PRM 275 – Recreational Program Proposal Final GRADING RUBRIC

Name of Group # that is being reviewed:

Name/Title of the Program in review:

Part One – Agency Culture and Target Program Development (30 pts.)

Name and Overview of the Agency is provided?

YES SOMEWHAT NO

Comments:

A Complete & Detailed Description of the Agency Culture is provided; to include at a minimum – information about the **Individual** patrons (demographics, social, economic, etc.); **Organizational** (strengths & weaknesses of the Agency); and, **Community** (any threats or opportunities defined)?

Strongly Agree Agree Neutral Disagree Strongly Disagree

Comments:

Agency Mission Statement is provided?

YES SOMEWHAT NO

Comments:

Agency Organizing Authority is well detailed (includes narrative statement, organizational chart and job descriptions)?

Strongly Agree Agree Neutral Disagree Strongly Disagree

Comments:

Agency Areas & Facilities are *well described* (this should include a descriptive overview and potentially diagrammatic layout (map) of the areas/facilities operated/maintained by the agency)?

Strongly Agree Agree Neutral Disagree Strongly Disagree

Comments:

Overall scoring for Part One is: out of 30.

Part Two – Operation Strategies and Program Plan (70 pts.)

The Program Title has been selected and is accompanied by with a paragraph detailing the who, what, when where, why & how?

Strongly Agree Agree Neutral Disagree Strongly Disagree

Comments:

The Selected Programming includes a minimum of <u>THREE format offerings</u> and is adequately described in narrative format? (Choosing 3 formats listed in the Text of: Self-directed, Noncompetitive, Clubs and Groups, Open House, Drop-in, Competition Leagues and/or Tournaments, Special Events, Skill Development/Classes).

Strongly Agree Agree Neutral Disagree Strongly Disagree

Comments:

General Mission And Programming Philosophy – tying the Mission Statement to the Particular Program offering?

YES SOMEWHAT NO

Comments:

Patrons needs and a justification for the proposed program is well defined and logically presented?

Strongly Agree Agree Neutral Disagree Strongly Disagree

Comments:

Participant Oriented Outcome-based Goals and Objectives are well stated and clearly defined? (There should be at <u>least 3 primary goals</u> [from the 3 learning domains [of cognitive, psychomotor, and affective]; each of the 3 goals is then supported by three highly measurable, time-bound objectives)

Strongly Agree Agree Neutral Disagree Strongly Disagree

Comments:

OPERATION DETAILS –

a) **Venue Arrangements are well addressed and <u>*a diagrammatic layout is provided*</u> in body of text or in appendix?**

Strongly Agree Agree Neutral Disagree Strongly Disagree

Comments:

b) **Special Arrangements are detailed/addressed?**

Strongly Agree Agree Neutral Disagree Strongly Disagree

Comments:

c) An Inclusion Plan is provided to address any accommodations that may be provided or made available to allow for the participation of people with special needs?

Strongly Agree Agree Neutral Disagree Strongly Disagree

Comments:

d) A comprehensive list of Equipment, Supplies, and Materials is included (including details and quantities) that would be required to implement the proposed program?

Strongly Agree Agree Neutral Disagree Strongly Disagree

Comments:

e) The Promotion Plan is included and provides details about the type, quantity, distribution methods and time-frame (includes: narrative statement about the plan as well as BOTH a Program Press-Release *AND* a Program Flier – press release and flier may be located in appendix)?

Strongly Agree Agree Neutral Disagree Strongly Disagree

Comments:

f) Budget and Pricing for the program is provided (includes: narrative in text body and spreadsheet in appendix)?

Strongly Agree Agree Neutral Disagree Strongly Disagree

Comments:

g) A Registration Plan is included (the document *should include a narrative statement*; the actual online registration will be conducted separately in RecDesk.com as Part 3)?

YES SOMEWHAT NO

Comments:

h) A Staffing Plan is included (and includes detailed staffing minimum/preferred qualifications)?

Strongly Agree Agree Neutral Disagree Strongly Disagree

Comments:

i) The Management Plan is well presented *with a flow-chart*?

Strongly Agree Agree Neutral Disagree Strongly Disagree

Comments:

j) A clearly defined Cancellation Plan is outlined (this will likely include contingencies if the Agency cancels the program and/or if refunds are provided in the event that a participant cancels)?

Strongly Agree Agree Neutral Disagree Strongly Disagree

Comments:

k) The actual Set-Up is detailed (this section could refer back to portions of section i. Management Plan)?

Strongly Agree Agree Neutral Disagree Strongly Disagree

Comments:

l) **A Risk Management Plan is well laid out in detail (this should explain how/what precautionary steps have been implemented to help ensure safety for participants & staff; then who will do what in the event of an emergency)?**

Strongly Agree Agree Neutral Disagree Strongly Disagree

Comments:

m) **Program Wrap-Up is well explained?**

Strongly Agree Agree Neutral Disagree Strongly Disagree

Comments:

Overall scoring for Part Two is: out of 70.

Part Three – Online Registration: utilizing RecDesk.com (30 pts.)

The RecDesk auto-confirmation email was received by instructor by due date, showing ALL group members registered for the event with correct money values collected/charged?

YES SOMEWHAT NO

Comments:

Overall scoring for Part Three is: out of 30.

Part Four – Follow-Up Analysis: utilizing surveymonkey.com (20 pts.)

The online program evaluation through surveymonkey.com was accessible (the hyperlink provided was active and worked).

YES NO

The program evaluation questions/statements were well written and closely tied to measuring the success of this groups' earlier proposed participant outcome-based goals and objectives (listed in Part 2).

Strongly Agree Agree Neutral Disagree Strongly Disagree

Overall the quality of the evaluation/survey would be considered…

Excellent Above-Average Average Below-Average Poor

Comments:

Overall scoring for Part Four is: out of 20.

Part Five – Peer Feedback Reflection (5 pts.)

Peer Feedback Reflection was included and complete with thoughtful responses in the final proposal?

YES NO

Comments:

Overall scoring for Part Five is: out of 5.

Overall Formatting & Presentation of the FINAL Proposal:

Overall, the Proposal follows the required formatting (listed below for reference).

Strongly Agree Agree Neutral Disagree Strongly Disagree

Consider if all of the following is addressed/followed:

- Title/Cover Page - Includes a unique Program Title, an appealing graphic, class prefix and number, group member names, date of submission
- Font – Utilizes a uniform style 12 point font throughout body of the document text w/ exceptions for budgets, fliers and other supporting appendices (i.e. document should not have a fragmented appearance)
- Line Spacing – DRAFT document should be Double-spaced for body of the document text; **Single-spaced is required for the Final Instructor graded submission**
- Margins - 1 inch margins, all the way around; top and bottom - left and right
- Includes Page Numbers in lower right corner, not including title page
- Presented in an Organized & Easy to follow format with appropriate section headings
- Professional Presentation of Materials (i.e. no misspellings, poor sentence structure, etc.)

POINT Deductions for poorly formatted, non-guideline, presentation related issues:

None 1 2 3 4 5

TOTAL POINTS (adding Parts 1, 2, 3, 4 & 5) = _____ out of 155

Any additional comments: