

## What Is A Council Sponsored Program?

A council sponsored program is a program advertised and/or operated under the name of a Recreation Council that may or may not have its own bank account. The program may also have an elected leadership board with written guidelines and procedures, in addition to (but not conflicting with) what the Recreation Council includes in its own by-laws.

### GUIDELINES FOR RECREATION COUNCIL SPONSORED 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 sponsored program.
2. A council sponsored 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 council sponsored 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 council sponsored programs are to operate in accordance with the sponsoring Recreation Council's constitution and by-laws. In addition, council sponsored 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 council sponsored programs **must** clearly state the name of the sponsoring Recreation Council, include the Department of Recreation and Parks' logo and include the current Accessibility Notice for Carroll County Government. All flyers must be approved by the Bureau Chief of Recreation **prior** to distribution.
9. Council sponsored programs may belong to only one Recreation Council.