

Naperville
Park District™

RECREATION PROGRAMMING PLAN

Adopted: June 9, 2011

Revised: July 25, 2019

Table of Contents

	Page
Plan Overview	3
Demographic Overview	3
Programming Overview	6
Planning Overview	7
Utilization of Other Planning Documents	8
Program and Service Determinants	11
Conceptual Foundations of Play, Recreation and Leisure	11
Constituent Needs	12
Community Opportunities	13
Agency Mission, Philosophy, Goals and Core Values	14
Experiences Desirable for Clientele	16
Mission, Goals and Objectives	17
Recreation Department Personnel	19
Collaborative Partnerships	20
Comprehensive Review of the Recreation Programming Plan	21
Summary of Initiatives	23
Appendix A:	
New Recreation Program or Service Review Procedure	25
New Recreation Program or Service Request Form	29
New Recreation Program or Service Evaluation Form	31
Appendix B:	
Recreation Department Organizational Structure	35

RECREATION PROGRAMMING PLAN

PLAN OVERVIEW

The Recreation Programming Plan includes all elements and services of the District’s programming functions, including activity selection, type and scope of programs, outreach initiatives, etc. The plan expands upon the District’s Master Plan and Strategic Plan, supporting the goals and initiatives outlined within those plans. It includes both short-term and long-term initiatives. The plan is intended to be a living document that will be updated as community demographics, trends and needs change.

NAPERVILLE AT A GLANCE

The Naperville Park District was established as an independent municipal agency in 1966 by a public referendum. Originally serving a population of 18,000, the District has grown to meet the recreational needs of more than 147,000 residents living in Naperville. Situated in Will and DuPage Counties, the District covers approximately 41 square miles; its boundaries vary slightly from the City of Naperville’s municipal boundaries. The District is within the boundaries of School Districts 203 and 204.

The District’s mission is, “We provide recreation and park experiences that promote healthy lives, healthy minds and a healthy community.” The vision is, “[t]o be a national leader in parks and recreation providing and promoting high quality experiences and facilities at a great value to our community.”

The District has responsibility for 137 parks that feature a variety of amenities and cover more than 2,400 acres. District operations include, among other amenities, two championship golf courses; athletic fields for team sports including baseball, softball, soccer, lacrosse, cricket and football; basketball, pickleball and tennis courts; two inline skating and skateboarding facilities, and a trapshooting range. Prominent among the District’s facilities are the Alfred Rubin Riverwalk Community Center, Knoch Knolls Nature Center, Seager Park Interpretive Center, Millennium Carillon in Moser Tower, a paddleboat quarry, an historic outdoor aquatic facility named Centennial Beach, and the crown jewel of Naperville, the Riverwalk, which meanders through Naperville’s downtown district. Another prominent facility, the Fort Hill Activity Center, opened in August 2016. The facility is nearly 80,000 square feet and is the District’s first large indoor facility for active recreation. Fort Hill serves as a community gathering place for all ages and abilities to enjoy a wide range of indoor recreation activities, sports, and fitness and wellness programs.

DEMOGRAPHIC OVERVIEW

The following demographic information was gathered from the 2018 Naperville Park District Master Plan.

NAPERVILLE DEMOGRAPHICS

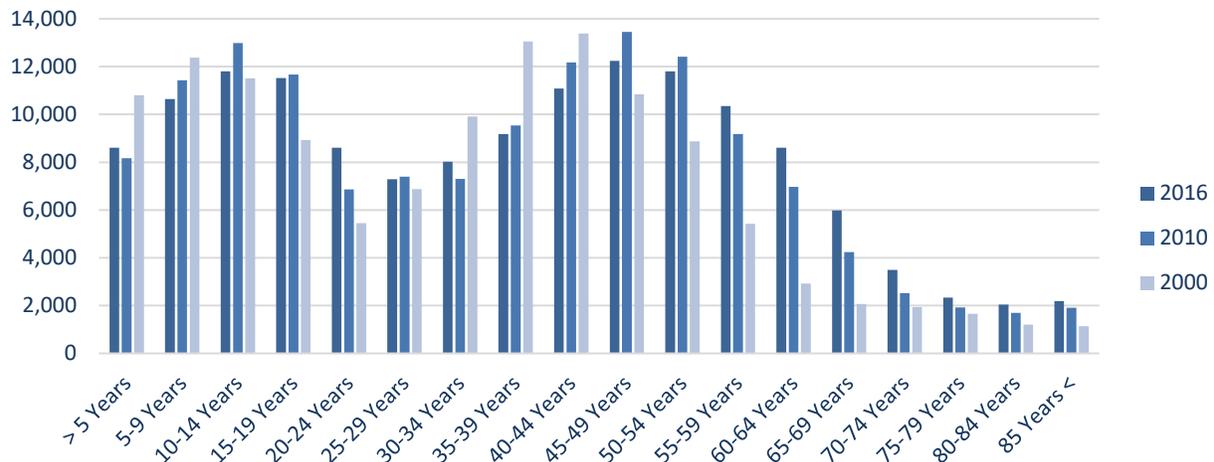
Today, Naperville’s estimated population is 147,122 (ACS Census Estimate), a 3.7% growth from the 2010 Census. While buildout was projected by 2017 in the 2012 Master Plan, Naperville continues to evolve, especially in age and diversity. The community grew by over 5,000 people since 2010, during a time when many residents are leaving Illinois; minority students surpassed the population of white students within the Indian Prairie School District, according to a 2016 Chicago Tribune report.

Additionally, Naperville’s senior population is increasing, with more opportunities for residents to “age in place” due to the rise of age restricted and senior living communities offered throughout the area. Naperville’s shifting demographics and evolving response to them is what makes Naperville such a remarkable place to live. The tables below provide a comparison of Naperville’s 2010 population and the estimated population in 2016.

Naperville Population

Age Group	2016 Est.	2010	Difference	% Change
Under 5 Years	8,676	8,171	505	6.2%
5-9 Years	10,717	11,429	-712	-6.2%
10-14 Years	11,883	12,992	-1,109	-8.5%
15-19 Years	11,591	11,665	-74	-0.6%
20-24 Years	8,676	6,860	1,816	26.5%
25-29 Years	7,363	7,402	-39	-0.5%
30-34 Years	8,092	7,296	796	10.9%
35-39 Years	9,259	9,545	-286	-3.0%
40-44 Years	11,154	12,181	-1,027	-8.4%
45-49 Years	12,321	13,454	-1,133	-8.4%
50-54 Years	11,883	12,415	-532	-4.3%
55-59 Years	10,425	9,179	1,246	13.6%
60-64 Years	8,676	6,964	1,712	24.6%
65-69 Years	6,051	4,243	1,808	42.6%
70-74 Years	3,573	2,518	1,055	41.9%
75-79 Years	2,407	1,923	484	25.1%
80-84 Years	2,115	1,701	414	24.3%
85 Years and Older	2,261	1,915	346	18.1%
Total population	147,122	141,853	5,269	3.7%

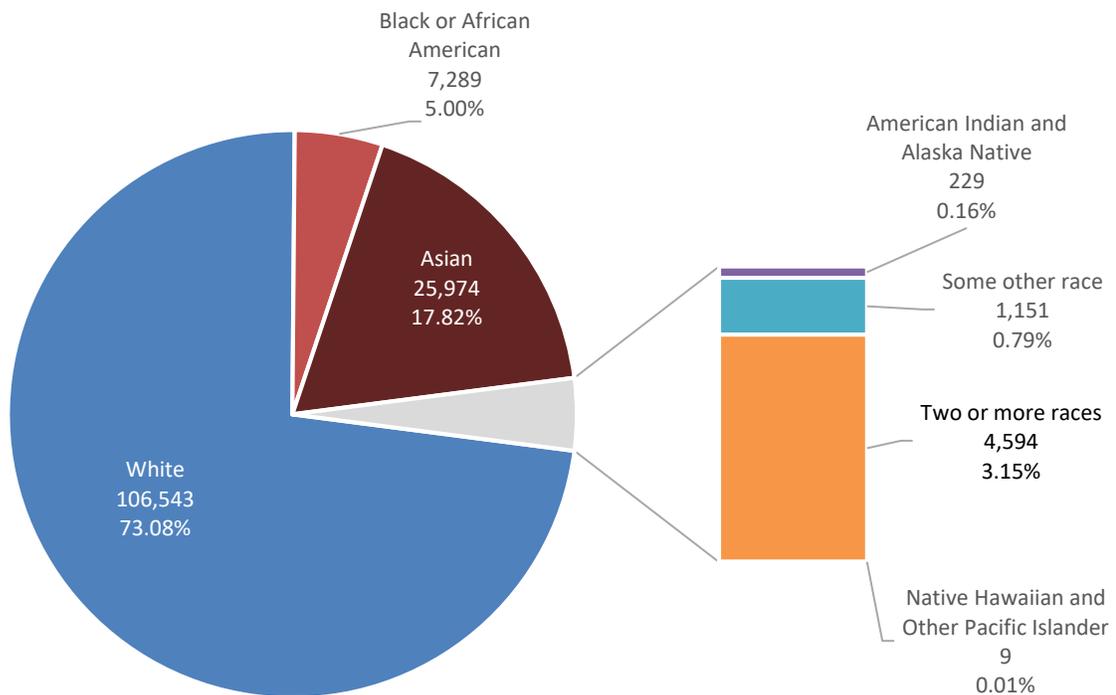
Population by Age Comparison



Based on the population estimates, 49% of the population is male and 51% is female. Almost 30% of the population is under 19 years old and 31% of the population is 40-59 years old, indicating the strong familial community base of Naperville. As referenced above, the older adult population that has raised children in Naperville continue to remain here, with residents over 60 years of age accounting for 17% of the total population; this number will continue to rise through the next 5-10 years. This growth further illustrates an increased need for senior-oriented facilities, as well as additional recreation/open space that provide opportunities for senior-oriented programs and activities. As a result, the District should continue reviewing existing and projected senior recreation and facility needs in the coming years.

Identified in the 2012 Master Plan, the race and ethnicity of Naperville continues to change: 73% of the population is white (down from 76% in 2010), the African American population grew from 4.6% to 5%, and the Asian population grew from 14.9% to 17.8%. The Hispanic population grew from 5.6% to 6%. With these shifts in the population makeup as well as the previously noted aging of the community's population, the District will need to identify and adjust programming and park needs predicated on this information.

Population by Race/Ethnicity



There are 53,550 housing units within Naperville and 75.8% of households consist of families. Naperville continues to remain an affluent community with a median income of \$110,676, which is double the national median income and nearly double the state median income. This indicates, among other community offerings, a strong demand for high quality park and recreation offerings.

Understanding community demographics is essential to providing Recreation Programming opportunities that appeal to the ever-changing population.

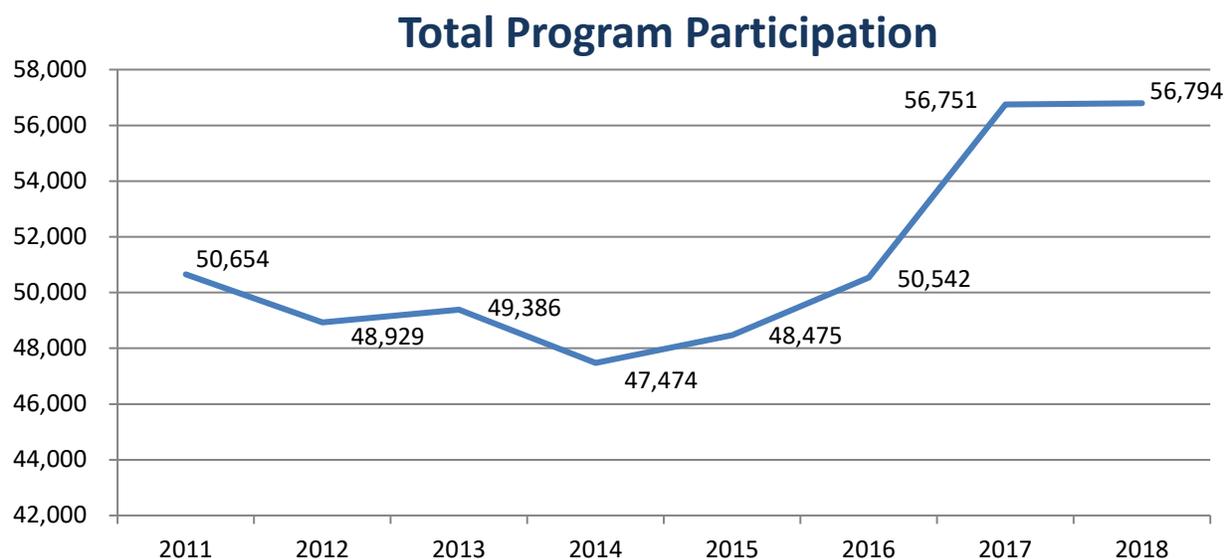
PROGRAMMING OVERVIEW

In 2018 the District offered over 7,500 classes, teams, events and performances, resulting in 56,794 registrants. Over 25,000 individuals makeup annual program registrations with 13% percent coming from outside the District. The following table shows participation trends for programs requiring registration; it does not include participation in drop-in activities, golf, facility use or special events. In the period from 2015 to 2018, overall program participation increased by 17% (+8,319). This is primarily due to the opening of the Fort Hill Activity Center in August 2016, however, increases in participation also were experienced in several program areas that were not affected by the facility opening. The increases in participation also are believed to be due to the introduction of a new registration software system, and a change in the Program Guide delivery process, resulting in more Naperville homes receiving the publication. Both changes occurred in early 2016. The most significant increases in participation since 2015 occurred in the areas of Active Adults & Seniors, Athletics, Camps, Fitness & Wellness, and Special Events. The table below provides information on Program Registration Trends within each program area.

Program Registration Trends

Program Area	2011	2012	2013	2014	2015	2016	2017	2018
No Section	1,062	1,010	777	1,132	906	490	695	705
Active Adults & Seniors	929	977	1,747	2,055	2,302	2,829	3,468	3,943
Aquatics	2,257	2,499	2,543	2,500	2,190	1,662	1,692	1,571
Arts	3,148	3,019	2,878	2,337	2,655	2,936	3,040	2,763
Athletics	24,968	25,589	24,222	22,870	22,845	24,587	29,264	28,134
Camps	6,875	3,932	4,505	4,433	4,748	6,265	5,058	5,587
Culinary	89	101	1,023	419	381	209	270	56
Early Childhood	4,863	4,478	4,335	3,753	3,709	3,402	3,391	3,304
Fitness & Wellness	2,359	2,313	2,386	2,292	2,298	2,162	1,998	2,774
General Interest	289	202	204					
Nature	298	421	405	418	363	461	358	569
Science and Technology	51	127	214	522	651	367	274	147
Special Events	2,614	3,473	3,164	3,743	4,484	4,148	6,207	6,284
Trips	852	788	983	1,000	943	1,024	1,036	957
Total	50,654	48,929*	49,386	47,474	48,475	50,542	56,751	56,794

*2012 participant totals represent the loss of summer high school athletic camps.



On average, approximately 18% of the community's total population registers for programs offered by the District. The largest age segments served are youth between the ages of birth and 17 years old, accounting for approximately 74% of all registrations. This is an increase of approximately 20% over 2015 participation numbers, due primarily to significant registration increases in large programs such as gymnastics and youth basketball. Adults age 60 and older represent 11% of all registrations, while younger adults ages 18 to 59 represent the remaining 15% of registrations.

PLANNING OVERVIEW

Developing an effective plan for providing recreation programs and services incorporates four critical areas of consideration – **assessment, constituent involvement, financing and evaluation.**

- The District must **assess** the viability of current programs, facilities, and resources, and focus on what is best for meeting the needs of the community and the organization.
- **Constituents must be involved** in both current and future recreation program and service planning. Constituent input is essential to the overall success of the organization as it enhances processes, service offerings, and community resources.
- Short and long term **financing** is another essential planning consideration. An organization with well conceived plans for capital projects, operations and financial management is more likely to remain fiscally stable and maximize alternative revenue potential.
- **Evaluation** is a critical component to the success of an agency. Several types of evaluations can be utilized to garner constituent feedback. Without evaluations it is impossible to determine the success or failure of the programs and services offered, measure progress and make improvements, or understand constituent needs.

UTILIZATION OF OTHER PLANNING DOCUMENTS

Assessment, constituent involvement, financing and evaluation were key components in the development of the Naperville Park District's overarching planning documents. These documents include the 2018 Master Plan and 2018-2020 Strategic Plan, which establish the foundation for all other planning documents. The Recreation Programming Plan and Strategic Marketing Plans are an outgrowth of the Master Plan, Strategic Plan and other program forecasting tools and reports maintained by the District. Brief summaries of the Master Plan, Strategic Plan, and Marketing Plans are provided below.

NAPERVILLE PARK DISTRICT MASTER PLAN

The Master Plan is intended as a guide for the Naperville Park District to achieve strategic, controlled growth and development into the next decade and beyond. The primary goal of the Master Plan is to synthesize the existing documentation and plans while integrating an open space analysis to provide clear and concise recommendations for the Park District today and into the future.

Relevant data from previous plans and Community Interest & Opinion surveys served as a foundation for the Master Plan. Recommendations within the Master Plan directly impact the recreation programs and services provided by the District. Master Plan initiatives that directly involve the Recreation Department are provided below and are incorporated as action items within the Recreation Programming Plan.

Master Plan District-Wide Guides

The guides are sorted by Core Values, but are not limited to one category; some may apply to multiple values.

Health and Wellness

- Explore the possibility of aquatics options – including an indoor facility, a facility that offers active, leisure, and therapeutic uses – and methods to accommodate these needs (i.e. partnerships).
- Continue to establish and maintain fruitful partnerships with other jurisdictions, community and corporate organizations, and private recreation providers to help supplement shortages and needs, especially critical as it pertains to indoor space.
- Collaborate with Athletic Affiliates on the implementation of Master Plan Recommendations in a manner that does not confer ownership rights and subject to annual use agreements or reduce Naperville Park District's ability to program facilities it does not own.
- When partnering with Athletic Affiliates and providing them with field rentals, ensure effective communication between the District, Affiliate, and renting party to guarantee rental needs are met.
- Entering into Lease or Cooperative Agreements for use of facilities or land owned by others is only recommended if it satisfies District needs. As cooperative agreements are renewed, staff should ensure they still maximize the value to the District.
- Research partnerships with public and private agencies to identify open space and facility opportunities as the city reaches build-out status.
- Continue to evaluate program and survey data regarding facility usage to provide direction in planning future facility/amenity development driven by community needs.

Environmental Education, Stewardship, and Sustainability

- Engage residents in long term education of environmental stewardship through classes and volunteer opportunities as part of annual initiatives set forth by the Park District's Green Team.

Community Enrichment

- Maximize the use of alternative revenue as outlined in the Non-Tax Revenue Plan.
- Solicit input from residents and Park District patrons through public and electronic forums and use information from the Public Participation Process to identify needs for programming and open space.
- Update the Park District's Recreation Programming Plan to identify initiatives for the District's programming functions that are consistent with the goals of the Master Plan and the Strategic Plan.
- As a result of shifting cultural changes and demographics, continue to explore recreational trends and identify new, unique programming opportunities and park amenity offerings within Naperville for all ages.
- Uphold efficient operations and maintenance standards as evidenced by CAPRA national accreditation.

Accessibility

- Review and update the Fees and Charges Policy Manual as policies or revenue requirements change.
- Collaborate with other governmental agencies with land holdings within and adjacent to the Park District's boundaries to ensure such facilities are consistent with District goals and policies.
- Address linkages within the Master Plan, Strategic Plan, and other board approved documents to ensure a consistent vision for the District.
- Complete the Golf Site Master Plan and implement recommendations in accordance with need and budget.
- Improve upon and expand the District's outdoor winter activity offerings.

Personal Growth and Enrichment

- Maintain successful volunteer program and continue to research new initiatives to further expand volunteer opportunities.

Recreation Programming Plan Guide:

Support and achieve the District-wide Guides within the Master Plan.

Initiative/Frequency:

- Develop and achieve Department goals in support of the Master Plan – On an Annual Basis

NAPERVILLE PARK DISTRICT STRATEGIC PLAN

In spring 2017, after having completed the goals relative to the *2014-2016 Strategic Plan*, the Naperville Park District began the process of creating a new strategic plan. The first step was to conduct a statistically valid community-wide survey, which was administered by aQity Research & Insights in April and May 2017. Guided by the results of the *2017 Community Interest and Opinion Survey*, the board of commissioners and staff worked through a series of planning exercises and met with facilitators Greg

Kuhn and Jeanna Ballard from Northern Illinois University in November 2017 to discuss the District’s progress, direction and goals relative to recreation and parks in the Naperville community.

The result of the sessions was the development of a new mission statement and a list of goals aligned with the District’s mission. All goals were reviewed and prioritized by the board of commissioners during the months of January and February 2018 and formally approved by the board on March 8, 2018. Strategic Plan goals that directly involve the Recreation Department are provided below and incorporated as action items within the Recreation Programming Plan.

STRATEGIC PLAN GOALS

Project Initiation: Q2, 2017
<ul style="list-style-type: none"> • Launch the Park District’s Master Plan
Project Initiation: Q1, 2018
<ul style="list-style-type: none"> • Implement the 2018-2020 Strategic Plan • Develop Three-Year Financial Plan • Identify and promote ways that the District is acting as a central Contributor and collaborator to alleviating problems in the community and look for new opportunities to fill this role • Enhance connectivity with customers through persistent evaluation of means and methods of communication
Project Initiation: Q2, 2018
<ul style="list-style-type: none"> • Update and implement the District’s Non-tax Revenue and Resource Plan • Develop a community-wide engagement strategy • Implement the District’s Master Plan over the next 5 years • Enhance and expand the use of data-driven decision making practices
Project Initiation: Q3, 2018
<ul style="list-style-type: none"> • Develop a long-term strategy for South Naperville indoor facility (95th Street) • Remain versatile and responsive to community needs by regularly conducting community surveys and reestablishing a citizen advisory committee
Project Initiation: Q3, 2019
<ul style="list-style-type: none"> • Implement a well-framed community engagement strategy to identify ways of engaging residents across all demographic groups

Recreation Programming Plan Guide:

Support and achieve goals within the Strategic Plan.

Initiative/Frequency:

- Develop and achieve Department goals in support of the Strategic Plan – On an Annual Basis

NAPERVILLE PARK DISTRICT MARKETING PLAN

The Naperville Park District's Strategic Marketing plan was developed in line with the organization's Strategic Plan and with input from the Community Interest & Opinion Survey and department directors. The plan outlines marketing strategies and tactics in addition to public relations and promotions that will be engaged to foster a consistent brand and image and support increased participation and revenue generation for the District.

Updates to the Recreation Programming Plan shall be completed when there are updates to the Master Plan and Strategic Plan in order to maintain continuity among the District's key planning documents.

PROGRAM AND SERVICE DETERMINANTS

Naperville Park District programs and services shall be based on:

- A. Conceptual Foundations of Play, Recreation and Leisure**
- B. Constituent Needs**
- C. Community Opportunities**
- D. Agency Mission, Philosophy, Goals and Core Values**
- E. Experiences Desirable for Clientele**

The Naperville Park District makes every effort to provide programs and services that meet community needs for recreation. The services and programs provided by the Naperville Park District have been developed to support the mission, vision and core values.

Planning, community research, outreach to targeted groups, benchmarking, evaluations and other methods of customer feedback ensure that the programs offered reflect community needs and support the Park District's philosophy. The District collaborates with many public and private entities to provide these programs and services including school districts, the business community, non-profit agencies and community users.

A. Conceptual Foundations of Play, Recreation and Leisure

Quality recreation programs and services provide participants with a wide range of benefits that are linked to physical, mental, social and/or spiritual development and well-being. They give individuals the opportunity to play, learn, grow and socialize. Among the positive benefits attached to these types of programs are better overall health both physically and mentally, improved fitness, improved self-esteem and self-reliance, increased energy, reduced stress, a sense of social belonging and balance between work and play.

The Naperville Park District provides a wide range of recreation opportunities. Staff coordinates a number of initiatives and programs which are available to all constituents, regardless of age, ability, ethnicity or financial means. In addition to providing programs, staff coordinates the use of District resources through the issuance of permits for athletic fields and facilities used by a variety of individuals, community groups, and athletic organizations. Programs offered by the Naperville Park District fall within the following **Core Program and Service Areas**. They include:

- **Active Seniors**
- **Aquatics**
- **Arts**
- **Environmental**
- **Fitness & Wellness**
- **Special Events**
- **Sports**
- **Youth, Teen & Family**

Examples of programs include:

- Introductory skill development programs such as T-ball, soccer, lacrosse, golf, arts, music and swimming
- Skill development programs such as dance, martial arts, swimming, and golf
- Socialization and education programs such as day camps and early childhood classes
- Recreational sports leagues for youth and adults
- Parent/child classes
- Entertainment in the Parks including concerts for children, recitals and other performances free to the public
- Community and family special events such as the Kite Fly Festival, Halloween Happening, and New Year's Eve Countdown
- Outdoor walking, jogging and biking available year-round on the extensive trail system
- Health and fitness programs
- Personal development programs such as art, computer, martial arts, nutrition and cooking
- Senior trips and drop-in programs

Recreation Programming Plan Guide:

Programs shall be based upon Conceptual Foundations of Play, Recreation and Leisure. Current and newly proposed leader-directed programs must fall within one of the District's Core Program and Service Areas. Programs will be evaluated using the Park District's *New Recreation Program or Service Review Procedure* (see Appendix A).

Initiatives/Frequency:

- Evaluate Programs against Conceptual Foundations – Annually (Existing), As Proposed (New)
- Evaluate New Leader-directed Programs against Core Program and Service Areas – As Proposed

B. Constituent Needs

Having full knowledge of the community's needs, interests and behaviors is essential for program development. Needs of the community are determined through community surveys, program evaluations, Recreation staff meetings, trend identification and participant input (both formal and informal). Additionally, the Park District has adopted a Public Participation Process related to Capital Initiatives to formalize the processes and procedures for communicating and receiving constituent feedback on projects. Examples of some of the efforts to assess constituent needs include:

- *Program & Service Evaluations*
- *2000 – present, Youth Ambassador Program (YAP)*
- *2009 Community Interest and Opinion Survey*
- *2012 Community Interest and Opinion Survey*
- *2017 Community Interest and Opinion Survey*
- *Public Open Houses*
- *Project Committees*
- *Focus Groups*

Recreation Programming Plan Guide:

Constituent needs shall be considered during the development of programs. The feedback received will be used to enhance existing programs and develop new offerings. Feedback will also be utilized to confirm/modify standards for program and facility development.

Initiatives/Frequency:

- Complete Program & Service Evaluations – On an Annual Basis
- Conduct Committees, Open Houses, and Focus Groups – As Needed
- Conduct Community Interest & Opinion Surveys – Every 3 to 5 Years

C. Community Opportunities

Naperville has access to many excellent recreational amenities throughout the community. When planning activities and making decisions about program and facility priorities, one of the essential planning functions is to review the Master Plan, which includes a community inventory of district-wide amenities and adopted standards for the provision of open space and amenities. The Naperville Park District utilizes internal recreational resources, as well as those made available through collaboration, in an effort to meet community needs for recreation programs and services.

In addition to making programs and facilities accessible geographically throughout the community, the Naperville Park District provides opportunities for individuals with special needs or financial hardships. The District participates as a member of the Western DuPage Special Recreation Association (WDSRA), which provides inclusion services for Park District programs and offers programs designed for individuals with special needs. The District also administers a Fee Assistance Program, making activities and facilities accessible to those who could otherwise not afford to participate.

Examples of programs and services meeting this program determinant are listed below.

- Naperville Park District includes 74 Neighborhood Parks, 10 Community Parks, 8 District Parks, 11 Special Use Parks, 15 Greenways, and 25 Preservation/Conservation Areas which provide recreational opportunities for participants of all ages and abilities.
- The Naperville Park District offered over 7,500 classes, teams, events and performances for participants of all ages in 2018, ultimately serving over 56,000 registrants including youth, adults and special needs populations through a variety of sports, arts, aquatics, fitness & wellness, active senior, special event, and environmental programs and activities.
- WDSRA assisted with over 750 inclusions in park district programs during the 2017-2018 fiscal year, and over 3,000 Naperville registrations are received annually for special needs programs through WDSRA.

- 420 residents received Fee Assistance from the Naperville Park District in 2018 to participate in programs and utilize facilities, resulting in the distribution of over \$46,000 in funding.
- Over 75 miles of biking and walking trails, over 200 athletic fields and courts, 2 skate facilities, 2 golf courses, 1 trapshooting facility, 1 outdoor aquatics facility, and over 145,000 square feet of indoor space are maintained by the Park District.
- Cooperative agreements with Naperville School Districts provide over 18,000 square feet of additional indoor recreation space.
- A public/private lease agreement provides over 11,500 square feet of indoor recreation space in south Naperville, and another 1,200 square feet in north Naperville.
- In 2018 over 2,800 volunteers assisted the District, resulting in over 79,000 hours of volunteer service.

Recreation Programming Plan Guide:

When possible, the District collaborates with other organizations in an effort to meet community needs for recreation programs and services. Consideration is given to program and service accessibility during the development process. Every effort is made to ensure that programs and services are available geographically throughout Naperville, to the extent that adequate facilities and resources are available. Programs and services are made available to individuals with special needs and individuals demonstrating financial hardships.

Initiatives/Frequency:

- Complete a Geographic Review of Programs – On an Annual Basis
- Utilize Inclusion Services Available through WDSRA – As Needed
- Administer Fee Assistance Program and Award Funds to Qualifying Applicants – Quarterly (As applications are received)

D. Agency Mission, Philosophy, Goals and Core Values

The Naperville Park District makes every effort to provide the community with quality programs that support the mission, philosophy, goals and core values. The services and programs provided by the Naperville Park District have been developed to support these areas. Determining what programs and services are provided is done in a systematic manner, evaluating not only constituent needs, but program objectives and outcomes against the District’s mission and core values. The Naperville Park District has adopted the core values found on the following page.

Naperville Park District Core Values

The Naperville Park District embraces these core values that emphasize collaboration, integrity and accountability:

Health and Wellness	<ul style="list-style-type: none"> • Promote community health and wellness • Help build healthy lifestyles and encourage a reduction in obesity • Promote year round physical fitness
Environmental Education, Stewardship and Sustainability	<ul style="list-style-type: none"> • Promote natural resource management • Promote sustainability initiatives
Community Enrichment	<ul style="list-style-type: none"> • Provide co-sponsored family special events • Promote cultural diversity and creativity • Promote community involvement
Public Safety	<ul style="list-style-type: none"> • Meet or exceed public safety standards • Collaborate with other units of government to promote public safety
Accessibility	<ul style="list-style-type: none"> • Promote connectivity of recreational paths or trails • Provide accessible parks, facilities and programs
Personal Growth and Enrichment	<ul style="list-style-type: none"> • Promote personal creativity • Promote the development of life skills • Promote positive human interactions

As identified in the 2010 Organizational Assessment of Operations Report completed by Springsted, the basic premise supporting recreation program planning is to provide equitable service to all segments of the community through leader-directed and self-directed programs consistent with the District’s core values. Leader-directed programs and services are defined as recreation opportunities where participant involvement is directed by a leader. Examples include skill instruction classes and youth sports. Self-directed programs and services are defined as recreation opportunities where participant involvement does not require leadership or occurs with only general supervision. Examples include picnic facilities, tennis courts, pickleball courts, bike trails, self-guided nature trails, garden plots and playgrounds.

The Naperville Park District has identified the following community segments, or cohorts, served by the District’s recreation programs. Assessing core program offerings by cohorts helps to identify existing gaps in programming. Existing cohorts served by the District include early childhood, youth, teens, young adults, adults, seniors, families, and persons with special needs. The District is able to determine recreation programming considering each cohort’s representation in census data, school enrollment data, and District data on current participants.

Core Recreation Programs are defined as those programs, which over time, will meet District core values and address the conceptual foundations of play, games, recreation, tourism, and sports as identified by Rossman and Schlatter in the Recreation Programming, 5th edition text. Leader-directed programs should be offered in accordance with the interest and needs of each cohort and evaluated over time on quality of life outcome-based performance measurements.

Recreation Programming Plan Guide:

Recreational experiences developed and offered by the District will be consistent with its Mission, Philosophy, Goals and Core Values. Programs and services are evaluated against the mission of the District. Leader-directed programs also are evaluated against core values, and in most cases must meet a minimum of 3 core value areas to remain a viable District offering. Programs that do not meet a minimum of 3 core values either will be restructured or eliminated/not offered. Existing programs will be measured against cohorts to determine gaps in programming. Consideration will be given to community demographics and past age segment participant data.

Initiatives/Frequency:

- Evaluate Recreation Experiences against Mission and Philosophy – Annually (Existing), As Proposed (New)
- Evaluate Leader-directed Programs against Core Values – Annually (Existing), As Proposed (New)
- Evaluate Programs against Cohorts - Annually

E. Experiences Desirable for Clientele

Diversity in programs and services is essential in order to meet the recreational needs and desires of the community. Age, interests, costs, locations and special needs are taken into consideration when planning programs. Below are some examples of the diverse programs and services within the core program and service areas identified earlier in this document.

- The Naperville Park District offered over 7,500 classes, teams, events and performances for participants of all ages in 2018, ultimately serving over 56,000 registrants including youth, adults and special needs populations through a variety of sports, arts, aquatics, fitness & wellness, active senior, special event, and environmental programs and activities.
- WDSRA assisted with over 750 inclusions in Naperville Park District programs during the 2017-2018 fiscal year, and over 3,000 Naperville registrations are received annually for special needs programs through WDSRA.
- Examples of Active Seniors activities include: Drop-in Card Games, Bingo, and Day Trips
- Examples of Aquatics activities include: Youth Learn to Swim, Water Polo, and Diving
- Examples of Arts activities held throughout the year include: Non-Recital and Recital Dance, Theater, Carillon Recitals, Pottery, and Painting
- Examples of Environmental activities include: Nature Day Camps, Nature Hikes, and Family Campouts
- Examples of Fitness & Wellness activities include: Group Fitness Classes, Personal Training, and Wellness Series Workshops
- Examples of Special Event activities include: Kite Fly Festival, Concerts in Your Park, Halloween Happening, and Santa House
- Examples of Sports activities include: Naperville Youth Soccer, T-ball, Coach-pitch, Softball, Youth Sports Camps, Youth Instructional Sports, Adult Leagues, Cricket, Flag Football, and Golf
- Examples of Youth, Teen and Family activities include: Day Camps, Early Childhood Classes, Preschool, TNT, Battle of the Bands, Hayrides, and Ghost Stories
- Numerous self-directed experiences also are available throughout the District. Examples are listed in Section C of this document.

Recreation Programming Plan Guide:

Program planning will consider age, interests, costs, locations and special needs.

Initiative/Frequency:

- Evaluate Age, Community Interests, Cost, Locations and Ability for Programs to Serve Special Needs– Annually (Existing), As Proposed (New)

Programs and Services

The Naperville Park District is comprised of 137 parks with over 75 miles of biking and walking trails, over 200 athletic fields and athletic courts, 2 skate facilities, 2 golf courses, 1 trapshooting facility, 1 outdoor aquatics facility, and over 145,000 square feet of indoor space that are maintained by the Park District. These amenities provide recreational opportunities for participants of all ages and abilities.

Programs are made available based on participant interests, market trends, recreation fundamentals and available resources. It is the goal of the Recreation Department to provide high quality programs that meet the needs of the community and maximizes available resources. The Recreation Department's mission, goals and objectives are listed below.

Mission, Goal and Objectives

District Mission

We provide recreation and park experiences that promote healthy lives, healthy minds and a healthy community.

Recreation Department Mission

To create, manage and facilitate recreation experiences for all ages that promote and support the District's core values and mission.

Golf Department Mission

Provide great experiences at our golf facilities while maintaining viability and relevance.

Goal

To provide quality programs and facilities that meet the needs of the community, maximize resources, promote and support the District's core values and mission, and provide the community a variety of opportunities to participate in both self-directed and leader-directed activities.

Department Objectives

The Recreation Department has developed the following objectives based upon the District's core values and strategic objectives. These objectives are in addition to, and in some cases overlap, objectives included within the strategic plan.

Participant

1. Encourage socialization and personal growth through participation.
2. Provide recreation activities that improve health and wellness and build life-long skills.
3. Provide programs that are accessible.

4. Increase and/or maintain annual participation levels.
5. Expand, restructure or eliminate existing programs based on declining demand.
6. Develop new programs based on new trends and/or community needs.

Community Collaboration, Involvement & Communication

1. Identify key projects and initiatives that may be advanced through partnerships and pursue opportunities for collaboration.
2. Improve outreach efforts by fostering strategic targeting of promotional efforts, effective joint promotional efforts and effective distribution of public information materials.
3. Utilize constituent feedback (residents, participants, park users, interest groups) in setting priorities for planning, development, programming, use of facilities and other recreation related matters.

Resources (facilities, staff, volunteers)

1. Evaluate existing facilities for opportunities to increase revenue potential.
2. Maintain high quality programs.
3. Maintain/encourage cooperative facility arrangements and joint use agreements.
4. Provide skills training and development programs to improve and expand staff skills and capabilities.
5. Maintain a high volunteer base.
6. Improve the use and effectiveness of volunteers by maintaining a diverse pool of skilled volunteers; an effective system for matching volunteers with specific tasks based on skills required, time commitment and other factors; and adequate training and supervision.
7. Consistently reward and recognize staff and volunteers for their contributions to the District.

Evaluation

1. Data collection, coordination and analysis capabilities will provide adequate information for planning, evaluation and management.
2. Continue to evaluate and review existing facilities, programs and services on an on-going basis to measure use and demand and determine value to constituents.
3. Measure community satisfaction and needs and adapt program offerings accordingly.

Core Program and Service Area Primary Objectives

The Recreation Department has established the following Core Program and Service Area Primary Objectives. The primary objectives of each program area are intended to support the Core Values adopted by the District. Individual program objectives are included within Recreation Program and Service Forms. Program objectives are intended to support the Core Program and Service area Primary Objectives outlined below.

Core Program and Service Area	Primary Objectives
Active Seniors Aquatics Fitness & Wellness Sports	<ul style="list-style-type: none"> • Participants will increase Socialization & Personal Growth • Participants will improve their Health & Wellness • Participants will Build Life-long Skills • Programs offered will be Accessible to varying demographics and abilities • Programs offered will support New Trends or Community Demand
Arts Environmental	<ul style="list-style-type: none"> • Participants will increase Socialization & Personal Growth • Participants will Build Life-long Skills

Youth, Teen & Family	<ul style="list-style-type: none"> • Programs offered will be Accessible to varying demographics and abilities • Programs offered will support New Trends or Community Demand
Special Events	<ul style="list-style-type: none"> • Participants will increase Socialization & Personal Growth • Participants will improve their Health & Wellness • Programs offered will be Accessible to varying demographics and abilities • Programs offered will support New Trends or Community Demand

Recreation Department Personnel

The Recreation Department consists of five divisions, including Programming, Facilities, Aquatics, Volunteers, and Customer Service. The Recreation Programming Division is directly responsible for the coordination and management of the District’s programs and events. The Facilities Division is responsible for the operation of the Fort Hill Activity Center, Knoch Knolls Nature Center, and Riverwalk Café. Additionally, the division is responsible for providing program and event support through the Custodial Division, which also cleans facilities District-wide. The Aquatics Division is responsible for the operation of Centennial Beach, the Paddleboat Quarry, and year-round aquatics programs. The Volunteer Division is responsible for coordinating the District’s volunteers, who assist with programs and events, as well as park maintenance projects. Finally, the Customer Service division is responsible for a variety of customer service, clerical, administrative and technical functions relating to registration, membership sales, facility rentals, customer communication and front desk operations. Program Managers, Facility Managers, and Nature Center Manager are responsible for managing programs and services within each of the core program and service areas. A copy of the Recreation Department Organizational Structure is included in this plan as Appendix B. Examples of positions found within the structure include:

Recreation Department Staff: (FTE = Full Time/Full-Time Equivalent/ PT = Part Time)

- 1 FTE – Director of Recreation and Facilities
- 1 FTE – Superintendent of Recreation
- 1 FTE – Superintendent of Facilities
- 1 FTE – Aquatics Manager
- 1 FTE – Customer Service Manager
- 1 FTE – Customer Service Assistant Manager
- 7 FTE – Customer Service Associates
- 1 FTE – Volunteer Manager
- 9 FTE – Program Managers
- 1 FTE – Nature Center Manager
- 1 FTE – Fitness Manager
- 1 FTE – Custodial Manager
- 1 FTE – Custodial Supervisor
- 6 FTE – Custodians
- 1 FTE – Administrative Assistant
- 22 PT – Recreation Coordinators

Approx. 800 PT – Program instructors and support staff. The number of seasonal positions fluctuates during the year with summer having the greatest number of staff.

Recreation Programming Plan Guide:

Staffing levels within the Recreation Department will be evaluated during development of the annual budget. Any recommendations for staffing changes will be based on projected program and service growth/decline and the completion of strategic goals and objectives.

Initiative/Frequency:

- Evaluate Recreation Department Staffing Levels During Budget Development - Annually

Collaborative Partnerships

The Naperville Park District has numerous written agreements and contracts for cooperative use, maintenance of facilities, and administration of programs and services. Intergovernmental cooperative agreements exist with the City, School Districts, neighboring Park Districts, and Forest Preserve Districts. Additionally, the Park District partners with community organizations, service clubs and athletic organizations. Below are several examples:

1. The Naperville Park District collaborates with Naperville Community Unit School District 203 and Indian Prairie School District 204 to develop gymnasiums and outdoor athletic fields for shared use.
2. The Naperville Park District works cooperatively with the Naperville School Districts, City of Naperville, and Forest Preserve Districts to lease park property for the provision of community open space.
3. The Naperville Park District works cooperatively with the City of Naperville and Forest Preserve Districts to develop and maintain walking, jogging and biking trails throughout the community.
4. The Naperville Park District collaborates with eight other park districts to fund the Western DuPage Special Recreation Association (WDSRA) to provide inclusion services and programs for individuals with special needs.
5. The Naperville Park District works cooperatively with the City of Naperville to maintain the Naperville Riverwalk, considered the “Crown Jewel” of Naperville.
6. The Naperville Park District collaborates with the City of Naperville on the operation and maintenance of the Millennium Carillon and Visitor Center.
7. The Naperville Park District works cooperatively with the Naperville Sportsman’s Club in the operation of the Sportsman’s Park Trapshooting Range.
8. The Naperville Park District worked cooperatively with Naperville athletic organizations in the shared funding of athletic field renovations and development.
9. The Naperville Park District leases facility space to Riverwalk Adult Day Services at the District’s Senior Center.
10. The Naperville Park District collaborated with the Woodridge Park District on the purchase of a mobile stage in 2010, and works cooperatively with Woodridge to schedule the stage each year.
11. The Naperville Park District works cooperatively with the Lisle Park District for emergency use of aquatics facilities for season pass holders.
12. The Naperville Park District entered into a public/private partnership in 2012 to lease approximately 11,500 sq ft of indoor programming space in south Naperville.
13. The Naperville Park District entered into a public/private agreement with KidsMatter in 2016 to provide office space and promotional support to the KidsMatter organization.
14. The Naperville Park District entered into a public/private agreement with Ride Assist Naperville (RAN) in 2016 to provide office space to support the RAN organization.
15. The Naperville Park District entered into a public/private partnership in 2018 to sublease approximately 1,200 sq ft of indoor studio space in north Naperville.

The Naperville Park District Board of Commissioners has adopted the following administrative policy with respect to **Cooperation between Agencies**.

“The Park District recognizes the need and desirability of cooperating with community agencies in order to best serve the residents of the District in the most economical manner.

The Board members and staff of the District will strive to cooperate to the fullest extent with other agencies in the community, including governmental, public, private, and voluntary organizations.

Cooperation with other agencies should not be detrimental to the functions or operations of the District or be adverse to prior commitments of the District made with individuals or groups.

All contacts with other agencies will be handled through the office of the Executive Director, except where he/she may authorize such relations to be maintained by other staff members.”

Recreation Programming Plan Guide:

To its fullest extent, the Recreation Department will collaborate on the provision of recreation programs and services when it is believed that such cooperative efforts will better serve District residents while making the best utilization of District resources. The department will proactively create resource sharing and cost savings opportunities for the Park District through community partnerships. In addition, the Recreation Department will maintain an inventory of similar program and service providers to understand recreational offerings available to the community. Information included within the inventory will be utilized in planning efforts to understand gaps in services and identify opportunities for potential partnerships.

Initiatives/Frequency:

- Identify and Evaluate Cooperative Partnership Opportunities - On-going
- Inventory Similar Program and Service Providers - Annually

Comprehensive Review of the Recreation Programming Plan

The review and update of any plan is an essential phase of the overall planning process. Updates to the Recreation Programming Plan shall be completed when there are updates to the Master Plan and Strategic Plan in order to maintain continuity among the District’s planning documents. Plan updates will consider changes with community demographics, industry and local trends, resource availability, and feedback from program participants. Participant feedback provides important information for improving program and service offerings. The Naperville Park District gathers participant information related to programming in the following ways:

- **Program, Membership and Facility Evaluations** - conducted throughout the year and seasonally for seasonal facility operations. Evaluations are conducted using the Program Evaluation Procedure. Results for each program survey are compiled and shared with appropriate Recreation staff responsible for the programs, memberships, or facility operations. Evaluation results are reviewed at minimum quarterly, and more often for seasonal facilities.
- **Customer Comments** – included on the program and facility evaluations.

- **Attendance Numbers** – compiled from daily attendance at drop-in facilities, such as Centennial Beach, Paddleboats, and Sportsman’s Park Trapshooting Range. Attendance numbers are tracked annually.
- **Participation numbers** – tracked through the recreation software system. Comparison reports are generated to evaluate participant data from prior seasons. Participation numbers are tracked quarterly.
- **Membership numbers** – tracked through the recreation software system. Comparison reports are generated to evaluate membership data from prior months and years. Membership numbers are tracked annually for Centennial Beach and monthly for the Fort Hill Activity Center.
- **Program and Service Statistics** - appropriate program and service statistics are monitored and evaluated. References to statistics are used in making decisions for programs, program improvements, and assisting with meeting target measurements and strategic objectives.
- **Implementation of the Public Participation Process** – includes community meetings, open houses, review teams and focus groups. Meeting notes are collected and considered during program and project planning. Implementation of the process occurs in conjunction with capital projects or events.
- **Community Interest & Opinion Surveys** –includes the completion of a statistically valid survey of the community. Community surveys are conducted every 3 to 5 years. Local program and service trends are identified through survey results and assist in the development of agency goals and objectives.

Recreation Programming Plan Guide:

The Recreation Department will gather participant feedback using the means outlined above. Updates to the Recreation Programming Plan shall be completed when there are updates to the Master Plan and Strategic Plan, or when significant changes are anticipated with community demographics, industry and local trends, resource availability, or results from participant feedback. Plan revisions shall be reviewed and discussed by the District’s Parks and Recreation Committee prior to implementation. Results will be tracked through program and service evaluations and plan updates.

Initiatives/Frequency:

- Complete Recreation Programming Plan Updates – Completed when there are updates to the Master Plan & Strategic Plan.
- Complete Program & Service Evaluations – On a Quarterly Basis
- Track and Analyze Attendance Numbers – On an Annual Basis
- Track and Analyze Participation Numbers – On a Quarterly Basis
- Track and Analyze Membership Numbers – On a Monthly and Annual Basis
- Complete Public Participation Process – On-going
- Conduct Community Interest & Opinion Surveys – Every 3 to 5 Years

Recreation Programming Plan Summary of Initiatives

The following is a summary of the initiatives found within this document.

Section	Initiative	Frequency
Master Plan	Develop and achieve Recreation Department goals in support of the Master Plan	Annually
Strategic Plan	Develop and achieve Recreation Department goals in support of the Strategic Plan	Annually
Conceptual Foundations of Play, Recreation and Leisure	Evaluate Programs against Conceptual Foundations	Annually (Existing) As Proposed (New)
	Evaluate New Leader-directed Programs against Core Program and Service Areas	As Proposed
Constituent Needs	Complete Program & Service Evaluations	Quarterly
	Conduct Committees, Open Houses, and Focus Groups	As Needed
	Conduct Community Interest & Opinion Surveys	Every 3 to 5 Years
Community Opportunities	Complete a Geographic Review of Programs	Annually
	Utilize Inclusion Services Available through WDSRA	As Needed
	Administer Fee Assistance Program and Award Funds to Qualifying Applicants	Quarterly (As applications are received)
Agency Mission, Philosophy, Goals, and Core Values	Evaluate Recreation Experiences against Mission and Philosophy	Annually (Existing) As Proposed (New)
	Evaluate Leader-directed Programs against Core Values	Annually (Existing) As Proposed (New)
	Evaluate Programs against Cohorts	Annually

Section	Initiative	Frequency
Experiences Desirable for Clientele	Evaluate Age, Community Interests, Cost, Locations and Ability for Programs to Serve Special Needs	Annually
Recreation Department Personnel	Evaluate Recreation Department Staffing Levels During Budget Development	Annually
Collaborative Partnerships	Identify and Evaluate Cooperative Partnership Opportunities	On-going
	Inventory Similar Program and Service Providers	Annually
Comprehensive Review of the Recreation Programming Plan	Complete Recreation Programming Plan Updates	Completed when there are updates to the Master Plan & Strategic Plan.
	Complete Program & Service Evaluations	Quarterly
	Track and Analyze Attendance Numbers	Annually
	Track and Analyze Participation Numbers	Quarterly
	Track and Analyze Membership Numbers	Monthly and Annually
	Complete Public Participation Process	On-going
	Conduct Community Interest & Opinion Surveys	Every 3 to 5 Years

Appendix A

New Recreation Program or Service Review Procedure

New Recreation Program or Service Review Procedure

- I. **Purpose:** The purpose of this procedure is to outline the steps required to submit and respond to a request for a new recreation program or service.
- II. **Scope:** The procedure applies to all recreation program or service requests submitted for consideration to the Recreation Department.
- III. **Procedure:**

A. Administer New Recreation Program or Service Request Form

Upon development or receipt of a request for a new recreation program or service, the Recreation Department staff member or requesting individual shall complete a *New Recreation Program or Service Request Form*. The completed form shall be provided to the Superintendent of Recreation for review.

B. Evaluate New Recreation Program or Service Request Form

The completed form is evaluated by the Superintendent of Recreation. A New Program or Service Evaluation sheet is completed for each form, measuring the proposed program or service against a series of questions, including the Recreation Department Goal and District's mission and core values. *Note:* Requests that require the Park District to commit additional resources will be reviewed by the Director of Recreation and Facilities, and if appropriate, may be forwarded to the Executive Director and Board of Commissioners for consideration.

C. Approve or Deny Request

The Superintendent of Recreation will review the completed request form and evaluation sheet with Program Management staff. The group will recommend to approve the program/service, or deny the request based upon the results of the evaluation. A response will be given to the person who submitted the request form indicating whether the program or service will be implemented.

- D. If the program or service is approved the information will be forwarded to the appropriate Program Manager to begin implementation.

IV. Recreation Program and Service Considerations

The following considerations shall be used during the evaluation of new recreation programs and services.

Program and Service Determinants

Naperville Park District programs and services shall be based on:

- A. Conceptual Foundations of Play, Recreation and Leisure**
- B. Constituent Needs**
- C. Community Opportunities**
- D. Agency Mission, Philosophy, Goals and Core Values**
- E. Experiences Desirable for Clientele**

The Naperville Park District will make every effort to provide programs and services that meet community needs for recreation. The services and programs provided by the Naperville Park District will be developed to support the mission, vision and core values.

Planning, community research, outreach to targeted groups, benchmarking, evaluations and other methods of customer feedback will ensure that the programs offered reflect community needs and support the Park District's philosophy. The Park District will collaborate with many public and private entities to provide these programs and services including school districts, the business community, non-profit agencies and community users.

Core Program and Service Areas

Programs offered by the Naperville Park District fall within the following Core Program and Service Areas. They include:

- **Active Seniors**
- **Aquatics**
- **Arts**
- **Environmental**
- **Fitness & Wellness**
- **Special Events**
- **Sports**
- **Youth, Teen & Family**

Programs and services implemented by the District must fall within a core area.

Mission and Core Values

Determining what programs and services are provided is done in a systematic manner, evaluating not only constituent needs, but program objectives and outcomes against the District’s mission and core values. The Naperville Park District mission is *“We provide recreation and park experiences that promote healthy lives, healthy minds and a healthy community.”* The Naperville Park District has adopted the following core values:

Naperville Park District Core Values	
Health and Wellness	<ul style="list-style-type: none"> • Promote community health and wellness • Help build healthy lifestyles and encourage a reduction in obesity • Promote year round physical fitness
Environmental Education, Stewardship and Sustainability	<ul style="list-style-type: none"> • Promote natural resource management • Promote sustainability initiatives
Community Enrichment	<ul style="list-style-type: none"> • Provide co-sponsored family special events • Promote cultural diversity and creativity • Promote community involvement
Public Safety	<ul style="list-style-type: none"> • Meet or exceed public safety standards • Collaborate with other units of government to promote public safety
Accessibility	<ul style="list-style-type: none"> • Promote connectivity of recreational paths or trails • Provide accessible parks, facilities and programs
Personal Growth and Enrichment	<ul style="list-style-type: none"> • Promote personal creativity • Provide the development of life skills • Promote positive human interactions

New programs and services shall be evaluated against the Park District mission and core values. Program outcomes and objectives implemented by the District must support the mission and meet a minimum of 3 core values.

New Recreation Program or Service Request Form

(Use of Online Form Preferred)

The decision to offer a new program or service is based on specific criteria as determined by the Naperville Park District. To determine the qualification of a new program or service, please complete this form and return it to the Recreation Department.

Program or Service Title			
Contact Person/Instructor			
Email			
Phone (Day)	()	Phone (Evening)	()
Program or Service Description			
Program Objectives:			
Program Guide Description:			
Describe the Recreational Components of the Program:			

Participants		Program Schedule	
Expected number in class.		Season(s) of the year.	
Minimum number for class.		Number of weeks program meets.	
Maximum number for class.		Days per week program meets.	
Age Group	Youngest	Hours per day program meets.	
	Oldest	Anticipated fee for program.	
Equipment/Facility Requirements			
Equipment/Supplies Needed for Program:			
Facility Requirements:			

New Recreation Program or Service Evaluation Form

The evaluation form will be completed by the Naperville Park District Recreation Department.

Date Received: _____

Proposed Program
or Service Title: _____

*Please respond to the following questions using information provided in the New Recreation Program or Service Request Form. **The Goal of the Recreation Department** is “to provide quality programs and facilities that meet the needs of the community, maximize resources, promote and support our core values and mission, and provide the community a variety of opportunities to participate in both self-directed and leader-directed activities.”*

1. Do the objectives and outcomes of the program or service support the Park District mission? (A “Yes” response will support the Department Goal of supporting the District’s mission.)

_____ Yes _____ No (If no, do not offer.)

2. Which core area will the program or service meet?

_____ Active Seniors
_____ Aquatics
_____ Arts
_____ Environmental
_____ Fitness & Wellness
_____ Special Events
_____ Sports
_____ Youth, Teen & Family

_____ None (If none, do not offer.)

3. Is there community need for the program or service? (A “Yes” response will support the Department Goal of meeting community needs.)

_____ Yes _____ No (If no, do not offer.) _____ Unknown

4. Are appropriate resources (i.e. facilities, equipment, etc.) available for the program?

_____ Yes _____No

4a. If yes, will the program or service assist in maximizing available District resources? (A “Yes” response will support the Department Goal of maximizing resources.)

_____ Yes _____No

4b. If no, can appropriate resources be secured?

_____ Yes _____No (If no, do not offer.)

5. Will the program or service promote the District’s core values? (A “Yes” response will support the Department Goal of promoting core values.)

_____ Yes _____No (If no, do not offer.)

5a. If yes, which core values are supported by the objectives and outcomes of the program or service?

- _____ Health & Wellness
- _____ Environmental Education, Stewardship and Sustainability
- _____ Community Enrichment
- _____ Public Safety
- _____ Accessibility
- _____ Personal Growth and Enrichment

- _____ None (If none, do not offer.)

The program or service must meet a minimum of 3 core values to be considered for implementation. If 3 core values are not met do not offer.

6. Is a similar program or service already offered by the Park District? (A "No" response will support the Department Goal of providing a variety of opportunities to participate in both self-directed and leader-directed activities.)

_____ Yes _____ No

6a. If yes, can the program or service be implemented without adversely impacting the other offering(s)?

_____ Yes _____ No (If no, do not offer.)

7. Is a similar program or service already offered by another provider within the community?

_____ Yes _____ No

7a. If yes, is there sufficient community demand to provide additional offerings?

_____ Yes _____ No (If no, do not offer.) _____ Unknown

8. The outcome of participant involvement in the District's Core Programs and Services shall support primary objectives. Which of the below participant objectives are supported by the proposed program or service.

- _____ Encourage Socialization & Personal Growth
- _____ Improve Health & Wellness
- _____ Build Life-long Skills
- _____ Provide Accessibility
- _____ Support New Trends and/or Community Demand

9. Are qualified staff available to instruct the program? _____ Yes _____ No

Response to Program or Service Request

The request for a new recreation program or service is:

Approved Not Approved.

Reason(s) for decision:

Comments, questions, or concerns regarding the decision to approve the program or service request may be directed to the Superintendent of Recreation at (630) 848-5000.

Appendix B

Recreation Department Organizational Structure

Naperville Park District Recreation Department Organizational Structure

