

**AGENCY-SITE APPLICATION FOR FIELDWORK STUDENT IN
RECREATION ADMINISTRATION**

For Agency-Site Supervisor - please, check one of the following:

- Original:** No other application exists at Academic-Unit
- Continued Practice:** An application exists at Academic-Unit and no changes in practice exist from original
- Change in Practice:** An application exists at Academic-Unit though changes in practice exist for the domain(s) identified below - please, make correction(s) to change(s) only and resubmit to Academic-Unit

Agency-Site _____
 Address _____
 City _____ State _____ Zip Code _____
 Agency-Site Supervisor _____
 CPRP/CTRS Certification Number _____ Expiration Date: _____
 Number of full-time CPRP/CTRS(s) at Agency-Site: _____
 Phone _____ Fax _____ email: _____

*The above named Agency-Site agrees to accept students for field works from Academic-Unit. The Agency-Site recognizes that the Academic-Unit's goal is to assign students according to their interests and abilities; therefore this is only an application. If such a *relationship* is perceived, the Academic-Unit will be in contact soon thereafter.

- Please indicate in the spaces provided how the student will be exposed to the following domains while attending your Agency-Site (*please attach additional information, if space provided is not sufficient*).
1. **Budget & Finance** (i.e., prepare budget, determine fees & charges, forecast revenues / expenses, pursue alternate sources of funding, cash handling practices, bidding, purchase requisitions / orders, cost control methods, etc)
 2. **Staff Development & Supervision** (i.e., write job descriptions, recruit, hire and dismiss personnel, employee performance appraisals, disciplinary actions, staff work schedules, respond to employee grievances, etc.)
 3. **Policy Formulation & Interpretation Evaluation Process** (i.e., interpret personnel policies, risk management policies & procedures, public hearings, prepare operations manual, provide input to policy making bodies, etc)
 4. **Public Relations, Customer Service, & Marketing** (i.e., network with related organizations, implement public information services, respond to customer service issues, evaluate public relations efforts, prepare packets for special issues, marketing analysis, etc.)
 5. **Assessment** (i.e., target population program needs, resources, etc.)

6. **Program Planning** (i.e., individualized behavioral objective development, develop recreation activities schedule, registrations / reservations, etc.)

7. **Implementing Interventions** (i.e., teach recreation skills; provide direct leadership of leisure activities; facilitate use of equipment, supplies, services or facilities, etc.)

8. **Evaluative Research** (i.e., conduct summative and formative program evaluations, participant evaluations, comprehensive program report, etc.)

9. **Resource Planning, Development, & Management** (i.e., maintain inventory, develop and implement master plan, interpret plans, comply with state & federal regulations, etc)

10. **Facility Operations** (i.e., develop & implement practices for opening and closing facilities, security procedures, etc.)

**Additionally, please submit the following to the Academic-Unit Field work Coordinator prior to final approval of the Agency-Site being accepted as a field work Agency-Site:

- Remuneration offered by the Agency-Site (if any; i.e., salary, housing, etc.).
- A description of the mission and goals of the Agency-Site, present services offered, as well as those being developed.
- Resume(s) of Agency-Site Field work Supervisor(s)

We (Academic-Unit) appreciate your cooperation and support. Again, our goal is to assign students according to their interests and abilities. If such a *relationship* is perceived, we will be contacting you very soon with additional information. If you have any questions, please do not hesitate to call: (217) 581-3018. Please submit this application to (Academic-Unit):

Date Submitted _____	Approved: yes / no
Signature of Academic Coordinator _____	Date _____