Syracuse University
SUrface

Community Benchmarks Program | Maxwell School of Citizenship and Public Affairs

10-1-2003

Southwest Community Center : Syracuse Department of Parks, Recreation, and Youth Programs

Syracuse University. Maxwell School. Community Benchmarks Program.

Follow this and additional works at: http://surface.syr.edu/cbp

Part of the Public Affairs, Public Policy and Public Administration Commons

Recommended Citation
Syracuse University. Maxwell School. Community Benchmarks Program., "Southwest Community Center : Syracuse Department of Parks, Recreation, and Youth Programs" (2003). *Community Benchmarks Program.* Paper 31.
http://surface.syr.edu/cbp/31

This Report is brought to you for free and open access by the Maxwell School of Citizenship and Public Affairs at SUrface. It has been accepted for inclusion in Community Benchmarks Program by an authorized administrator of SUrface. For more information, please contact surface@syr.edu.

Southwest Community Center

Syracuse Department of Parks, Recreation, and Youth Programs

Fall 2003

Community Benchmarks Program
The Maxwell School of Syracuse University

Research and Writing Team
Garrett Melchiorre
Yasaman Pishvazadeh
Jessica Wechter
Matthew Zarit

Community Benchmarks Director Carol Dwyer
Project Assistant Liz Hacken

EXECUTIVE SUMMARY
ATTENDANCE PROPOSAL FOR SOUTHWEST COMMUNITY CENTER
COMMUNITY BENCHMARKS PROGRAM
FALL 2003

Introduction

This report presents observations and recommendations for the Department of Parks, Recreation, and Youth Programs at Southwest Community Center at 401 South Ave. in Syracuse, New York. The report is a description of the current registration and attendance practices of Southwest Community Center and suggestions for improvement.

Methods

Information for this report was gathered through multiple visits to the Southwest Community Center. The methods for addressing registration and attendance problems are based on observations, meetings and trial usage of new record keeping procedures. Staff members were interviewed about registration, attendance collection and reporting procedures. In the past two months a trial attendance and registration system was developed and implemented. Random head checks were also conducted to determine the accuracy and effectiveness of the new system.

Findings

1. Average daily attendance according to weekly attendance sheets from Jan. to Sept. 2003 is 70 members.
2. 42 members were present of 57 names recorded on Oct. 17, 2003.
3. 16% of registration forms on file were incomplete (N=111).
4. 54% of total members recorded on the weekly attendance sheets from Sept. to Oct. 2003 had registration forms on file (N=205).
5. Using the daily average attendance from Jan. to Sept. 2003, the staff to member ratio was 5:70.
6. Computer technology available to the Syracuse Department of Parks, Recreation, and Youth Programs staff at Southwest Community Center is insufficient to implement proposed attendance collection improvements.
7. There are two full-time and three part-time staff members at Syracuse Department of Parks, Recreation, and Youth Programs at Southwest Community Center.
8. There is a communication gap between the Southwest building administration and the Syracuse Department of Parks, Recreation, and Youth Programs.
9. There are no documented goals and objectives for Syracuse Department of Parks, Recreation, and Youth Programs at Southwest Community Center.
10. HARP is the only observed structured program listed in the fall schedule that runs consistently.

TABLE OF CONTENTS

Introduction.....1
Methods.....3
Findings.....8
Appendices.....11
Contact Log.....A-1
Old Attendance Form.....B-1
New Attendance Form.....C-1
Old Registration Form.....D-1
New Registration Form.....E-1
Monthly Attendance Database.....F-1
Registration Database.....G-1
Excel Training Manual.....H-1

INTRODUCTION

This report presents observations and recommendations for the Syracuse Department of Parks, Recreation, and Youth Programs at Southwest Community Center. The focus of the project is to examine the accuracy and efficiency of the attendance and registration procedures of the program.

The Parks, Recreation, and Youth Programs division at Southwest Community Center is operated and funded by the city of Syracuse, New York. The building is located at 401 South Avenue in Syracuse. The program rents space at Southwest Community Center from Syracuse Model Neighborhoods for $1,500 a year. The city's cost to run the program and pay staff is $68,000.

The program serves youth who either live within walking distance of the center or are bused directly from school. It is open Monday through Saturday from Sept. through June. A summer program is also run, however we did not review these activities. The hours of operation are 1 to 10 p.m. weekdays and 10 a.m. to 6 p.m. on Saturday. According to the most recent quarterly report provided by the Department of Parks, Recreation, and Youth Programs, the program's total attendance was 18,640 or an average of 2,330 a month, between January and August of 2003. The average daily attendance between Jan. and Sept. 2003 was 70 members. As of mid Oct. 2003, there are 111 registered members in the program, but this number increases daily as new forms are submitted.

The official mission of the Syracuse Department of Parks, Recreation, and Youth Programs is as follows:

> The mission of Syracuse Parks, Recreation, and Youth Programs Recreation Departments is to empower the entire community to become good citizens. To implement structured programs that teach respect, safety and responsibility through the love of God, family and positive role models for those who participate in our programs.

The activities offered by the Parks, Recreation, and Youth Programs include the Homework and Reading Program (HARP), Reading Club, Board Games, Open Gym, a Teen Round Table and various sports. Though individuals of all ages can use the center, the majority of structured activities are directed toward youth in two categories, ages 12 and under and 13 to 17. There are two full-time and three part-time staff.

Accurate attendance and registration documentation are vital for a program if it is going to continue to receive funding and track membership. Though it is extremely important, the staff time, training, funding and facilities to perform these tasks properly are often not available. This project suggests recommendations to make the attendance and registration more efficient and accurate given limited funding.

The following people were the primary sources of contact for this report:

Name	Title	Organization
Chris Abbott	Program Director	Syracuse Department of Parks, Recreation, and Youth Programs
Edward Mitchell, Sr.	Director	Syracuse Department of Parks, Recreation, and Youth Programs program at Southwest Community Center
Talisia Bryant	Full-time staff	Syracuse Department of Parks, Recreation, and Youth Programs program at Southwest Community Center
Karen Norton	Librarian	Southwest Community Center satellite branch of the Onondaga County Public Library

METHODS

Researchers used several methods to determine how Southwest Community Center recorded attendance. The research team sought ways to implement a modified attendance recording process while enabling Southwest to easily transfer existing attendance data into a more usable format.

Registration Accuracy

A more organized system for storing registration form information was needed. The research team created the Registration Database (See Appendix VIII) in a Microsoft Excel spreadsheet to insure that a member's emergency contact information can be easily retrieved. The spreadsheet allows staff to determine members on the weekly attendance spreadsheet who have not turned in a completed registration form. The fields in the database mirror the questions on the registration form. There is no current system of distributing registration forms. Members' parents are expected to complete the form each school year and summer. There is currently no standard for how many visits a child can make before being required to have the registration form returned.

Attendance Collection Accuracy

To determine the accuracy of attendance records, the research team made three random visits to Southwest Community Center on different days of the week at different times. During these visits, the research team conducted random head checks, looked at the attendance and registration records and observed the flow of traffic throughout the Southwest Community Center building as a whole. During the head checks, the number of members present was compared with the number accounted for on the attendance sheet. Since the attendance sheets do not include time in and time out, the head checks could not demonstrate if attendance had been recorded accurately. Thus, it was not known how many members were present during the entire hours of operation. The head checks took place between September 18 and October 24, 2003.

After reviewing Southwest's attendance collection, the research team prepared a list of recommendations to make the attendance procedure more accurate and improve the reporting of data. A new weekly attendance sheet was created (see Appendix IV) in Excel to be printed out before Monday of each week. Members' names and ages are entered on the new attendance sheet and sorted by age and then last name. Initially, the names were strictly sorted by last name but after reviewing the sheet with Southwest staff, they requested that similar ages be grouped together. In addition, the sheet has columns for each day of the week that the center is open. The attendance recorder should put a check in the box for every day that the member comes to the center. The original form required the attendance recorder to hand write in the member's name and age for every visit.
At the end of every week the data on the attendance sheets will be entered into an Excel monthly attendance database (See Appendix VII). This spreadsheet has all member names and generates total attendance for every day of the month, the month as a whole and the percentage of days a member attended the center. Prior to the implementation of

these spreadsheets, Ed Mitchell, Program Director, would tabulate by hand the daily and monthly attendance totals. To distribute the final numbers Mr. Mitchell provided photocopies of the handwritten attendance sheets to the city on a weekly basis.

Due to computer issues that will be discussed in the Observations section, contact was made with Karen Norton, librarian at the Southwest Community Center satellite branch of the Onondaga County Public Library. Ms. Norton was able to install Excel on the public computers at the library. Until the computer issues at Southwest are resolved, this is a temporary solution for data entry.

FINDINGS

1. Average Daily Attendance
Average daily attendance according to weekly attendance sheets from Jan. to Sept. 2003 is 70 members.

2. Head Checks
On Friday, October 17, 2003, at 3:35 p.m. an unannounced head check reported that 57 members had been accounted for on the attendance sheet, but only 42 members were present at the time. These numbers are representative of every head check. The research team's head checks are not conclusive evidence that attendance reporting is inaccurate because there is not a record of when members arrive and leave the center. The research team proposed including time in/out columns on the weekly attendance sheet but the staff at Southwest opposed the idea, claiming it would be too cumbersome.

3. Incomplete Registration Forms
After carefully reviewing 111 registration forms for the program, 16% of registration forms on file were incomplete (N=111). The research team has defined incomplete as missing required fields such as emergency contact information or parent/guardian signature.

4. Attendance to Registration Forms Average
There are 205 names listed on the most updated weekly attendance sheet. The 205 names are composed of any youth who attended Southwest and was recorded on the attendance sheet between Sept. and Oct. 2003. There are 111 registration forms on file, which is 54% of the number of youth that may attend the program. This percentage will increase as registration forms continue to be submitted.

5. Staff to Member Ratio
The current, average staff to member ratio is 5:70. This number was compiled by adding the attendance numbers for a five-day week and dividing by five to get the average attendance for one week. (It should be noted that the club is open on Saturdays but the number of members attending was only eight and would skew the average.) With this breakdown of staff to members, there is one staff person for every 14 members. This large gap between the number of staff to members is a problem because adequate supervision of all 70 members is difficult.

6. Technology Issues
Computer technology available to the Syracuse Department of Parks, Recreation, and Youth Programs staff at Southwest Community Center is insufficient to implement proposed attendance collection improvements. Implementation of the new data collection system requires the use of Excel to record and report registration and attendance figures. The computer located in the program director's office was found to be inoperable. The research team informed the Syracuse Department of Parks, Recreation, and Youth Programs administration of the computer problem. The research team repaired the computer with the help of Dell Gold Tech Support. The computer is under warranty until

December 2005. Once the computer was working, it was discovered that no software programs were installed on the computer. The Department of Parks, Recreation, and Youth Programs has been notified of this problem. Chris Abbott, the Syracuse Department of Parks, Recreation, and Youth Programs Director installed a read-only application called Open Access. This software is an insufficient remedy as it will not allow any data entry or changes. At the time the research project had been completed, nothing more had been done to rectify the situation.

Recommendation

Course on Excel

Syracuse Department of Parks, Recreation, and Youth Programs should pay for the attendance supervisor to attend computer training for Excel. Onondaga Cortland Madison Boces Career Training Center offers competitively priced seminars. Their address is 4500 Crown Road, Liverpool, NY 13090. Their phone number is (315) 453-4455 or (315) 453-4652 and fax number is (315) 451-4676. Their current course on Excel meets five times for 2.5 hours each and costs $139.

Hardware and Software

Improved availability of technology is crucial to successful attendance collection and reporting. It is recommended that Microsoft Office, a printer, and Internet access are installed on Mr. Mitchell's computer. Until this technology becomes available, other suggestions for improvement are not feasible. When the team had preliminary project planning meetings with both Mr. Mitchell and Mr. Abbott, the consensus was to eliminate paper pushing. Electronic record-keeping and reporting of attendance numbers are the only way to achieve this goal.

7. Division of Staff Labor

The Department of Parks, Recreation, and Youth Programs staff at the Southwest Community Center is comprised of two full-time and three part-time employees. The full-time employees are Mr. Mitchell and Talisia Bryant. Their work schedule is Monday through Friday, 1 to 9 p.m. and 10 a.m. to 6 p.m. on Saturdays. Mr. Mitchell's visible duties and responsibilities include supervising staff, reporting attendance numbers to Mr. Abbott, attending meetings every Tuesday and directing the on site programs for Parks, Recreation and Youth Services. Ms. Bryant's visible duties include tracking daily attendance and supervising children. The three part time employees work Monday through Friday from 3 to 8 p.m. Their visible duties are to supervise children and facilitate programs. No written job descriptions could be provided.

Recommendation

Employee Handbook

Problems with attendance can be attributed to unclear understanding of job responsibilities in addition to top-down disorganization within the Department of Parks, Recreation, and Youth Programs. Assisted by the city's human resource staff, Mr. Abbott should create a handbook for his employees. This should include: job descriptions including the recommended attendance supervisor and a code of conduct.

Position of Attendance Supervisor
It is recommended that one employee of the Syracuse Parks, Recreation, and Youth Program at the Southwest Community Center should be the designated staff person responsible for all attendance procedures. Currently, Ms. Bryant has been recording the daily attendance and then giving it to Mr. Mitchell to report to Mr. Abbott.

The attendance supervisor will be responsible for:

- Making sure each member is accounted for on the attendance sheet with a check-mark next to their name as soon as they come into Southwest each day.

- Daily attendance will still be taken by writing check-marks next to the members' names. Any current registered member's names is already typed on the weekly attendance spreadsheet template. Youth new to the program will be accounted for in the weekly attendance by handwriting their names on the printout. As soon as these members submit registration forms, their names will typed into both the weekly and monthly Excel attendance sheet templates. Though this will be difficult to enforce, it is recommended that after a youth makes three visits to the center without having registered, they should not be allowed to return until the form is completed.

- Responsible for printing out the weekly attendance sheets (Mon. - Sat.) after updating the month and dates. The research team created a weekly and monthly attendance template. In order to properly use these templates, the day and month numerals and the total number of days the center is open each month must be updated. The dates for the upcoming week should be changed Friday or Saturday prior to the start of the new attendance week starting Monday. The total days open in the upcoming month should be calculated at the end of the current month.

- At the end of each day that Southwest is open (or at least at the end of each week), the attendance supervisor is responsible for transferring the data that was recorded on the weekly attendance sheets to monthly attendance sheet on the computer. See the Excel manual for instructions on how to do this.

- At the weekly Tuesday staff meetings, the attendance supervisor will show both Mr. Abbott and Mr. Mitchell the current weekly attendance and monthly attendance sheets. A copy on disk will be given to Mr. Abbott so that he can generate reports for the city. Once Internet access becomes available at Southwest, this transaction will occur electronically.

- Responsible for storing the completed registration forms and past weekly attendance sheets in labeled file folders/drawers.

Daily Data Entry
Successful attendance procedure requires that at the end of each day, the number of members who attended are added to the monthly attendance sheet.

Data Entry Help
Once the Syracuse Parks, Recreation, and Youth Program full-time staff at Southwest master all paper and electronic attendance recording and reporting, it is recommended that they train and employ a responsible young adult to assist with data entry. This would ensure that data is entered in a timely fashion and alleviate extra work for the already short-staffed employees. This would also provide a young person with a salary/stipend, job readiness skills, teach them accountability and demonstrate that their time and effort has value.

Registration Forms
The following fields should be added to the current registration forms:

- Emergency Name/Phone # (DAY)
- Emergency Name/Phone # (NIGHT)
- School and Grade
- Does Child Take A School Bus to Southwest?

These changes are recommended to provide more detailed information about the members. School and bus information will help provide a more complete member profile. The registration database should be kept up-to-date to provide an efficient method of recalling member information. Electronic record keeping conserves space and eliminates paper.

8. Communication with Southwest Building Administration
The Syracuse Department of Parks, Recreation, and Youth Programs rents space inside the Southwest Community Center building. There is a communication gap between the Southwest building administration and the Syracuse Department of Parks, Recreation, and Youth Programs. It is Mr. Mitchell's responsibility to report attendance figures, on a weekly basis, to a Southwest administrator for their record keeping purposes. Mr. Abbott was unaware of this procedure because it is completely independent of any attendance data submitted to him.

9. Lack of Goals and Objectives
In meeting with both Mr. Mitchell and Mr. Abbott it is evident that the goals and objectives for the program are not documented or identifiable. The problems that arise are unstructured use of staff time which leads to little time on task for the members. The research team rarely observed staff interacting with Southwest members beyond disciplinary actions. Consistent facilitation of fall schedule programs was also not observed which could be a result of inadequate training to Southwest employees.

Recommendation
Mission and Objectives

Create a revised mission statement to identify new measurable objectives. The current mission is outdated and too broad, addressing all Parks, Recreation, and Youth Programs, rather than having site-specific goals. It is too hard to measure the success of the current mission because it does not describe goals that can be benchmarked. In addition, we feel that it is not in the best interest of a public, city funded, program to mention God in the mission. This reference violates the separation of church and state and could exclude youth and families of different faiths.

10. HARP (Homework and Reading Program) and Other Programs

HARP is the only structured program that the research team observed to be running this fall. HARP takes place Monday through Thursday from 3:30 to 4:30 p.m. and is led by one staff person. During one head check, there were approximately five tables set up in the gym for older members to do homework while younger member were read to by the staff person.

Children have been observed playing in the gym, watching television or playing unstructured games such as pool or board games. Attendance records report high participation in structured activities such as the Teen Round Table and Reading Club which is inconsistent with the observations of the research team.

Additional Recommendations

Southwest Community Center Building Security and ID Badges

After a meeting with a committee of representatives from all the programs within the Southwest Community Center, the research team learned about a building wide lock down and ID badge proposal. The research team is in full support of this idea. The research team understands this policy to be as follows:

On arrival at the center, every employee, youth or adult member or visitor should enter through main doors at the front of the building. This is the only unlocked door at the center. From there the individual would proceed to the staffed, front desk. They would verbally check in with the staff person monitoring the desk, sign in on the guest ledger and receive either a photo ID or a guest pass. It is the current plan to have a rotation of staff members from the programs in Southwest to administer the front desk sign-in procedure. It would be ideal if a new staff member is hired to perform these duties so there will not be a drain on current staff resources.

- Visitors – The front desk person would use the intercom system to notify the staff person to call the front desk. The staff person would then need to walk to the front desk to retrieve their guest. The staff person must see that the visitor wears a guest pass while in the building. If the visitor has come to see a child, it is still the responsibility of a staff member to escort the guest to and from the front desk. When the visitor leaves, the staff person will escort them back to the front desk to return the guest pass, sign out and exit the building.

- Youth Member – The photo ID badges are color-coded corresponding to programs in the community center. If a student participates in multiple programs, those additional programs will be printed on the badge. Once signed in and wearing their badge, the youth can proceed to their respective programs. In the case of Parks, Recreation, and Youth Programs, when the youth arrive in their area of the building internal attendance is still recorded. When the youth are ready to leave for the day, they must sign out at the front desk and hand in their ID badges.

- Building lock down and the ID badges/guest passes will increase building security tremendously. Strangers will not be permitted to enter the building and youth will not be allowed to loiter in the halls or continuously exit and re-enter Southwest.

- It is recommended that further discussion of policy logistics take place. A representative from every program/organization in Southwest should be invited to participate in a meeting. At this meeting, a policy implementation timeline should be created.

- Once finalized the policy/procedures must be documented and provided to all building employees along with instructions on intercom paging usage. Further training must be given to any employee that will be making the ID badges or staffing the front desk

APPENDICES

Appendix I: Contact Log A-1
Appendix II: Old Attendance Form B-1
Appendix III: New Attendance Form C-1
Appendix IV: Old Registration Form D-1
Appendix V: New Registration Form E-1
Appendix VI: Monthly Attendance Database.....F-1
Appendix VII: Registration Database.....G-1
Appendix VII: Excel Training Manual H-1

APPENDIX I: CONTACT LOG

This is a record of all of the phone, e-mail and in-person contacts made during this project.

Name/Title of Contact	*Date*	*Contact Method*	*Purpose/Response*	*Team Member*
Ed Mitchell (SW)	8/28	Phone	Initial Contact to set up meeting	Yasi
Chris Abbott (P&R)	9/4	Class	Initial meeting	Team
Ed	9/4	Meeting	First meeting; center tour	Garrett, Jessica, and Matt
Chris and Carol Dwyer	9/6	E-mail	Update on meeting with Ed	Garrett
Ed	9/11	Meeting	Received more attendance sheets, registration forms	Team
Chris	9/12	E-mail	Budget request	Garrett
Carol	9/12	E-mail	Request meeting	Jessica
Carol	9/16	Meeting	Discussed where we are in the process and some goals	Team
Ed	9/20	Phone	Request meeting	Yasi
Chris	9/22	Meeting	Received budget information	Garrett, Jessica, and Matt
Ed and Jenny (administrator at Southwest)	9/23	Meeting	Discussed building ownership, middle person between Ed and the city, some observation of center's activity	Team
Chris	9/29	E-mail	To request help with computers at SW	Team
Chris	10/02	Phone	To request help with computers at SW and to schedule meeting at SW	Garrett

Name/Title of Contact	***Date***	***Contact Method***	***Purpose/Response***	***Team Member***
Talisia Bryant (Full time staff for Parks and Rec at Southwest)	10/02	Meeting	To drop off trial attendance sheet	Yasi and Jessica
Karen Norton (librarian, Southwest Community Center)	10/9	E-mail	Informed us that Excel installation would be pushed back a week.	Jessica
Chris	10/9	E-mail	Set up a meeting for 10/17.	Garrett
Talisia and Ed	10/10	Meeting	Pick up registrations forms and discuss any problems with the trial attendance sheet	Yasi, Garrett, and Jessica
Carol	10/10	E-mail x 6	Discussing attempts to get the computers fixed at Southwest.	Team
Gavin IKON representative	10/14	E-mail	Wanted to get updated on computer repair	Garrett
Carol	10/15	E-mail	Providing the financial information for Southwest from the commissioner	Team
Karen	10/16	E-mail	To notify us that Excel had been installed on the computers in the library.	Jessica
Chris	10/17	Meeting	Discussed computer situation, mission statement, goals and the most recent quarterly report.	Yasi, Garrett, and Jessica
Southwest	10/17	Meeting	Head check and fixed computer.	Garrett, Jessica and Matt
Liz Hacken	10/18	E-mail	To schedule a meeting for 10/23	Jessica
Southwest Building Meeting (including Ed, Jesse Dowdell and other program directors)	10/21	Meeting	Discussed potential badge system	Yasi and Jessica
Liz	10/23	Meeting	Progress update and discussed report content and format	Team

Name/Title of Contact	***Date***	***Contact Method***	***Purpose/Response***	***Team Member***
Chris	10/23	E-mail	Requesting Microsoft Office and up-to-date monthly totals	Garrett
Talisia	10/23	Meeting	Got feedback on attendance sheets and checked out HARP program.	Yasi and Matt
Chris	11/12	Phone	Arrange meeting for 11/14	Garrett
Chris	11/14	Meeting	Discussed project status and picked up attendance sheets	Garrett, Yasi and Jessica
Chris	11/18	Presentation	Team presented on research and recommendations	Team
Chris	11/24	Phone	Arrange future meeting to go over Excel manual and recommended attendance procedure	Garrett

APPENDIX II: OLD ATTENDANCE FORM

This form was used to take attendance by Southwest Community Center prior to the implementation of the new system. Each name and age had to be written in every day.

SYRACUSE PARKS RECREATION AND YOUTH PROGRAMS

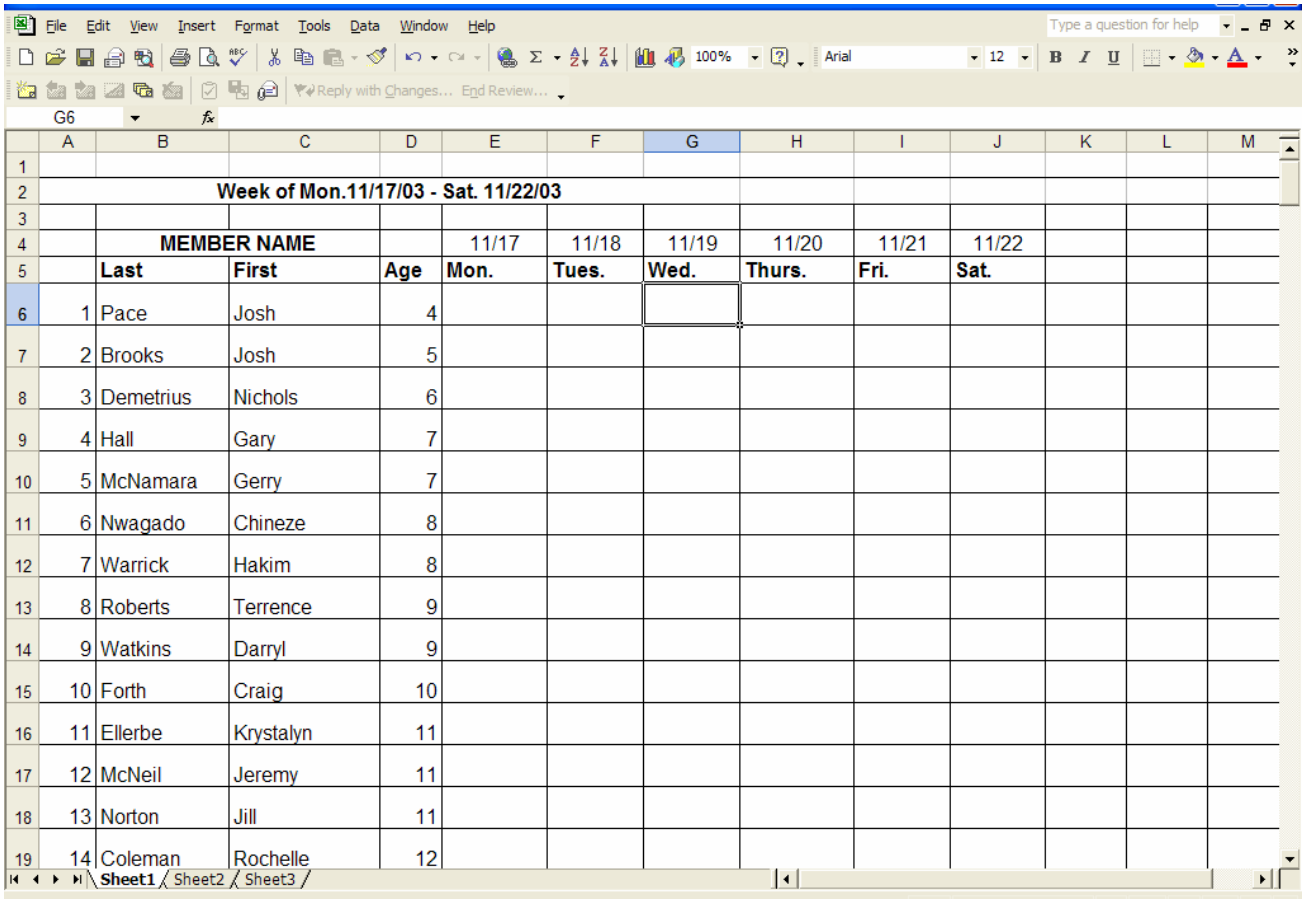
SIGN IN SHEET

Date: _____ *Center:*_____

Name	*Age*	*Name*	*Age*

APPENDIX III: NEW ATTENDANCE FORM

This form was implemented on a trial basis in October 2003 at Southwest Community Center. The names and ages of members are typed in ahead of time to make the process more efficient. Members present are now recorded by a check mark instead of their signature. Names are sorted by age and then alphabetically. The names on this sheet are fabricated for confidentiality purposes.



Week of Mon.11/17/03 - Sat. 11/22/03

	MEMBER NAME			11/17	11/18	11/19	11/20	11/21	11/22
	Last	First	Age	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
1	Pace	Josh	4						
2	Brooks	Josh	5						
3	Demetrius	Nichols	6						
4	Hall	Gary	7						
5	McNamara	Gerry	7						
6	Nwagado	Chineze	8						
7	Warrick	Hakim	8						
8	Roberts	Terrence	9						
9	Watkins	Darryl	9						
10	Forth	Craig	10						
11	Ellerbe	Krystalyn	11						
12	McNeil	Jeremy	11						
13	Norton	Jill	11						
14	Coleman	Rochelle	12						

APPENDIX IV: OLD REGISTRATION FORM

This form must be filled out and signed by a parent or guardian to allow a child's participation in the Southwest Community Center programs. This form is still in use by the program.

PARKS, RECREATION AND YOUTH PROGRAMS

Matthew J. Driscoll, Mayor

Registration Form

PARENTS/GUARDIANS MUST FILL OUT THIS FORM COMPLETELY BEFORE A CHILD MAY PARTICIPATE IN ANY ACTIVITIES

CHILDS NAME: _____

ADDRESS: _____ ZIP: ____

PHONE: EMERGENCY PHONE NUMBER: _____

DATE OF BIRTH: _____ AGE: _____

PARENTS/GUARDIANS'S NAME: _____

I give my permission for _____ to participate in the City of Syracuse Parks, Recreation & Youth Programs for this current year. I also give my permission for Syracuse Parks, Recreation & Youth Programs to use printed materials and/or any photograph from the event, which include him/her.

I understand that the City of Syracuse Department of Parks, Recreation & Youth Programs strongly recommends an annual medical examination before participating in any strenuous activities such as swimming, basketball, ping-pong, dance, aerobics, weightlifting, etc., and that he/she is in good condition at present, and has no serious illness or surgery since her/his last health examination.

I give my permission to the Recreation Aides to take any action necessary in his/her best interest; I also give my permission to local to doctors and/or hospitals to administers proper medical assistance should the need arise.

Does your child have any allergies that we should be made aware of? NO_____ Yes_____

If yes please explain: _____

waiver in consideration of your acceptance of this entry for myself, heirs, executors and administrators, I hereby release the City of Syracuse and all its officers, employees and agents from any claims, liabilities, damage or expense that I may incur relating directly to my participation in any activity or the program event(s) including transportation to and from any such clinics relating to such.

_____ / _____

Parent(s)/Guardian Signature Date

2 SPENCER STREET • SYRACUSE, NEW YORK 13204 • (315) 473-4330 • (315) 428-8513 • WEB PAGE: www.syracuse.ny.us

APPENDIX V: NEW REGISTRATION FORM

This is the suggested replacement for the old registration form because it requests more information about each member. This form adds the following fields:

- Emergency Name/Phone # (DAY)
- Emergency Name/Phone # (NIGHT)
- School and Grade
- Does Child Take A School Bus to Southwest?

Registration Form

PARENTS MUST FILL OUT THIS FORM COMPLETELY BEFORE A CHILD MAY PARTICIPATE IN ANY ACTIVITIES

CHILDS NAME: _____

ADDRESS: _____**ZIP:** _____

PHONE: _____ **EMERGENCY NAME:** _____

EMERGENCY PHONE # (DAY)**:** _____ (NIGHT)**:** _____

DATE OF BIRTH: _____ **AGE:** _____ **SCHOOL:** _____ **GRADE:** _____

DOES YOUR CHILD TAKE A SCHOOL BUS TO SOUTHWEST?_____

NAME OF PARENT(S) OR GUARDIAN(S): _____

ADDRESS IF DIFFERENT FROM ABOVE: _____

I give my permission for _____to participate in the City of Syracuse Parks, Recreation & Youth Programs for this current year. I also give my permission for Syracuse Parks, Recreation & Youth Programs to use printed materials and /or any photograph from the event, which include him/her.

I understand that the City of Syracuse Department of Parks, Recreation & Youth Programs strongly recommends an annual medical examination before participating in any strenuous activities such as swimming, basketball, ping-pong, dance, aerobics, weightlifting, etc., and that he/she is in good condition at present, and has no serious illness or surgery since her/his last health examination.

I give my permission to the Recreation Aides to take any action necessary in his/her best interest; I also give my permission to local to doctors and/or hospitals to administers proper medical assistance should the need arise.

Does your child have any allergies that we should be made aware of? No_____ Yes_____

If yes please explain: _____

Waiver in consideration of your acceptance of this entry for myself, heirs, executors and administrators, I hereby release the City of Syracuse and all its officers, employees and agents from any claims, liabilities, damage or expense that I may incur relating directly to my participation in any relating to the program event(s) including transportation to and from any such clinics relating to such.

/ /

Parent(s)/Guardian Signature **Date**

412 SPENCER STREET · SYRACUSE, NEW YORK 13204 · (315)473-4330 · (315)428-8513 · WWW.SYRACUSE.NY.US

APPENDIX VI: MONTHLY ATTENDANCE DATABASE

This database was created to simplify the tabulation of attendance data. It also eliminates paper when reporting to Syracuse Department of Parks, Recreation, and Youth Programs and the Southwest building administration. Formulas have been placed in the spreadsheet to calculate totals.

Overall Monthly Attendance for Southwest Community Center

October 2003 - August 2004

Number of Days Open: 20

Month: **November 2003**

Last	First	Age	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Pace	Josh	4	1		1					1				1					
Brooks	Josh	5					1		1								1		1
Demetrius	Nichols	6			1							1							
Hall	Gary	7						1			1								
McNamara	Gerry	7		1			1							1			1		1
Nwagado	Chineze	8	1			1				1			1						
Warrick	Hakim	8	1										1				1		1
Roberts	Terrence	9		1				1						1		1			1
Watkins	Darryl	9			1					1								1	
Forth	Craig	10				1								1					
Ellerbe	Krystalyn	11		1	1		1				1		1		1				
McNeil	Jeremy	11		1		1		1				1			1				
Coleman	Rochelle	12				1			1		1				1				1
Harbut	Tracy	12	1		1	1				1				1					1
McBride	Julie	12			1				1		1				1				
Edelin	Billy	13	1			1						1				1			1
Herron	Ronneil	15					1						1				1		
Jackson	Tierra	15	1	1										1				1	
Campbell	Marchelle	16	1							1				1	1				
Gorman	Matt	16			1	1		1		1				1		1		1	
Kohn	Lauren	17																	
Kouwe	Andrew	17																	

APPENDIX VII: REGISTRATION DATABASE

This database consists of all of the registration form information through October 21, 2003. The names with an "X" to the right of the first column have incomplete information. This full database is in a Microsoft Excel file that will be provided to Southwest for their use.

	A	B	C	D	E	F	G	H	I	J
1										
2	INC.									
3			Last Name	First Name	Age	DOB	Address	Zip	Home Phone	Parent/Guardian Name
4		1	Pace	Josh	16	3/5/1987	317 Nottingham Rd	13210	123-4567	Buzz Shaw
5		2	Brooks	Josh	8	8/5/1995	318 Nottingham Rd	13210	123-4568	Buzz Shaw
6		3	Demetrius	Nichols	5	12/18/1997	319 Nottingham Rd	13210	123-4569	Buzz Shaw
7		4	Hall	Gary	3	3/9/1999	320 Nottingham Rd	13210	123-4570	Buzz Shaw
8	X	5	McNamara	Gerry	8	2/10/1994	321 Nottingham Rd	13210	123-4571	Buzz Shaw
9		6	Nwagado	Chineze	6	9/27/1997	322 Nottingham Rd	13210	123-4572	Buzz Shaw
10		7	Warrick	Hakim	5	10/12/1998	323 Nottingham Rd	13210	123-4573	Buzz Shaw
11	X	8	Roberts	Terrence	16	1/11/1987	324 Nottingham Rd	13210	123-4574	Buzz Shaw
12		9	Watkins	Darryl	6	12/9/1996	325 Nottingham Rd	13210	123-4575	Buzz Shaw
13		10	Forth	Craig	11	8/24/1991	326 Nottingham Rd	13210	123-4576	Buzz Shaw
14	X	11	Ellerbe	Krystalyn	13	5/1/1990	327 Nottingham Rd	13210	123-4577	Buzz Shaw
15		12	McNeil	Jeremy	10	9/23/1993	328 Nottingham Rd	13210	123-4578	Buzz Shaw
16		13	Norton	Jill	15	3/1/1987	329 Nottingham Rd	13210	123-4579	Buzz Shaw
17		14	Coleman	Rochelle	7	1/18/1996	330 Nottingham Rd	13210	123-4580	Buzz Shaw
18		15	Harbut	Tracy	5	1/27/1998	331 Nottingham Rd	13210	123-4581	Buzz Shaw
19		16	McBride	Julie	6	12/3/1996	332 Nottingham Rd	13210	123-4582	Buzz Shaw
20		17	Edelin	Billy	5	1/28/1998	333 Nottingham Rd	13210	123-4583	Buzz Shaw
21	X	18	Herron	Ronneil	17	9/24/1986	334 Nottingham Rd	13210	123-4584	Buzz Shaw
22		19	Jackson	Tierra	4	5/17/1999	335 Nottingham Rd	13210	123-4585	Buzz Shaw
23		20	Campbell	Marchelle	12	8/4/1990	336 Nottingham Rd	13210	123-4586	Buzz Shaw
24		21	Gorman	Matt	14	11/18/1988	337 Nottingham Rd	13210	123-4587	Buzz Shaw
25	X	22	Kohn	Lauren	10	10/17/1992	338 Nottingham Rd	13210	123-4588	Buzz Shaw
26		23	Kouwe	Andrew	10	5/27/1991	339 Nottingham Rd	13210	123-4589	Buzz Shaw
27		24	Jean	April	6	8/19/1996	340 Nottingham Rd	13210	123-4590	Buzz Shaw
28		25	McCroskey	Louie	10	12/25/1992	341 Nottingham Rd	13210	123-4591	Buzz Shaw

APPENDIX VIII: EXCEL TRAINING MANUAL

This manual guides the user through basic Excel as well as how to manage and format the provided spreadsheets and databases. This will be attached as a PDF file electronically as well as provided in paper form.