

Afloat Recreation Program Management

Learner Workbook

PLAN RECREATION ACTIVITIES

PURPOSE:

- Provide Learners with knowledge and skills to successfully plan, manage and evaluate a comprehensive activities calendar
- Align Activities Calendar with documented crew preferences, the *Working Recreation Fund Budget*, policy and the *Navy Afloat Recreation & Fitness (Shipboard) Standards*
- Provide Learners with knowledge of responsibilities associated with specific elements of the *CNIC Afloat Recreation Program Inspection*

PLAN ACTIVITY

RECREATION SERVICES OFFICER

Being appointed into the role of command Recreation Services Officer (RSO) is worthy of congratulations. This role is appointed by the Commanding Officer (CO) to manage the ship's comprehensive recreation program. The RSO will be the CO's principal assistant for quality of life programs. This appointment indicates signs of a motivated leader with the ability to perform the principle duties of:

- Developing and conducting programs and services designed to maintain and improve the morale of the ship's crew and their family members
- Developing a recreation program financial plan – the *Working Recreation Fund Budget*
- Training and supervising personnel assigned to the ship's recreation program
- Maintaining custody and control of recreation equipment and property inventories

Developing a comprehensive recreation program for a large group of people with diverse interests, socio-economic backgrounds and differing levels of motivation to participate can be an overwhelming task for one person. The RSO will have many

assistants to help with this task such as the Recreation Fund Custodian (RFC), the command Recreation Advisory Board (RAB), the Fit and/or Fun Boss on large decks, the local Deployed Forces Support (DFS) Office, the installation Morale, Welfare & Recreation (MWR) Program and the ship's Chain of Command.

The RSO's number one priority is meeting the recreation needs of the entire crew.

There are many resources, both human and computer based to help. After completing the turnover process the first order of business is to find out what the crew likes to do, i.e., determine the crew's recreation program preferences.

ASSESS RECREATION PROGRAM PREFERENCES

The most critical parts of developing the ship's overall recreation program are:

- Incorporating the recreation preferences of the crew
- Aligning preferences with the recreation priorities of CO, XO and CMC
- Meeting the Commander Navy Installation Command (CNIC) *Navy Afloat Recreation & Fitness (Shipboard) Standards*

Although a *Recreation Program Activity Assessment* takes time to develop and administer, the time is well spent. Knowing the crew's preferences makes the RSO's job easier in the following ways:

- The crew is more likely to participate in the ship's recreation activities/events when they feel their preferences have been considered
- The guesswork of what to plan is minimized because the type of recreation activities/events appeal to your crew has been identified
- Knowing what recreation activities/events are most preferred by the crew helps to more realistically project participation levels, anticipated expenses, or income when developing the ship's *Working Recreation Fund Budget*
- When needing to justify current or additional activities/events to the command with data to support programming actions

Remember the crew's preferences are always changing and recreation activities/events must be tailored to meet these changes. A suggestion box can be used to keep up to date with the crew's current preferences.

Whether doing research with paper and pencil or using an electronic tool consider these steps.

1. Determine the desired outcomes for assessing recreation preferences. These outcomes may include:
 - Improve participation in recreation activities/events
 - Determine crew's recreation preferences
 - Determine fitness equipment needs/wants
 - Identify weak programming areas
 - Ensure annual calendar meets crew's recreation interests
 - Upgrade existing equipment and facilities
2. Work with the Deployed Forces Support Coordinator (DFSC) to determine best method(s) for gathering preference data/information.
 - *Electronic Tool* –free electronic tools are available on the internet. These free tools can be used to collect input from crewmembers that have access to the internet. An electronic tool provides a variety of reports to review data.
 - *Focus Group* – a face-to-face facilitated discussion with approximately 10-15 participants responding to previously identified open ended questions, e.g. “What activities would you want to see offered at a command picnic?” Or “In what way do you feel we can increase participation in the Command Holiday Party?” A scribe is selected to capture questions and responses word for word. While participants can offer varied and detailed responses, focus groups can be time consuming to schedule appointments with sufficient participants to gain a true representation of crew preferences.
 - *Suggestion Box* – an opportunity for individuals to provide suggestions at any given time. Provides input over a long period of time and may capture crew’s changing preferences.

- *Written Assessment* – the fastest way to gather responses from a large group of participants, however the most labor intensive to consolidate responses.
 - *Individual Interviews* – one-on-one conversations documented and consolidated into one report.
3. Meet with the Chain of Command to approve the *Recreation Activity Assessment*.
 4. Review the response frequencies and written responses, and identify general trends in the crew's recreation preferences.
 5. Interview the RAB members to understand the desires of the crew members they represent.
 6. Interview the CO/XO/Command Master Chief (CMC)/Chief of the Boat (COB) to determine if their goals for the Recreation Program align with the crew preferences.
 7. Compare the crew responses and interview results with the *Navy Afloat Recreation & Fitness (Shipboard) Standards*.
 8. Determine and list activity preferences the Recreation Fund will want to sponsor or support.
 9. Highlight those recreation program needs that appear to be Command mandates.

INTERVIEW RESPONSE SHEET
CO/XO/CMC
SUGGESTED QUESTIONS

1. Which activities are the most important to you?

☐ Team Sports

☐ Special Events

☐ Athletics

☐ Trips/Tours

☐ Fitness

☐ Local MWR Sponsored
Activities

☐ Ticket Program

☐ Classes

☐ Competitions

☐ Other _____

2. How much emphasis should be placed on family activities?

☐ Not Much

☐ A Great Deal

☐ Some

☐ A Moderate Amount

3. How much emphasis should be placed on Single Sailor activities?

☐ Not Much

☐ A Great Deal

☐ Some

☐ A Moderate Amount

4. How much emphasis should be placed on fitness equipment?

☐ Not Much

☐ A Great Deal

☐ Some

☐ A Moderate Amount

5. What is your policy with regard to alcohol?

6. Are there any activities you are not fond of?

INTERVIEW RESPONSE SHEET
RECREATION ADVISORY BOARD (RAB)
SUGGESTED QUESTIONS

1. What do you see as the priority recreation program needs of the crew?

2. How much emphasis should be placed on family activities?

<input type="checkbox"/> Not Much	<input type="checkbox"/> Some
<input type="checkbox"/> A Great Deal	<input type="checkbox"/> A Moderate Amount

3. How much emphasis should be placed on Single Sailor programs?

<input type="checkbox"/> Not Much	<input type="checkbox"/> Some
<input type="checkbox"/> A Great Deal	<input type="checkbox"/> A Moderate Amount

4. How can I count on you to get assistants/volunteers to coach teams, lead programs, or give input to ensure a quality recreation program?

5. How can I count on you to assist in getting the word out about our activities/events?

RECREATION PROGRAM ACTIVITY ASSESSMENT

CREW MEMBER

SUGGESTED QUESTIONS

The Recreation Advisory Board (RAB) would like to know more about you and your recreation/leisure preferences. Please take the next 10 minutes to complete the Recreation Program Activity Assessment. Please check the appropriate boxes and/or fill in the blanks.

1. How would you prefer to spend your spare time during port calls?

- | | |
|---|--|
| <input type="checkbox"/> Competitive Sports with Locals/Ships | <input type="checkbox"/> Meeting Local Nationals |
| <input type="checkbox"/> Exploring on My Own | <input type="checkbox"/> Tours of Area |
| <input type="checkbox"/> Hanging out with Friends | <input type="checkbox"/> Other: _____ |

2. In which recreation/leisure activities do you prefer to participate? Check as many that apply and add others if applicable.

Recreation & Fitness Programs (Directed and Filler Activities)

Outdoor Activities:

- | | | |
|---|--|--|
| <input type="checkbox"/> Archery | <input type="checkbox"/> Paddle Boarding | <input type="checkbox"/> Surfing |
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Paintball/Airsoft | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Biking | <input type="checkbox"/> Rappelling | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Camping | <input type="checkbox"/> Rock Climbing | <input type="checkbox"/> Tubing |
| <input type="checkbox"/> Canoeing | <input type="checkbox"/> Running/Races | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Fishing | <input type="checkbox"/> Sailing | <input type="checkbox"/> Walking |
| <input type="checkbox"/> Flag Football | <input type="checkbox"/> Scuba Diving | <input type="checkbox"/> Water Skiing |
| <input type="checkbox"/> Golf | <input type="checkbox"/> Shooting Sports | <input type="checkbox"/> White Water Rafting |
| <input type="checkbox"/> Hiking | <input type="checkbox"/> Soccer | <input type="checkbox"/> Wind Surfing |
| <input type="checkbox"/> Horseback Riding | <input type="checkbox"/> Softball | <input type="checkbox"/> Zip Lining |
| <input type="checkbox"/> Jet Skiing | <input type="checkbox"/> Skate Boarding | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Kayaking | <input type="checkbox"/> Snow Boarding | |
| <input type="checkbox"/> Mountain Biking | <input type="checkbox"/> Snow Skiing | |

Indoor Activities:

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Ping-Pong | <input type="checkbox"/> Card Games |
| <input type="checkbox"/> Billiards | <input type="checkbox"/> Racquetball | Specify _____ |
| <input type="checkbox"/> Bowling | <input type="checkbox"/> Reading | <input type="checkbox"/> Video Games |
| <input type="checkbox"/> Boxing | <input type="checkbox"/> Use Fitness Center | Specify _____ |
| <input type="checkbox"/> Cardio Classes | <input type="checkbox"/> Watching TV/Videos | <input type="checkbox"/> Board Games |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Weightlifting | Specify _____ |
| <input type="checkbox"/> Darts | <input type="checkbox"/> Wrestling | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Martial Arts | | |

Movies

- ☐ Action/Adventure
- ☐ Comedy
- ☐ Drama
- ☐ Romance
- ☐ Science Fiction

- ☐ Thriller
- ☐ Other: _____

College/Professional sports:

- ☐ Baseball
- ☐ Basketball
- ☐ Football
- ☐ Hockey
- ☐ Soccer
- ☐ Tennis

Trips/Tours:

- ☐ Amusement Parks
- ☐ Animal Encounters
- ☐ Coastal/Seashores
- ☐ Historical Landmarks
- ☐ Motorsports
- ☐ Museums
- ☐ National Parks
- ☐ Zoos
- ☐ Music/Concert
Specify _____
- ☐ Other _____

Special Interest

- ☐ Arts & Crafts
Specify _____
- ☐ Cars, Repair, Customizing, Restoring
- ☐ Collecting
Specify _____
- ☐ Creative Writing
- ☐ Dancing
Specify _____
- ☐ Drama/Musicals/Community Theater
- ☐ Photography
- ☐ Spoken Word

Skill/Knowledge

- ☐ Wellness Classes
- ☐ Sports Safety Classes
- ☐ Nutrition Classes
- ☐ Introduction to Exercise Program
(TRX, NOFFS)
- ☐ Sports Skills Conditioning
- ☐ Art Classes
- ☐ Golf Instruction
- ☐ Ski Lessons
- ☐ Cooking Class
- ☐ Paddle Boarding Clinic

3. Are there any other recreation activities you enjoy that you might like to see offered on the ship?

4. How would you like to hear about command recreation and fitness program and activities?

5. Do you know who your division's Recreation Advisory Board representative is?

☐ Yes

☐ No

6. Are you aware that you can provide your representative with input for Recreation Advisory Board meetings?

☐ Yes

☐ No

7. Your age?

☐ 17-22 yrs.

☐ 29-34 yrs.

☐ 40-44 yrs.

☐ 50+ yrs.

☐ 23-28 yrs.

☐ 35-39 yrs.

☐ 45-49 yrs.

8. What is your marital status?

☐ Single

☐ Married

9. Do you have children?

☐ Yes

☐ No

If yes, indicate how many by the appropriate age group.

_____ 0-3 yrs.

_____ 7-10 yrs.

_____ 14-16 yrs.

_____ 4-6 yrs.

_____ 11-13 yrs.

_____ 17-20 yrs.

10. Do you have personal transportation?

☐ Yes

☐ No

Thank you for providing your recreation activity and event preferences. Please return the completed survey.

CONDUCT RECREATION PROGRAM FAMILIARIZATION BRIEF

A well planned familiarization brief for new crew members makes them not only feel welcomed, but also initiates them into a positive recreation culture right from the start. This may be the first command your new crew member has checked into, and much like a college orientation, the proactive Recreation Services Officer (RSO) can make a tremendous impact on a young crew member's first initiation to Navy life.

Disseminating port call information to the entire crew about local recreation opportunities will allow each crew member an opportunity to explore areas they may never see again. A valuable source of information about the area is the local Deployed Forces Support (DFS), MWR Office, or Husbanding Agent.

Gather recreation services information to disseminate. If the familiarization brief is to be conducted during the ship's indoctrination, gather information on:

- Ship's recreation services program including a Ticket Sales Program, Ticket Rebate Program, trips/tours, athletic events, clubs and special interest groups
- Installation/region Fleet & Family Readiness (FFR) information including MWR facilities and programs, Child & Youth programs and base-wide events and activities
- Local and regional recreation opportunities including state parks, recreation areas, movie theaters, prices/fees, transportation and money conversion

Prepare a Letter of Introduction from the RSO which may include a welcome aboard introduction to new crew members, explanation of the ship's recreation programs and contact information for the Afloat Recreation Program personnel.

Prior to conducting this familiarization brief, it is recommended you prepare a *Welcome Aboard* packet including websites, local recreation services information/brochures, flyers, maps, base newspapers, a Letter of Introduction from RSO and a Recreation Program Activity/Event Crew Assessment.

BRAINSTORMING GUIDELINES

Prior to preparing a recreation calendar or developing a *Working Recreation Fund Budget*, conducting a brainstorming session is appropriate. Brainstorming can be employed to expand on existing activities/events (e.g., holiday parties, summer picnic, revenue generating programs) or for generating ideas for the overall recreation program. After a brainstorming session assign teams to research and develop activity ideas.

Brainstorming is a great way to generate a variety of interest that meets the needs of the entire crew and allows every division represented an opportunity to share in the planning of the recreation program.

During the brainstorming session participants may look for recreation ideas in a number of sources including the ship's *Recreation Program Activity Assessment* results, previous conversations with other ship RSOs/RFCs, and the DFS Office and the installation's MWR program.

To conduct a brainstorming session, select a convenient time and appropriate location to be able to capture ideas and focus the attention of the participants. A lounge or office space may provide the best location. Depending on desired outcomes, consider inviting representatives from a variety of groups. For example, if planning a family picnic it may be appropriate to include representatives from the Family Readiness Group (FRG). For a comprehensive schedule during deployment make sure all areas of the crew are represented, including embarked units. A brainstorming session could be held as a portion of a regularly scheduled RAB meeting.

To conduct successful brainstorming sessions consider who is going to attend; how to capture ideas: whiteboard, computer, chart paper, voice recording and who will record attendance for the meeting and make sure all attendees know the goal of the session. The moderator will explain brainstorming guidelines and ground rules. Some ground rules to include are:

- All ideas will be recorded
- Strive for quantity--generate as many ideas as possible
- Purposely build on the ideas of others
- Avoid discussing details during the brainstorming
- Remember these are ideas and they are neither right nor wrong

When facilitating the brainstorming session the moderator will encourage participants to generate as many ideas as possible by asking questions to solicit ideas; sometimes it may be necessary to call on group members. Positive body language such as standing in the center of the room, hand gestures, nodding your head to affirm ideas and holding up a hand to keep someone from interrupting is also encouraged. Participants appreciate positive feedback such as a smile, nod or acknowledging all ideas without judgment e.g., “Good one!”

The moderator may add ideas along with everyone else’s or encourage spin-offs of ideas. This can be done by restating the idea and asking, “What else does this make you think of?” or “Has anyone done anything similar to this?” Sometimes reading the list of ideas and saying, “Can anyone build on, or expand on, any of these ideas?” will further generate ideas.

If the pace of the group begins to slow down ask a question about an idea that has already been generated to encourage participants to build on. If the group stalls out on generating ideas and experiences more than 30-40 seconds of silence, ask if participants have anything more to add by saying, “It looks like we’ve achieved our goal. Are there any other ideas?” If not, end the brainstorming session.

If an idea is criticized as being right or wrong OR evaluated by another participant remind participants there are no right or wrong ideas in a brainstorming session and now is not the time to evaluate ideas. Encourage participants to build on or change ideas to make them work.

End the brainstorming session when the goal of the brainstorming session is met, ideas have become repetitive, when the group is getting restless or when a previously established time limit is up.

After ending the brainstorming session, explain that unauthorized and impractical ideas will be eliminated or altered and ideas will be assigned to interested groups for initial investigation. After making these edits to the list, create a consolidated list of ideas and submit the list to the RAB for making final recommendations.

Don't forget to thank everyone for participating and for their ideas.

STANDARDS PROGRAM CATEGORIES

Types of activities to include in the Annual Recreation Activities Calendar include:

Recreation & Fitness Programs (Directed and Filler Activities): Recreational program and event offerings that meet the leisure interests and needs of the command. Activities are scheduled and are facilitated or organized by the MWR staff, RSO or other trained staff member. These can be fee-based or free activities.

- Recreation examples: Movie Nights, Bingo, Board Game Night, Open Mic Night, Fishing, Arts and Crafts, Texas Hold 'Em Night, Karaoke.
- Fitness examples: aerobics, group exercise, remedial PT, fitness assessments, smoking cessation, personal training, etc.

Skills/Knowledge Classes: Activities offered to address proficiency levels for a variety of programs. The average programming timeframe for one class is two hours. These could include a scheduled training, instruction, seminar and/or specialized guidance led by the RSO/staff member, a volunteer or contracted professional.

- Recreation examples include: art classes, golf instruction, ski lesson, cooking class, paddle boarding clinics.
- Fitness examples include: equipment usage indoctrination, wellness classes, sports safety classes, nutrition classes, introduction to exercise programs (TRX, NOFFS), sports skills conditioning, etc.

Command Wide/Theme Events: Events that are typically singular occurrences focusing on a central idea or concept. These events are larger in nature than directed and filler activities and designed to include at least half of the crew.

- Recreation examples include: command picnic, holiday party, Super Bowl® Party and concert on the ship.
- Fitness examples include: command fun run, wellness fair, golf outing, Captain's Cup – internal to the ship.

Competitions: Any event challenging the participant's mental, physical, and or social skills.

- Recreation examples include: Passageway Golf; Trivia, Holiday Hatch Decorating Contest, Push Up Contest and Dodgeball Tournament.
- Fitness examples may be individual or team activities, comprised of men, women or coed participants. e.g., basketball shootout, electronic triathlon, arm wrestling, incentive programs, bench press competition, etc.

Trips/Tours: Trips provide transportation to a specified destination. Participants have the option to explore the destination on their own. Tours may or may not provide transportation and include destination facilitated sight-seeing guide services.

- Local, state or national park trips, hiking trips, ski and snowboarding trips, museums, sporting event trips or television filming trips

Tickets: Offers admission to local attractions and events.

- Sporting tickets (football, baseball, basketball, and hockey), concerts, movies, plays, theme parks, etc.

PREPARE ANNUAL RECREATION ACTIVITIES CALENDAR

A recreation program calendar and the ship's recreation fund financial plan go hand in hand. A well planned recreation calendar reflects the crew's recreation preferences, the command's goals, and the ship's operations schedule including in port and underway activities, the *Navy Afloat Recreation & Fitness (Shipboard) Standards* and is aligned with the Working Recreation Fund Budget.

An annual recreation activity and event calendar provides a way to break down the programming year in blocks of time e.g., quarters, months or deployment for budgeting purposes, volunteer recruiting and procurement planning. The quarterly calendars provide an excellent guide for tracking the budget, and planning and delegating activity responsibilities. The monthly and deployment calendars become an excellent tool for publicizing/promoting recreation activity information e.g. time, cost, location and registration deadlines.

When drafting the ship's Annual Recreation Activities Calendar, first consider the command's recreation priorities which may include: physical and mental fitness; health awareness; camaraderie/cohesion and esprit de corps; personnel readiness through high morale, social leadership skills and improved quality of life. Next, list traditional or high priority activities and events validated by the *Recreation Program Activity Assessment* the ship's recreation fund plans to sponsor or support in the coming fiscal year. Plan these activities to reflect the diversity, lifestyles, and recreation/leisure preferences of all crew members and not slant in favor of any one particular group, e.g., Single Sailors, Married Sailors, Sailors with Children, Chief Petty Officers, or Commissioned Officers, gender or ethnicity.

Create a well-rounded program by utilizing a broad scope of recreation activities planned by the installation MWR or community organizations available to the crew while in port. When on deployment be sure to utilize similar sources available to the crew at the visiting port of call e.g., local DFS Office, MWR, or USO.

Annual, quarterly, monthly, and deployment calendars are necessary and invaluable for the RSO, the RAB, the CO, and most importantly, the crew. The annual recreation calendar acts as an overall planning document and considers all aspects of a well-rounded, balanced recreation program prior to preparation of the ship's recreation financial plan.

Activities and events from the annual calendar will be transferred to a quarterly calendar and used as a guide for tracking the financial plan, updating plans and

delegating responsibilities to divisions and volunteers. Distribute monthly and deployment calendars to the crew and key command players as a tool to publicize/promote upcoming activities e.g., record program time, cost, and location or registration deadlines.

Remember the annual calendar is a living document. The ship's operational commitments or financial performance may require changes to the annual calendar.

HOW TO DEVELOP AN ANNUAL RECREATION ACTIVITIES CALENDAR

1. Obtain 12-month, blank calendar. Several styles of blank calendars can be found on the internet or in your email program.
2. Divide annual recreation calendar into quarters.
 - First quarter (October - December)
 - Second quarter (January - March)
 - Third quarter (April - June)
 - Fourth quarter (July - September)
3. Obtain ship's schedule from Operations Officer and highlight the following periods:
 - Underway
 - Port calls
 - Homeport
 - Shipyard (if applicable)
4. Review the *Navy Afloat Recreation & Fitness (Shipboard) Standards* for the appropriate class of ship to determine the number of events necessary for a quality recreation program.
5. Visit the local DFS Office to obtain list of local MWR activities to support the crew preferences. Make sure you inquire about athletic and fitness events, traditional holiday celebrations, tours and other special events offered in and around the local community including amusement parks, attractions, festivals and seasonal recreation opportunities such as surfing, skiing, hiking or boating.
6. Review previous year's *Annual Financial Statement* and after action event reports to determine which planned events were considered successful, worthy

of repeating or should be eliminated from this year's calendar. Ask, "What changes may occur in this year's financial plan based on the ship's operational schedule such as deployment or yard periods?"

7. Using input from the *Recreation Program Activity Assessment*, generate a list of high priority activities/events the ship's recreation program plans to sponsor/support in the coming fiscal year. These may include:
 - All-hands traditional events such as holiday parties or picnics
 - Pre-deployment RECREATION activity
 - Cruise Book
 - Ticket Rebate Program
 - Special Interest Groups (SIG) e.g., ship sport teams or club activities
 - Intramural sports
8. Next using the *Recreation Program Activity Assessment* schedule activities to complete the annual calendar.
9. Draft an Annual Recreation Activities Calendar.
10. Make sure the plan meets and includes the following criteria:
 - Aligns with the *Working Recreation Fund Budget*
 - Aligns with crew's preferences
 - Aligns with the *Navy Afloat Recreation & Fitness (Shipboard) Standards*
 - Does not include high risk activities governed by risk management instruction. Consult your DFSC for further information.
 - Dates to begin planning all hands traditional events
 - Dates to begin promoting all hands traditional events
11. Present draft Annual Recreation Activities Calendar for review to:
 - Recreation Fund Custodian (RFC)
 - Recreation Advisory Board (RAB)
 - Command Master Chief/Chief of the Boat (CMC/COB)

Prior to presenting the quarterly calendar to the CO for approval, on-the-job practice has shown that asking the Command Master Chief/Chief of the Boat for input/comments provides invaluable insight.

- Executive Officer (XO)
- Commanding Officer (CO)

12. Adjust Annual Recreation Activities Calendar as needed.

13. Make sure Recreation Fund Custodian has accurate annual calendar to complete the *Working Recreation Fund Budget*.

14. Frequently review the calendar of events with the RAB and make adjustments accommodating ship's schedule and finances as necessary.

15. Keep a copy of the Annual Recreation Activities Calendar and *Working Recreation Fund Budget* approved and signed by the CO in the official files to present during the *CNIC Afloat Recreation Program Inspection*.

SUGGESTED ACTIVITIES LIST

- Health education presentation or speaker such as body builder
- Jeopardy®-style game with themed questions
- Weightlifting workshop or tournament led by local fitness director
- Demonstration of this season's sports equipment by local outdoor recreation programmer
- Skeet shoot
- Group discussion on stress management (April is Stress Awareness Month)
- Book of the month discussion group or Book Club
- Magic show
- Camping trip
- Beach party
- Bingo (December is Bingo's birthday month) and cards (e.g., Spades, Cribbage)
- Armchair Olympics (e.g., Risk, Parcheesi)
- Mystery movie night, John Wayne Marathon, Harry Potter Marathon
- Chili cook off (divisional competition)
- Comedy film fest (April is National Humor Month)
- Baseball trivia night in honor of baseball opening day (March/April)
- Ship's marathon (for those wishing they could run in this year's Marine Corp Marathon (October)
- Ship's Cribbage tournament (World Championship Cribbage Championship is held the end of April)
- U.S. Navy Birthday Party (October 13)
- Seafood fest (October is National Seafood Month)
- *Who Done It* night, Comedy Night or Talent Show, Spoken Word, Airband
- Running clinic or running club
- Biking or bike care clinic

- Outdoor adventure such as paddle boarding, kayaking, snorkeling, horseback riding, swim with the dolphins
- Baseball card collecting
- Exercise classes such as Zumba, Yoga, or Pilates
- Photography
- Water sports, windsurfing, kayaking, canoeing, paddle boarding, surfing
- Travel/sightseeing or travel presentation for next port call by local MWR programmer
- Recreational or league bowling
- Video game tournaments
- Golf or golf tournament
- Tennis, volleyball, softball, baseball, pick-up games or tournaments
- Cooking classes
- Fishing tournament or deep-sea fishing equipment demonstration
- Self-improvement classes: computer skills, CPR/first aid, foreign language
- Themed party: Mardi Gras, Easter Egg Hunt, Halloween Hoedown and Costume Contest
- National recognition day activities
- Midsummer night celebration (June)
- Sundae Sunday (July is National Ice Cream Month)
- Left Handed Olympics (August is National Left Hand Day)
- Attend installation air show
- Independence Day celebrations
- Concerts and special appearances

USING A CALENDAR AS A PLANNING TOOL

A comprehensive Annual Recreation Activities Calendar is one method to plan recreation activities. When prepared in advance the calendar helps RAB prioritize deadlines and inform participants of details. When preparing a calendar be sure to include the following:

- Time, cost, and location, if known
- Registration deadlines when applicable
- Point of contact or RAB Member for more information

After planning the Annual Recreation Activities Calendar, it may be used as a publicity tool. Fill the blank days on the calendar to inform crew members of recreation activities already programmed by MWR on base or in the local area. These spaces may also be used to remind participants of payment deadlines, sign-ups or volunteer opportunities.

A comprehensive activity calendar may also include:

- Any other known community-wide activities of interest to the crew
- Navy Exchange seasonal promotions
- Scheduled stand downs
- Pay days
- VIP visits
- Dates of time changes
- Beginning and end of traditional sports seasons
- World Series[®], Super Bowl[®], Pro Sports, college play-off dates
- Holidays
- Special days e.g., Navy Birthday, ship's birthday, air show, station picnic

After verifying the calendar for accuracy and having it approved by the Chain of Command print and post or distribute electronically at least one week prior to the start of a new calendar. Some locations to post the calendar include:




- Recreation Bulletin Board(s)
- Ombudsman
- Family Readiness Group (FRG)
- Division Officers or Representatives
- Serving Line
- Wardroom/Chiefs' Messes
- Quarterdeck
- Heads
- Plan of the Day
- Approved Social Networking Sites

File the calendar in recreation files for future reference. An Annual Recreation Activities Calendar approved by the CO may be used as supporting documentation for the required *Working Recreation Fund Budget*.



October



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Join an AEROBICS class – GET FIT!!	2	3  SPECIAL BIRTHDAY MEAL 10:00 AFT Mess	4 Fitness Lecture - Classroom #3 2-210-0-L Time: 2030-2130 Topic - Body Building	5	6  Pizza BAND Night 2030 Aft Mess Decks
7	8  Ice Cream Social 2030 Aft Mess	9  JENGA BUILDING CONTEST 2000 FWD Mess Decks	10 PING PONG OPEN NIGHT 2000 FWD Mess	11 Fitness Lecture- Classroom #3 2-210-0-L Time: 2030-2130 Topic - Supplements And Vitamins 	12	13 
14  2000 FWD MESS CINEMA	15 CRUISEBOOKS ON SALE \$38.00 in MWR CASH ONLY	16  DOMINOES TOURNAMENT 2000 FWD Mess	17 MWR NAVY BIRTHDAY 5K Free T-Shirt and Prizes Base Gym 1100	18 Fitness Lecture- Classroom #3 2-210-0-L Time: 2030-2130 Topic - Functional Strength	19  STRONG MAN COMPETITION 2000 Gold Eagle Gym	20  Pizza BAND Night 2030 Aft Mess Decks
21 HAUNTED HOUSE TRIP TICKETS \$10 LEAVE AT 1900 FROM HEAD OF PIER 	22 CARDIO TRIATHLON ALL DAY-GYMS 	23 CHESS TOURNAMENT 2000 FWD Mess 	24 PING PONG OPEN NIGHT 2000 FWD Mess	25 Fitness Lecture- Classroom #3 2-210-0-L Time: 2030-2130 Topic - Sport Strength 	26	27 Don't Miss the CORN MAZE HALLOWEEN EVENT at THE FARMS
28  2000 FWD MESS CINEMA	29  SCAVENGER HUNT 2000 Meet FWD Mess Decks Prizes Awarded!!	30  PING PONG TOURNAMENT 2000 FWD Mess	31 Judging of Door Decorating Contest!  2000 Special Cinema FWD Mess Decks		EVENTS THAT ARE CIRCLED WILL EARN CAPTAIN'S CUP POINTS.	BE SURE TO SIGN UP IN ADVANCE FOR MWR EVENTS.

MANAGE AND PLAN A RECREATION ACTIVITY

Successful activities require management. Managing a recreation activity includes planning, promoting, implementing, cleaning up and evaluation. Managing the involvement of the Recreation Advisory Board (RAB), special interest groups and dedicated volunteers encourages engagement and buy in from the crew. Planning an activity may begin at any time. Some events such as a holiday party may require as much as 12 months of planning, others, may only require a month or two.

Planning involves attention to the details including timing and delivery of activities of interest to all participants. The details of an activity for single crew members will be different from an activity which includes family members. All recreation activities must comply with *CNICINST 1710.5*.

How you choose to promote an activity will set the tone throughout the entire event. Creating a theme for each activity makes promotion and publicity development much easier. Friendly competition between divisions is always a great enhancer to promoting and publicizing an activity.

The end of an activity signals the time to wrap up the details including clean-up, evaluation, and recognition of a job well-done.

Managing a successful recreation activity can be divided into four parts:

- Plan a Recreation Activity
- Implement the Recreation Activity Plan
- Publicize and Promote the Recreation Activity
- Conduct the Recreation Activity

PLAN A RECREATION ACTIVITY

Use the *Recreation Activity Plan* to outline the recreation activity.

1. Determine and write the purpose of the recreation activity; envision the outcome.

Example:

The purpose of the USS HENRY WISE all-hands' picnic is to have families meet together and develop a cohesive team spirit, have activities that promote esprit de corps and teamwork, and provide crew members an opportunity to relax and participate in a day of fun.

2. Determine the recreation activity budget from the approved *Working Recreation Fund Budget*. If necessary, review and modify the *Recreation Activity Plan* to meet the approved budget and estimated attendance.
3. List tasks requiring divisional or volunteer support. Tasks typically assigned to divisions/volunteers are:
 - Selecting a facility or location and identifying the point of contact. Additional research may be required when determining a location. The location for a holiday party may need to be reserved 8-12 months in advance or more for large commands.
 - Evaluating the safety and security of the location and participants. Will shore patrol or medical personnel be required?
 - Scheduling activities. A well planned event includes activities for every participating age group.
 - Planning a menu with food and beverages reflecting an equitable distribution of alcoholic and non-alcoholic beverages and menu items appropriate for every participating age group.
 - Creating the buzz, advertising the event. Create a publicity and promotion plan of action including the type of media, date of first release and follow on promotions.
 - Capturing memories and determining if an official photographer or videographer is necessary or if there will be personal photos for souvenirs or purchase.
 - Identifying the theme of the event and what decorations are needed to supplement this theme.
 - Getting there. How will the participants get to the event? Does transportation need to be provided? Do any force protection concerns need to be identified?
 - Identifying needed supplies and services to support activity schedule and theme. Determining where to obtain these supplies and services; estimating costs and verifying alignment with the budget.

4. Enlist volunteers to support tasks and staffing requirements at the activity including: set-up, clean up, cooking, game leaders, children's activities, official escort for non-military service providers, e.g., the hired entertainment, clown or face painters.
5. Review the *Recreation Activity Plan* with the RAB. To obtain recommendations for additional activities, or tasks and point of contact for each task plan a brainstorming session. During the RAB meeting, announce time and place for brainstorming sessions and follow-up meetings for all newly formed committees. Be sure to record this information and all individual, divisional, and volunteer assignments in meeting minutes.
6. Discuss how success will be measured. Many of the steps in the evaluation process need to be in place during the planning process. Specifically, decide what key activity areas to evaluate and who to involve in the evaluation process
7. Complete any missing details on *Recreation Activity Plan*.
8. Review the activity plan and make adjustments as necessary to ensure all plans comply with governing instructions.
9. Have final *Recreation Activity Plan* reviewed or approved as appropriate by:
 - Recreation Advisory Board (RAB)
 - Command Master Chief (CMC)/Chief of the Boat (COB)
 - Executive Officer (XO)
 - Commanding Officer (CO)

IMPLEMENT THE RECREATION ACTIVITY PLAN

1. Identify/Reserve location. Prepare any necessary paperwork or payments to secure the location. A best practice for large traditional events, e.g. holiday party or command picnic, is to make location reservations 8-12 months in advance. Keep in mind the larger the event becomes (attendance or activities), the fewer number of locations become available.
2. Purchase supplies or services noted on the *Recreation Activity Plan*. If planning to purchase supplies in advance, make sure space will be available to store them in a weather controlled environment.
3. Make assignments for tasks not already designated to divisions, volunteers, or hired personnel. These designated personnel and volunteers are now the activity committee.
4. Schedule and conduct a meeting with the activity committee to discuss specifics of the activity plan such as:

- Activity logistics
 - Schedule of events
 - Location
 - Time
 - Length
 - Cost
 - Supplies
 - Foul weather plan for outdoor events
- Typical committee assignments
 - Publicity and Promotions
 - Setup
 - Food/Beverages
 - Decorations
 - Prizes
 - Music/Entertainment
 - Games
 - Transportation
 - Cleanup
- Plan of action/responsibilities for each committee member
 - What to do
 - Where to set up/stand/sit
 - How much to serve
- Work schedules

A great way to encourage additional volunteer involvement and participation is to provide an incentive e.g., t-shirt or baseball caps advertising the recreation program, or free food and beverages prior to the activity.

5. File the completed *Recreation Activity Plan* for future reference.

PUBLICIZE AND PROMOTE THE ACTIVITY

A well-advertised recreation activity includes publicity and promotions. Publicity is printed or electronic materials announcing the details of the activity, time date, location, etc. Promotions are activities used to encourage participation or awareness of an event including ticket giveaways, games, information tables or costume character visits.

Activity publicity may be distributed through:

- Up-to-Date Social Networking Sites
- 1MC Announcements
- Flyers, Websites, Calendars
- Plan of the Day (POD) Notes
- Networking with Ombudsman/Family Readiness Group for Family Activities
- Closed Circuit Television (CCTV) Advertisements
- Text messaging campaign
- Ship's indoctrination brief

It is best to concentrate publicity efforts in high traffic areas (e.g., mess decks, quarter deck, disbursing office, ships store). Some area attractions (e.g., Disney, Sea World, professional teams) may send characters/mascots to visit the ship in order to promote ship events at their attraction.

When the *Recreation Activity Plan* has been reviewed, approved and logistics have been finalized select the Promotion and Publicity Committee. Guide the committee to review the recreation activity scheduled and planned on the calendar.

1. Make sure the committee:

- Understands what will need to take place to meet the activity goal

- Envisions what needs to happen and analyzes the vision to identify what support elements will actually be needed to promote and publicize the activity successfully
2. The committee will brainstorm ways to promote and publicize the activity and individual elements of the activity. If an associated contest, i.e. logo design or chili cook-off will be held prior to the activity an additional publicity plan may be needed.
 3. Work with the committee to draft a timeline or schedule for promoting and publicizing each activity and record it on the annual or quarterly recreation program calendar. The timeline will include when to begin preliminary work to promote or advertise each activity and when to begin the actual promotions and publicity. Make sure to build sufficient lead time in the schedule for printing publicity items or ordering and receiving promotional materials.

The committee may select others ways to encourage participation in each activity such as:

- | | |
|---|--|
| <ul style="list-style-type: none"> – Flyers – Photograph Collage/Digital Slide Show – T-shirts | <ul style="list-style-type: none"> – Banners – Bulletin Board – Posters – Promotions |
|---|--|
4. Ensure ways selected to publicize the activities/events are reviewed for accuracy and prepared in accordance with policy. Successful publicity materials whether in print or on the web include correct information, free of typographical errors and omissions.

Flyers/Web Pages:

Contests may be held to design flyers or web pages. This could be accomplished by doing the following:

- Advertise flyer or approved social media design contest.
- Invite crew members to submit original designs to the RAB by a specific date. Make sure the artists know in advance any formatting requirements – print, web, finished size, and file format.
- Have the event committee select the best design and give winner an award e.g., free t-shirt, free ticket to the activity.

- Publish and distribute the flyer in print or electronically via social media.

T-shirts:

A t-shirt is another method to publicize an event. T-shirts may be designed by the Promotion/Publicity Committee or if time permits through a contest. Use the appropriate procurement process to obtain bids and print t-shirts. The local DFS Office may be able to recommend reasonable and reliable vendors for printing t-shirts or other promotional items.

Banners:

If space is available in high-traffic areas, e.g. the mess decks or fitness spaces, to display a banner and the event budget can accommodate the expense; there are many vendors available to purchase inexpensive banners. The local DFS Office may be able to recommend reasonable and reliable vendors.

Press Release:

Contact the Command Public Affairs Officer (PAO) to promote or cover an event.

Promotions:

Use games, coupon drawings or other interactive experiences, e.g., a football toss at lunch time on the mess desks to promote the upcoming NFL Football Game Trip ticket sales. Promotions can be scheduled at key times in the planning process, when tickets go on sale, when a sign-up deadline is approaching or during a fundraiser.

Others:

The activity committee or the local DFS Office may have other great ideas on how to generate awareness and excitement for a coming event.

5. Obtain a list from the Publicity and Promotion Committee of needed supplies, equipment, and/or services and identify any expenses associated with these

items. These expenses will need to be approved and included on the *Recreation Activity Plan*.

6. Procure supplies, equipment, and/or services needed for publicizing or promoting the activity.
7. Follow up with Publicity and Promotions committee to ensure plans are implemented.

CONDUCT THE RECREATION ACTIVITY

When it is time to conduct the activity you will review the *Recreation Activity Plan* for the program purpose and details. Determine the feasibility of conducting activities that have been planned. Consider the:

- Space
- Cost
- Supply acquisition
- Manpower

If the *Recreation Activity Plan* has been determined feasible and has been approved or modified by the appropriate Chain of Command move forward.

Internal Controls

Event planning requires establishing appropriate internal control systems to safeguard income and maintain accountability of expenses and supplies.

An internal control system ensures the following:

- Money and prizes are safeguarded to prevent theft or illegal expenditures
- Appropriate supporting documents are written (e.g., three-part pre-numbered receipts, cash register tape/ticket log form)
- Only designated people are assigned the task of collecting money

Cash Sales

If any items, e.g., tickets, souvenirs or food items are going to be sold prior to or during an activity or event you must maintain appropriate cash controls.

1. Prepare and issue a receipt from a three-part pre-numbered receipt book or prepare cash register tape/ticket log form.
2. Attach sales receipts or cash register tape/ticket log form to *Daily Activity Record* (DAR).
3. Deposit cash as required by change fund procedures.

Prizes

Items used for prizes, e.g., gift cards or amusement park tickets, will need to be controlled as inventory and may not be sold. Documentation of purchase and disbursement is essential. A simple log signed by the recipient of each prize is appropriate to document disbursement of prizes. Make sure receipts for the purchase of these prizes and the disbursement log are returned to the RFC for filing with the appropriate purchase order.

Supplies

Control supplies, e.g., decorations, hamburger patties, cups, napkins as expendable property inventory. Receipts for these items will need to be verified by a Receiving Agent and returned to the RFC for filing with the appropriate purchase order.

Volunteers and Committee Members

Ensure volunteers and committee members managing the activity are trained, supervised, and understand their responsibility for:

- Inventory accountability
- Control of cash received
- Working an assigned schedule. Schedule detail work assignments and shifts. A simple signup sheet can be used to identify time slots during the event for cooks,

game leaders, and clean-up activities such as emptying trash cans. Volunteers can provide cell phone numbers and be texted their work assignments.

- Attending any pre-activity meetings. If necessary, conduct a meeting a few days or few hours prior to the event to prepare volunteers for activity assignments.
- Understanding the work schedule. Review work schedule and task assignments with volunteers/committee members which may include:
 - Setting up the activity
 - Arranging for or delivering food and beverages
 - Arranging for or making decorations
 - Photographing or video recording activities
 - Safeguarding and distributing prizes
 - Cooking
 - Coordinating music and or entertainment
 - Setting up and leading games during the activity
 - Coordinating or providing transportation
 - Cleaning up, during and after the activity

Provide volunteers with the necessary instruction and supplies to operate the assigned portion of the activity and to be knowledgeable about how their role impacts the entire activity. Review the developed step-by-step plan with the volunteers. During the activity, check in for a progress report and correct any identified problem areas as necessary.

SET UP ACTIVITY

It's event day, step back and remember the purpose and goal for the event. Hold a pre-event meeting on site to discuss any unexpected last minute changes to plan and/or task assignments. Using the *Recreation Activity Plan* set up the following:

- Parking areas or base access for vendors or entertainment
- Registration or check-in table if applicable

- Activity stations, e.g., games, prize drawing
- Food and beverage areas
- Photographer
- Entertainment
- Walk about the area and check off *Recreation Activity Plan* step-by-step
- Begin activity at designated time – be prepared for early arrivals
- Supervise leadership/direction of activity program
- Detect and solve problems, as required, while the activity is in progress. for example:
 - Activity is not being led/directed according to plan
 - Participant is injured
 - Unsafe condition is identified
 - Volunteer doesn't show up for work assignment
 - Food line is not moving
 - Alcohol is being abused
- Maintain control/discipline of participants
- Adhere to safety and other regulations
- End the activity at designated/appropriate time

The conclusion of an activity or event may provide an excellent time to thank divisions and individuals who helped make the activity a success.

AFTER THE EVENT

When the event is over there are still responsibilities to perform including:

- Ensure losses and incidents are reported
 - Meet with CO/XO as soon as possible to review losses and incidents, and determine plan of action.

- Use correct format to submit written incident/accident report as soon as possible, but no later than 30 days. Contact Master-At-Arms for specifics.
 - The Master-At-Arms should handle any incidents such as theft, altercations or unruly behavior.
- Supervise cleanup by assigned personnel. Cleanup should be ongoing and trash separated e.g., plastics, recyclables, paper
 - Provide bags
 - Provide personal protective equipment such as gloves, reflective vests, hats or sunscreen
 - Ensure trash cans are emptied (if required)
 - Police area after cleanup
- Evaluate the activity
- Prepare any necessary correspondence, letters, awards, Plan of the Day notices, to formally thank:
 - Assigned volunteers
 - Outstanding vendors
 - Divisions providing assistance
 - Winning teams
- Post activity pictures in community areas
 - Approved social media
 - Mess Deck bulletin boards
 - Recreation bulletin boards
 - Base newspaper
 - CCTV
 - Cruise Book

RECREATION ACTIVITY PLAN

Name: ☐ Underway ☐ In port

Theme:

Purpose:

Date: Time:

Amount Budgeted:

Who will be participating?

Adults	Estimated Number		Children	Estimated Number
Single men			3 years and under	
Single women			4 - 6 years	
Couples (total persons)			7 - 9 years	
			10 - 13 years	
			14 - 17 years	
Total (A)			Total (B)	

Estimated total number participating: (A + B)

Desired facility/location: Point of Contact: Estimated Cost: (C)

Shore patrol required? ☐ Yes ☐ No

Medical personnel required? ☐ Yes ☐ No

Schedule of Activities	Time	Age Group Served	Point of Contact
Food/Beverages		Serving Time	Point of Contact
NOTE: Don't forget to plan on how to serve if a large group will be going through a line.		Estimated Cost (if not included in cost of facility): (D)	

Publicity/promotion plan of action:	Release Date:	Point of Contact:	Estimated Cost: (E) \$
Photography/video recording plan of action:		Point of Contact:	Estimated Cost: (F) \$
Decorations plan of action:		Point of Contact:	Estimated Cost: (G) \$
Transportation plan of action:		Point of Contact:	Estimated Cost: (H) \$
Supplies/Services Needed	Source		Estimated Cost
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Estimated Cost for Supplies/Services: (I)			\$

Tasks and Staffing Requirements										
Examples: setup, cleanup, photography, cooking, games, children's activities, etc.										
Task	Individual or Division Responsible	Deadline	Date Checked	Date Completed						
Financial Plan										
Estimated total cost: (Add C through I)			\$	(J)						
Estimated number participating:				(K)						
Cost per participant: (J ÷ K)			\$	(L)						
Recreation fund subsidy per participant:			\$	(M)						
Actual fee charged per participant: (L - M)			\$							
Total recreation fund subsidy: (K x M)			\$							
Can recreation fund support? <input style="margin-left: 10px;" type="checkbox"/> Yes <input style="margin-left: 20px;" type="checkbox"/> No										
<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%; padding: 5px;">IF:</th> <th style="padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">Yes</td> <td style="padding: 5px;">Continue as planned.</td> </tr> <tr> <td style="text-align: center; padding: 5px;">No</td> <td style="padding: 5px;">Reduce recreation fund subsidy and raise fee.</td> </tr> </tbody> </table>					IF:	THEN:	Yes	Continue as planned.	No	Reduce recreation fund subsidy and raise fee.
IF:	THEN:									
Yes	Continue as planned.									
No	Reduce recreation fund subsidy and raise fee.									
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> NOTE: Ensure safety considerations are part of the plan. Don't forget to plan to evaluate. </div>										

ACTIVITY AFTER ACTION REPORTS

An activity after action report provides feedback for future recreation planning. Well documented after action reports will save time when:

- Justifying funding by providing documentation of past attendance
- Providing budget input for activities/events included on the annual recreation activities calendar
- Analyzing the activity strengths (what worked) or weaknesses (what didn't work) and noting ways to overcome weaknesses and recommendations for improvement in future planning
- Preparing future recreation activities/events calendars and plans

A complete After Action Report includes an activity evaluation. Every activity and command has specific objectives to be evaluated. Evaluating recreation activities assures participants and ship's personnel the RAB is concerned both with improving the overall recreation program and obtaining their input.

The Recreation Services Officer (RSO) is an active evaluator throughout each step of the activity planning process. Planning and providing ship recreation activities for people of all ages, marital status, cultural background, and leisure interests can be a challenge. To assure future programs benefit from lessons learned in the past, be sure to evaluate every ship sponsored or supported traditional and high priority recreation activities.

After identifying the specific objectives to evaluate, decide how to collect the evaluation data, e.g., face-to-face, email or electronic survey. Then consider the key areas that support the specific objectives to be evaluated, such as:

- Theme
- Date/Day of week
- Time
- Number of participants
- Facility/location

- Publicity/Promotion media
- Photography/Video recording
- Decorations
- Transportation if required
- Safety/Security
- Schedule of activities
- Food/Beverages
- Supplies/Services
- Task assignments
- Financial plan/Cost per participant
- Perceived level of satisfaction
- Evaluation forms

When planning the evaluation, consider who will be involved in the evaluation process.

The process may include, but not be limited to:

- Activity participants
- Recreation Advisory Board (RAB) members
- CO/XO/CMC/COB
- Volunteers/Personnel working the activity
- Recreation Fund Custodian (RFC)

After collecting the data, key personnel such as the RAB, CMC, XO, volunteers/event leaders will meet to collectively evaluate the activity. Use the consolidated data and comments as a start point for this meeting. Following discussion of each activity area, get a consensus on a rating for each element. Consolidate the ratings on an After Action Report or other suitable means.

AFTER ACTION REPORT

A complete after action report is more than an evaluation or survey. While the report includes opinions, it also includes planning notes for future occurrences of similar events; publicity and promotion samples, and lessons learned. Whether using a provided or locally generated form, an after action reports includes at a minimum:

- Activity name
- Place
- Date/Day of week
- Total participants
- Amount charged per participant
- Total recreation fund cost (do not deduct fees paid by participants)
- Samples of publicity and promotional materials

Also include ratings on the key areas that were part of the planned activity, e.g.,:

- Theme
- Date/Day of week
- Time
- Number of participants
- Facility/Location
- Publicity/Promotion media
- Photography/Video recording
- Decorations
- Transportation (if required)
- Safety/Security
- Schedule of activities
- Food/Beverages

- Supplies/Services
- Task assignments
- Financial plan/Cost per participant
- Perceived level of satisfaction
- Evaluation forms/Comment cards
- Weather condition

After evaluating the key elements it is important to document the key strengths and weaknesses of the event. Also discuss ways to overcome weaknesses and recommendations for improvement. Review the *Recreation Activity Plan* to verify the plan was implemented as expected. Make notes on the plan for future use; note whether the purpose of the event was met, why or why not.

Maintain a complete activity package including financial documents, publicity and promotional items and the After Action Report in the Recreation Fund's official files.

AFTER ACTION REPORT

Activity: *USS HENRY WISE Summer Bash*

Place: *Gator Beach*

Date: *17 Apr XX*

Time: *1100-1600*

Total participants: *400*

Was purpose met? *Yes*

Amount charged per participant: *\$1.00 to ensure they arrive*

Total cost to Recreation Fund: *\$900, subsidy per participant \$2.25*

Participant Comment Cards Collected: *225*

KEY AREAS	KEY RATING AREAS				
	Excellent	Good	Fair	Poor	N/A
Date/Day of Week	190	25	10		
Time	170	35	10		
Facility/Location	150	25	15	5	
Publicity/Promotion		✓			
Photography/Videography		✓			
Decorations	90	25			60
Transportation (if required)	90	10			92
Safety/Security	100	50			
Schedule of Activities	178	30	5		
Food/Beverages	130	40		20	
Fee Charged Per Participant	10	90	40	50	10
Perceived Level of Satisfaction	✓				
Weather Condition		✓			

KEY: *Numbers are from participant cards*

✓'s are committee meeting consensus

**AFTER ACTION REPORT
(Continued)**

Activity Strengths: *The fee which ensured an accurate count, lifeguards, the review of last year's evaluation which showed a need for more kid's activities, no alcohol provided by recreation fund, lots to drink and eat.*

Activity Weaknesses: *The RSO and RFC did too many things - every division has to get involved. Some participants want beer Provided - CO disagrees. Some participants didn't like fees. Needed more single women.*

Ways to Overcome Weaknesses and Recommendations for Improvement:
*Assign every division onboard a responsibility and have XO sign memo stating assignment.
Invite the DFSC next time - he helped a lot and we forgot.*

TICKET PROGRAMS

In addition to providing recreation activities for the entire crew, the Afloat Recreation Program is encouraged to provide a ticket program. This program allows crew members to participate on their own schedule and pursue recreation alternatives not offered by the ship's recreation program. **Ticket programs differ between commands and installations.** No matter how a program is implemented a Recreation Ticket Program must pass internal and external inspections; be established in writing with specific authorizations, be operational and be utilized by crew members.

Any recreation subsidy program must be authorized in writing and reviewed regularly. Best practice is to review this authorization when preparing or revising the *Annual Working Recreation Fund Budget* to determine if funding is available. If available funding levels have changed these limits may need to be adjusted up or down and the official authorization will need to be updated. Funds to support a ticket program are included as a line item in the *Annual Working Recreation Fund Budget*.

TICKET REBATE PROGRAM

Commands desiring to rebate the purchase of self-paid admission tickets, tour fees and other recreation events will need an instruction signed by the CO that includes:

- Dollar limit per crew member
- Percentage of reimbursement
- Dollar limit per month/quarter
- List of authorized tickets, tours, or recreation events to be rebated
- How the rebates will be disbursed, e.g., Navy Cash, cash or check
 - Navy Cash is recommended. Crew members often do not cash checks for small sums resulting in an ongoing problem in reconciling financial documents. Cash rebate is only recommended for commands without a Ship's Store.

- If the rebate is to be in cash, obtain written authorization from the CO to establish a Rebate Cash Fund. Write a check to the Disbursing Officer for total rebate amount requested by crew members.
- If the rebate is to be by check, write out checks to individual crew members for approved amounts.
- Distribute the rebates, cash or check on established days and times.

Crew members need to know specific days and times they may turn in used ticket stubs and/or event receipts. Provide crew members with a form on which to attach ticket stubs and receipts. Include on the form:

- Name
- Rate
- Event name
- Number of tickets turned in for rebate
- Cost of tickets

Ensure crew members complete and sign for receipt of cash rebate on a ticket/tour rebate log. A completed log should include:

- Date
- Name of ticket/Tour attraction
- Total amount of tickets being rebated
- Total cost of tickets
- Total rebate received
- Printed rate/rank, name and division of crew member receiving rebate
- Signature of crew member receiving cash rebate

SAMPLE TICKET/TOUR REBATE LOG

DATE	NAME OF TICKET/TOUR	AMT	TOTAL COST	TOTAL REBATE	PRINT RATE/RANK, NAME, DIVISION	SIGNATURE
01/06/YR	San Diego State Basketball Game	1	\$42.00	\$21.00	OSC Ken DeCarlo OI Division	<i>OSC DeCarlo</i>
01/07/YR	Whale Watching Trip	1	\$40.00	\$20.00	QM1 Durand Harrell S-2 Div.	<i>QM1 D. Harrell</i>
01/08/YR	Movie Ticket	1	\$9.00	\$4.50	LT Tom Reiss OC Div.	<i>LT Tom Reiss</i>

TICKET SALES

Commands desiring to sell crew members tickets to recreation activities will have an instruction that includes:

- Subsidy dollar limit per crew member
- Subsidy dollar limit per month/quarter
- Types of tickets to be sold

In order to sell tickets, an established change fund must be established in writing. This change fund must never be mixed with ticket rebates and/or any other funds. After establishing the types of tickets to be sold, tickets must be purchased using established procurements steps. Tickets must be controlled in a locked compartment in a locked room. Purchased tickets will be logged in a Ticket Inventory Log. The initial Ticket Inventory Log entry will include:

- A. Date of purchase
- B. Name of ticket/tour/attraction
- C. Total amount of tickets being purchased by crew member

- D. Ticket serial number(s) purchased
- E. Total cost of ticket purchase
- F. Date and serial number of tickets removed from safe

The cashier will need to check the previous day's DAR to verify the current ticket serial numbers begin with the next number in sequence.

The cashier will sell tickets during designated times and record ticket purchase information on a ticket/tour log.

- A. Date ticket(s) is purchased
- B. Name of ticket/tour attraction
- C. Total amount of tickets sold to crew member
- D. Unit price of ticket sold
- E. Ticket serial numbers sold
- F. Total cost of tickets
- G. Printed rate/rank, name, and division of crew member purchasing the ticket(s)
- H. Signature of crew member purchasing the ticket(s)

TICKET/TOUR LOG							
DATE	NAME OF TICKET/TOUR	AMT	UNIT PRICE	TICKET SERIAL NUMBERS	TOTAL COST	PRINT RATE/RANK, NAME, DIVISION	SIGNATURE
01/06/YR	Golf Tournament Entry Fee	1	50.00	01XX	\$50.00	OSC Ken DeCarlo OI Division	<i>Ken. DeCarlo</i>
01/07/YR	Ship's Big Bear Ski Trip	1	80.00	A147	\$80.00	QM1 Durand Harrell 5-2 Div.	<i>D. Harrell</i>
01/08/YR	Movie Ticket	2	9.00	63452/3	\$18.00	LT Tom Reiss OC Div.	<i>Tom Reiss</i>
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)

At the end of each day complete a *Daily Activity Record (DAR)*, noting ticket numbers sold. Attach completed ticket/tour log and any receipts to the *DAR*. Then complete and sign Ticket Inventory Log upon return of unsold tickets to safe. Finally, make adjustments to the Ticket Inventory Log as needed. File all documentation in the safe. Replenish tickets as needed.

NOTE: For tickets the fund must purchase in advance or become liable (e.g., overseas tours, concerts, and sport events), prior sign up and advance payment before purchase by the Recreation Fund are recommended.