

Central Carroll Recreation Council Program Affiliation Request Form

Program Name:			
General Program Description:			
Program Coordinator (Name):			
Is this an existing or new Program?:			
Current or Previous Rec Council Affiliation:		Currently Affiliated with _____ Rec Council Previously Affiliated with _____ Rec Council	
Number of Participants in Program:		Dates in which Program Team(s) will Practice/Play:	_____ to _____
Program Mailing Address:			
Program Coordinator email:			
Program Coordinator Telephone Number:		Program Coordinator Cell Phone Number:	
Requested Information:			
1) Please describe the Program's history, if any, and/or the reason for starting a new Program.			
<i>(Please describe the Program's registration process, including costs)</i>			
2) If this is a sports program, what leagues (if any) are your teams playing in?			
<i>(If a sports team and players will travel, please identify where they travel to)</i>			
3) What, if any, are the Program's monetary, equipment and/or facility needs? Does the Program have any additional requirements?			
<i>(Please identify if there are any paid instructions in the program)</i>			

What is an affiliated program? An affiliated program is a program sponsored by a recreation council that has its own bank account and does not rely on the council treasurer for deposits or expenditures. The program may also have an elected leadership board with written guidelines, by-laws and procedures, in addition to (but not conflicting with) what the recreation council includes in its own by-laws.

GUIDELINES FOR RECREATION COUNCIL AFFILIATED PROGRAMS

1. *All new activities (i.e., activities not presently under the Recreation Council) **must** obtain the permission of the Recreation Council to conduct the new program as a council affiliated program.*
2. *An affiliated program **shall** present a proposed budget that **must** be approved by the sponsoring Council **prior** to the start of that program.*
3. *Each group **must** have a representative regularly attend Recreation Council meetings.*
4. *Each program will be open to **all** individuals regardless of age, sex, creed or national origin.*
5. *The group representative will be assigned as the program chairperson for his/her program.*
6. *Certain financial guidelines should be followed by each chairman. These include:*
 - a. *All activities should be self-supporting (i.e., they must pay all of the debts which they incur. The Recreation Council may be willing to help a new activity get started.)*
 - b. *Each affiliated program shall keep accurate records of their finances and present a proposed budget prior to the start of the program and a financial summary at the conclusion.*
 - c. *All fund raising activities **must** be approved by the sponsoring recreation council.*
7. *All affiliated programs are to operate in accordance with the sponsoring recreation council's constitution and by-laws.*

*In addition, affiliated programs **must** comply with all policies and guidelines established by the Department of Recreation and Parks. This includes policies such as the mandatory volunteer registration process.*
8. *All publicity for affiliated programs **must** clearly state the name of the sponsoring recreation council, include the Department of Recreation and Parks' logo and include the Accessibility Notice for Carroll County Government. All flyers must be approved by Department staff prior to distribution.*