</u>	<u>When</u>
Contact Manitoba Public Insurance	Nancy	April
Partner with school	Richard	April
Partner with RCMP	Richard	April
Promote and advertise	Nancy	May
Develop workshop agenda	Committee	May
Confirm participants	Nancy	June



## PROGRAM PLANNING SCHEDULE

Program Plan for 20\_\_ - 20\_\_

Program/Activity	Age Group
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APRIL

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MAY

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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Program Plan for 20\_\_ - 20\_\_

Program/Activity	Age Group
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OCTOBER

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NOVEMBER

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DECEMBER

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JANUARY

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FEBRUARY

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MARCH

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## **THINGS TO CONSIDER**

Before moving on, answer the following questions:

- Are there programs for all age groups?
- Are programs balanced between summer and winter?
- Do we have a variety of programs planned?  
(physical, social, cultural, educational, creative)
- Are the programs and timelines realistic and achievable?
- Will the plan be implemented? By who?
- Are there people to carry out the plan and are they committed?
- Is the workload realistic for the various people?
- Is the plan flexible?
- Will the plan be seen and understood by the community?
- Is the council committed to the plan?
- Is the plan consistent with the vision?

## **MONITORING**

Monitoring is the ongoing process that tracks how you are doing. Are you following through with the planned programs? Are you following the action steps and timelines? Has anything happened that would affect your plan?

Schedule regular meetings with your recreation and wellness committee and council to monitor the plan and keep council updated on activities and programs. Review your program report at these meetings. It is very important that council be aware and supportive of recreation and wellness programming in the community.

## **EVALUATION**

A regular evaluation of the plan allows you as recreation director and your recreation and wellness committee to step back and think about how things are going. At least every season the recreation staff and council should do an evaluation.

Think about:

- The past few months - what have we done so far?
- The present - how are things going now?
- The future - what changes do we need to make?

Planning is a cycle. Periodically review your results, update your current status and revise your plan as required.

# ANNUAL PROGRAM CALENDAR

20\_\_ to 20\_\_

<u>April</u>	<u>May</u>	<u>June</u>
<u>July</u>	<u>August</u>	<u>September</u>
<u>October</u>	<u>November</u>	<u>December</u>
<u>January</u>	<u>February</u>	<u>March</u>

## Recreation and Wellness Report

Community: \_\_\_\_\_

*This report is intended to provide a summary of the activities and programs outlined in the recreation and wellness plan for a six month period, usually completed semi-annually (by **April 30** for October to March activities and by **October 30** for April to September activities each year) for council's review. (You may attach an additional page(s), if needed)*

For the six month period of [Insert Month] 20\_\_ to [Insert Month] 20\_\_

**Month:** \_\_\_\_\_

Program or Event	Number of participants	What were the successes and/or challenges?

**Month:** \_\_\_\_\_

Program or Event	Number of participants	What were the successes and/or challenges?

**Month:** \_\_\_\_\_

Program or Event	Number of participants	What were the successes and/or challenges?

**Month:** \_\_\_\_\_

Program or Event	Number of participants	What were the successes and/or challenges?

**Month:** \_\_\_\_\_

Program or Event	Number of participants	What were the successes and/or challenges?

**Month:** \_\_\_\_\_

Program or Event	Number of participants	What were the successes and/or challenges?

1) How are your programs and activities meeting the goals in your annual recreation and wellness plan?

2) What workshops or training opportunities have been attended? Please specify.  
(recreation director, council member, recreation and wellness committee, volunteer)

3) What have been some of the specific successes with your programs? Are there accomplishments that you are particularly happy with?

4) What are some of the challenges you have encountered in delivery of your programs? (*support, no participants, bad weather, lack of volunteers, etc.*)

5) What support or improvements can be made to overcome these challenges?

6) How or what can other organizations in the community do to assist or support the recreation and wellness program?

7) Do you have any additional comments or concerns?

This is valuable information to improve the recreation and wellness programs and activities offered in your community.