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Planning Community-Wide Recreation

Michigan State University

Cooperative Extension Service

Recreation and Tourism Series

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Park and Recreation Resources

May 1970

16 pages

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extension bulletin e-684
cooperative extension service

recreation and tourism series

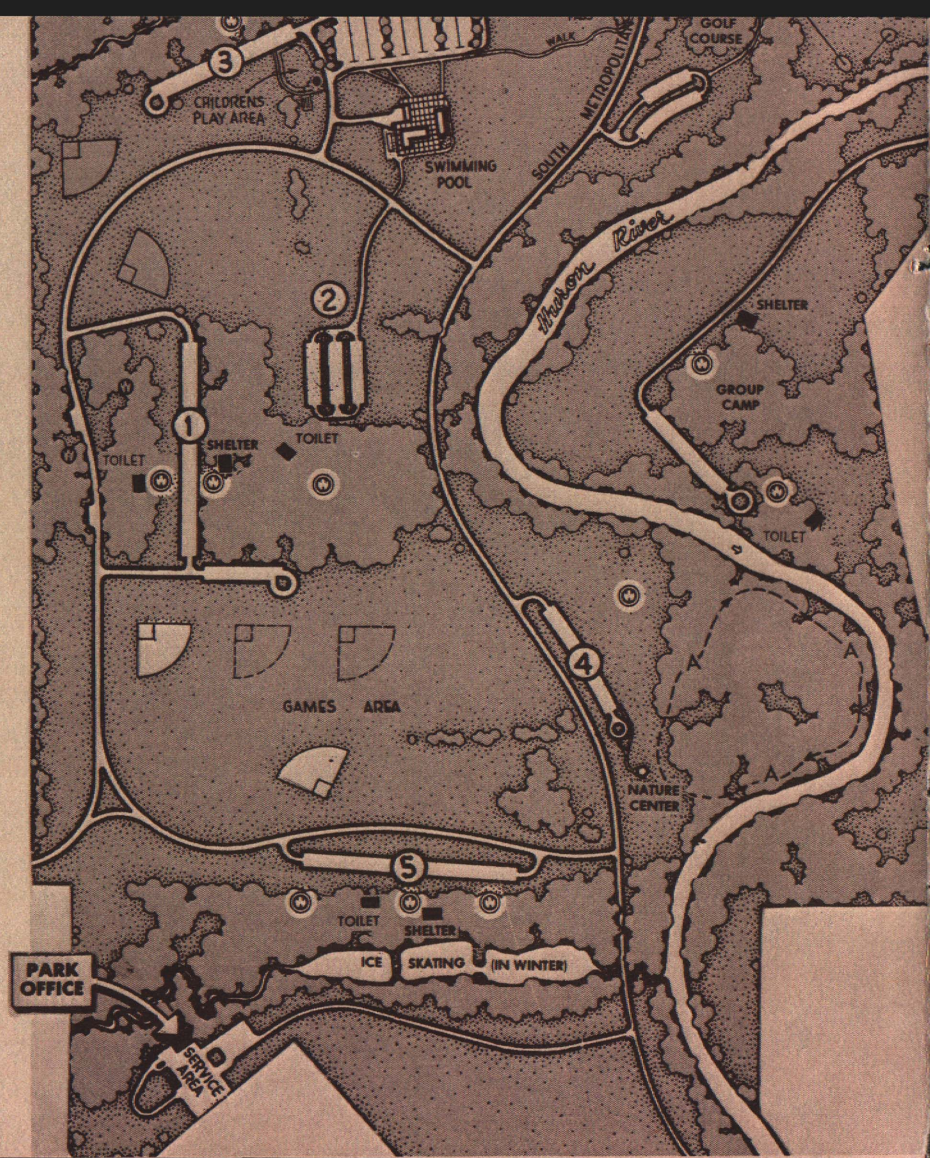
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introduction

Recreation is no longer an isolated concept about "refreshment after toil". Instead, it is now part of the fabric of American life. Recreation is an integral part of the quality of life one generation hopes to achieve and pass on to the next. Recreation may progress from a community with open space and parks, to a community that in itself resembles a park. It may grow from a community with selected recreation activities for teenagers—to a community with a cultural environment responsive to the interests of all ages and groups of people. Or, recreation may bloom from a community that first offers a summer recreation program to a community employing qualified, full-time staff operating year-around programs and facilities.

It was necessary for past generations to improve economic levels so that the new concept of a quality environment could evolve. Now, it is necessary for present generations to plan properly if these levels of environmental quality are to be maintained and preserved for present and future generations.

Many communities supply examples of ineffective attempts to provide community recreation opportunities where areas, facilities, and programs were developed without regard to the needs of the people. They are misplaced, improperly designed, and, due to lack of competent management, often unavailable.

Communities must recognize that the first task is not to accept expedient decisions based on the availability of federal or state development funds, but insist upon a logical plan—a Community Recreation and Park Plan.

the community recreation & park plan

This Plan is but one segment of the overall Comprehensive Plan for the community. Nevertheless, it should be the foundation for building the necessary programs, areas, and facilities to meet the recreation needs of the entire community, as well as provide for an attractive community.

The Community Recreation and Park Plan should be developed with the aid of all segments of the population so that the entire community's recreation needs can be incorporated into the Plan. A small group deciding upon facilities and programs, and then developing a "plan" to justify these programs in order to obtain funds, is dealing in expediency, not planning. Determination of recreation needs should result from a study of the public needs. The Plan should outline facilities and programs needed and establish priorities of projects designed to satisfy these needs.

Communities should look for new facilities and programs and new ways of approaching old programs, rather than limiting themselves to methods that are used in other towns and cities. Stereotyped recreation areas and programs found in one town will seldom satisfy the overall needs of another. Quality recreation can be provided only through sound planning which brings together all the diverse recreation needs of a community and spells out the means of implementing them.

The following Community Recreation and Park Plan differs from many other approaches largely because it demands a balance between recreation programs, physical areas and facilities. Too often, recreation and park planning have been largely concerned with park acreages and facilities, with little recognition for the **kinds** of recreation programs the people want and need. In fact, the development of areas and facilities should be based on the kinds of programs needed.

Finally, this planning procedure is somewhat unique because it encourages community leaders and the public to be innovative. Innovation should be a primary ingredient in recreation and park planning because many former plans and practices are no longer relevant to today's different technologies, social groupings or personal preferences.

planning procedure

The Park and Recreation Board or Department begins planning by either employing a professional planner, or, undertaking the planning itself in conjunction with the local planning commission.

A Recreation and Park Plan should include community:

- description
- population
- standards and criteria
- inventory
- deficiencies
- goals and objectives
- action programs
- summary

• *description*

The following should be included in a community description:

Community Location — Briefly describe the community's location, including any strong influences from nearby metropolitan areas or recreation developments.

Bodies of Water — Show where bodies of water are located and describe water quality. Indicate how they are currently being used.

Climate — How will local climate affect recreational activities? Does the climate lend itself to winter sports, swimming, etc.?

Topography — Is the land suited for skiing, sledding, or scenic vistas, etc.?

Historical & Cultural Background — Give early history of community and region.

Housing — Show the percentage of single family and multi-family housing units, and age and condition of the housing. If sub-standard housing exists, show where located.

Industry & Business — What types of industry and business exist in the community? Are they manufacturing or service industries? Where are they located?

• *population*

Break-down the population by age classification, sex, income level, etc. (This information is generally available in the 1960 Census Tracts and will be available in the 1970 Census Tracts. Ask the County Clerk or County Extension Director for a copy.)

Has population been increasing or decreasing recently? What is anticipated population growth or decline for the next five years? In what part of the community is new population settling? Indicate where residential areas are located.

• *standards & criteria*

A community should adopt a set of guidelines for the development of areas and facilities, programs, and administrative structure.

Areas and Facilities — Pages 12 & 13 contain a set of minimum standards for areas and facilities that have been widely used by many communities as a guideline for development of their park and recreation systems. These standards could be used per se or in a modified form that will fulfill the minimum needs of a given community.

Programs — A set of standards for recreational programs has not been established due to the wide variety of possible programs and the varying demands of a given community. (See list of activities that can be developed into programs, pages 14 & 15. The following general criteria will help the community develop worthwhile programs. Programs will be:

- conducted where they will be accessible to all people of the community
- available to all age groups
- provided for both sexes
- available for all ethnic groups and economic levels
- balanced with a variety of activities from athletic to cultural

Administrative Structure — Indicate the type of administrative structure that the department has or desires. Endorsement should be given for obtaining professional park and recreation managers. Adequate methods of financing should be developed.

- ***inventory***

List existing park and recreation areas and facilities in your community, how they are used, and their present condition. Locate them on a map. (Write to the Local Government Services, Department of State Highway, Lansing, for maps of your community.) Also list:

- public parks and recreation facilities.
- school facilities and programs. (Indicate the specific hours of each day that these facilities could be used by the general public and any formal binding agreement that exists.)
- Private, commercial, and voluntary agencies, facilities, and programs. (See page 11 for examples of areas and facilities.)

Describe how the Recreation and Park Program is being administered and financed.

- ***deficiencies***

Determine what is needed in areas, facilities, programs, and administration by:

- (a) comparing inventory of existing areas, facilities, programs, and administration with your standards,
- (b) making systematic attempts to identify the recreation preferences of the public. (Use questionnaires, public hearings, and citizen groups.)

- ***goals & objectives***

The most complete and innovative Recreation and Park Program possible would combine the strengths of the park and recreation system, as shown in the Inventory Section, and the weaknesses, as shown in the Deficiencies Section. Feasibility should not be a concern now — this will come later.

Examples of Goals:

- maintain and improve the quality of the community environment
- encourage the expansion of recreational opportunities and the preservation of open space
- encourage wise use of land, water and human resources

Examples of Objectives:

- develop neighborhood playgrounds in each neighborhood
- increase programming for adult women
- hire professionally trained Park and Recreation managers
- increase appropriated budget
- preserve more open-space lands

• *action programs*

LONG RANGE PLAN (10 Years or Longer)

A. Areas and Facilities:

Indicate on a map of the community where existing park and recreation areas are located and the general location proposed for new park and recreation areas and facilities.

B. Programs:

In written form, describe how major deficiencies in recreation are to be met, including proposed programs, such as cultural events for the entire population and programs for special groups like senior citizens, the disadvantaged and deprived.

C. Administration and Management:

In written form, indicate proposals for expanding and increasing the administrative

and professional management and operations of the Park and Recreation Board or Department. Give estimates of yearly financial requirements.

SHORT RANGE PLAN (Within 5 Years)

What is needed now — what can be done today?

A. Areas and Facilities:

- Show where the greatest needs for new areas and facilities exist and why these needs are most important.
- Indicate how users will get to these areas.
- Indicate expected capacity of these areas and facilities and how these facilities could be used for more than one activity.
- Show the estimated cost of these facilities and recommended or anticipated means of financing.

B. Programs and Activities: (See pages 14 & 15.)

- Describe the programs most obviously needed.
- Why are these programs most important and how do they relate to the above facilities?

C. Administration and Management: (See County Extension Directors for this information.)

- Establish a legally constituted Park and Recreation Board or Commission.
- Employ trained recreation personnel.
- Adopt policies.
- Establish a Department of Parks and Recreation.
- Establish an operation and maintenance budget.

• **summary**

In very brief form, summarize the communities' plans for providing recreation and park services.

Once the plan is completed, it should be reviewed by the citizens of the community. Too often, recreation plans reflect only the desires of the planners and not those of the people. The Plan should be published (could be mimeographed) and distributed to individuals and groups for review and comment. Special review meetings should be held with representatives of all age groups and neighborhoods. The Plan must also be authorized by all local planning bodies to make sure that it fits into community and regional comprehensive plans. After any revisions have been made, the final plans should be approved by the local governing body, published, and made available to the public. The Recreation and Park Plan must be reviewed periodically and updated so that it can continue to perform as a planning document and not become obsolete. Planning must be a continuous process.

methods of financing

Appropriations — funds appropriated by city council or board of supervisors from general funds.

Tax levies — millage levied specifically for park and recreation purposes.

Bonds — local government may issue general obligation bonds or revenue bonds for development of recreation areas and facilities.

State and Federal Aid Programs — federal and state agencies administer a variety of government aid programs including Open Space, Land and Water Conservation Fund, and State Recreation Bond Programs. For further information, write to the following agencies:

Open Space Land Program
Housing and Urban Development
Metropolitan Development Office
360 N. Michigan, Rm. 1550
Chicago, Illinois 60601

**Michigan State Recreation Bond Fund or
Land, Water and Conservation Fund**
Grants-in-Aid Section, Administrative Services Div.
Michigan Department of Natural Resources
Stevens T. Mason Building
Lansing, Michigan 48926

**701 Comprehensive Planning
Assistance Program**
Community Planning Division
Michigan Department of Commerce
7 Story Office Building, 4th Floor
Lansing, Michigan 48913

park & recreation areas, facilities

Administration Building	Camp Grounds	Fly-Casting Pool	Miniature Golf	Rest Areas	Stables
Apparatus Areas	Coasting Areas	Football Field	Model Airplane Field	Rifle Range	Stadiums
Arboretums	Comfort Station	Footbridges	Model-Yacht Ponds	Roadways	Swimming Pools, Indoor
Archery Range, Field	Community Center	Forests	Multiple Use Paved Areas	Roque Courts	Swimming Pools, Outdoor
Archery Range, Target	Council Rings	Fountains	Music Shells	Running Tracks	Swings
Arena	Cricket Fields	Gardens	Nature Trails	Sand Courts & Boxes	Tables, Picnic
Athletic Field	Croquet Court	Golf Course Buildings	Neighborhood Center	Sanitation Facilities	Teen Center
Badminton Court	Cultural Center	Golf Courses	Overlook Shelter	Scenic Overlooks	Tennis Court
Band Shell	Curling Rinks	Golf Driving Ranges	Paddle-Tennis Courts	Scoreboards	Tetherball Court
Barbeque Pit	Dams	Handball Court	Parking Areas	Shooting, Trap & Skeet	Toboggan & Coasting Slide
Baseball Field	Day Camping Areas	Hiking Trails	Paths	Shotgun Range	Toilets
Basketball Court	Diving Boards & Platforms	Horseshoe Court	Patios	Shower Rooms	Tourist Camps
Bathhouse	Drag Strips	Ice Rink, Artificial	Picnic Areas	Shrubs	Tower, Lifeguard
Bathing Beaches	Docks, Public Boating	Ice Rink, Natural	Piers	Shuffleboard Court	Trails
Bicycle Track	Dressing Rooms	Jumping Pits	Piers, Fishing	Sidewalks	Trapshooting Ranges
Blacksmith Shop	Drinking Fountains	Jungle Gym	Pistol Range	Signs	Vaulting Pit
Bleachers	Farm Plots	Lakes	Playground Apparatus	Ski Jumps	Volleyball Court
Boat Docks and Ramps	Fences	Landscaping	Playground Shelters	Ski Slopes	Wading Pool
Boat Hoist	Filtration & Purification	Lavatory	Playgrounds	Skiing, Water, Markers & Jumps	Walks
Boat House	Systems, Swimming Pool	Lighting	Polo Fields	Sled Slides	Walls, Retaining
Boccie Courts	First Aid & Physical	Locker Room	Ponds	Soccer Field	Water & Sanitary Lines
Botanic Preserves	Examination Room	Marbles Rings	Pools, Reflecting	Softball Field	Waterfronts
Bowling Alleys	Fishing Jetty	Marina	Quoits Courts	Spray Pools	Watering Systems, Domestic
Bowling Greens	Flag Poles	Meeting Rooms for Clubs & Hobby Groups	Rain Shelters	Squash Court	Wildlife Sanctuary
Bridle Trails	Flood Lights		Ramps		

minimum local recreation standards

Facilities	Minimum Acres & Facilities Per Thousand People	Minimum Acreage Per Facility	Accessibility (Distance from every home)
Play lot	¼ acre per 1000, 1 facility per 800	¼ acre	½ mile
Neighborhood Playground	1½ acres per 1000, 1 facility per 3000	4+ acres	½ mile
Baseball Diamonds	1 field per 6000	3 acres	½ mile
Softball Diamonds	1 field per 3000	2 acres	½ mile
Neighborhood Parks	1 acre per 1000	6 acres	¾ mile
Recreation Centers	1 facility per 40,000	5 acres	1 mile
Auditorium	1 facility per 50,000	4 acres	2 miles
Major Park	4 acres per 1000 (1 facility per 40,000)	50 acres	3 to 4 miles
Regional or County Parks	10 acres per 1000	Several hundred, to 1000 acres or more	Includes entire region
Environmental Areas	1 acre per 1000	½ acre	½ mile
Recreation Building	1 facility per 25,000	1 acre	½ mile
Playfield	1½ acres per 1000	20 acres	1 mile
Skating Rinks, Artificial (outdoor or indoor)	1 facility per 25,000	2 acres	2 miles
Skating Rinks, Natural (outdoor)	1 facility per 3000	1 acre	¼ to ½ mile
Swimming Pools (indoor)	1 facility per 10,000 (15 sq. ft. per swimmer)	2 acres	½ to 1 mile
Swimming Pools (outdoor)	1 facility per 40,000 (20 sq. ft. per swimmer—deck and water)	5 acres	½ to 1 mile
Tennis Courts	1 facility per 2000	2 acres (battery of 4)	¼ to 1 mile

Activities	Other Standards or Requirements
Play for preschool child (unsupervised or volunteer).	Swings, other elementary play apparatus; benches, spray pool for high density & apartment-house neighborhoods; where neighborhood playground not available; not applicable in low-density areas.
Play area for children, age 6-15.	Apparatus area, informal play space, field for games and sports, shaded space for passive recreation, shelter building.
"Pick-up" neighborhood games, neighborhood leagues; multiple-use open space.	90' base lines — 350' outfield; maximum distance away from streets and residence.
"Pick-up" neighborhood boys and girls team games; supplement reg. playground programs; multiple-use open space.	60' base lines — 275' outfield; maximum distance away from streets and residence.
Passive and supervised recreation, such as a playground-park.	Lawn, shrubs, picnic and shade areas, park-like area for unsupervised play, open field areas, desirable to combine park, playground, school or community center.
Diversified indoor recreation programs for people of all ages, available for other compatible social services; central programming for area neighborhoods.	Serves several neighborhoods within a community, provides compatible outdoor activities, includes gym, social and craft rooms, lounge, offices, staff space and maximum storage; may be located at facility.
Theater, dance, forums, concerts, community events, instruction and performance in the arts, community group meeting place.	Back-stage areas designed to be used for community meeting, workshop and game rooms.
Group picnicking, day camping, nature study, horseback riding, boating, swimming, fishing, winter sports, golf, arboretum, zoo, botanical gardens, resident camp, bike trails, canoe trails.	Should make effective use of natural developments, open meadow, water, or woodlots which offer attractive setting for activities not possible in a small recreation area; several such parks should be available to serve regional and local metropolitan community needs.
Similar to activities for a Major Park.	Similar to standards or requirements for a Major Park.
Scenic enjoyment and green space within densely-populated areas.	Can include medians, triangles, walkways, riverfront development, squares, corner rest parks.
Meetings, teen group activities, recreation information center, game room, pre-school, senior-citizen meeting place, crafts.	Used as substitute for full community center; designed for immediate neighborhood small group activities; should include snack area and storage.
Serves ages 15 and over for competitive activities requiring more space than provided by neighborhood park or playground.	Serves several neighborhoods within a community; designed to provide indoor and outdoor activities; desirable to include community center, or Jr. or Sr. High School on the site.
Supervised skating activities; hockey, speed, figure, "free" skating, multiple-use for off-season activities.	Adequate parking, concessions, dressing area, centrally located equipment storage.
Neighborhood skating and free skating; instruction usually offered on natural rinks of smaller size.	Warming shelter, aid station, and lights for night use; number of facilities required decreases with available artificial ice.
Swim instruction; competitive, free, handicapped therapy, recreational, and school.	Separate entrance, parking, spectator room; comply with state health standards; usually connected with school program.
Swim instruction; competitive, free, special group activities, sun-bathing, diving, recreational.	Conform to state health standards; bathhouse should include concession and control facilities, lighted; located at park, playfield, or community center; minimum 25 meter pool; bathhouse and pool designed for off-season activities — such as ice skating.
Instruction, tournament, free play, clubs.	Not an isolated facility, but located with community center, school, park or playfield; concrete or bituminous surfacing; well drained.

recreation activities

for program development

Literary, Language, & Related Activities

Book clubs
Charm school
Creative writing
Debates
Diction
Discussion clubs

Foreign language study
Guessing games
Lectures
Listening to radio
Magic
Mathemagic

Mental games
Paper & pencil games
Poetry groups
Public speaking
Puzzles:
Crossword

Storytelling
Study groups
Television programs
Tricks
Verse-speaking choir
Writing letters

Gymnastics & stunts:

Apparatus work
Bag punching
Baton twirling
Calisthenics
Gymnastic marching
Lariat throwing
Pyramid building
Rope jumping
Trampoline
Tumbling
Sports:
Aqua-pilating
Archery
Aviation
Bicycle riding
Boating
Bobsledding
Boxing
Canoeing
Coasting
Crew racing
Cross-Country running
Diving
Dogsledding
Fencing
Field events:
Jumping
Pole vaulting

Discus throwing
Figure skating
Fly casting
Glider soaring
Horseback riding
Horsemanship
Hot-rod racing
Ice boating
Ice sailing
Ice skating
Kite flying
Lifesaving
Model-airplane flying
Model-boat sailing
Motorboating
Motorcycling
Parachute jumping
Pistol shooting
Rifle shooting
Roller skating
Sailing
Skiing
Ski-joring
Skin and SCUBA diving
Snowshoeing
Swimming
Synchronized swimming
Tobogganning
Track events

Trapshooting
Water skiing
Wrestling
Yachting
Individual & dual games - activities:
Athletic tests
Badminton
Baseball pitching
Billiards
Boccie
Bowling on the green
Box hockey
Clock golf
Cock ball
Croquet
Curling
Dart baseball
Golf
Handball
Hand tennis
Hopskotch
Horseshoe golf
Horseshoes
Indoor bowling
Jacks
Marbles
O'Leary

Paddle tennis
Quilts
Ring tennis
Roque
Shuffleboard
Smash
Squash
Stilt walking
Table tennis
Tennis
Tetherball
Top spinning
Group or team games:
Baseball
Basketball
Bat ball
Bicycle polo
Broom hockey
Cage ball
Captain ball
Cricket
End ball
Fieldball
Field hockey
Flag football
Football
Goal-hi
Hit-pin baseball
Ice hockey

Kickball
Lacrosse
Long ball
Netball
Newcomb
Polo
Roller-skate hockey
Shinny
Soccer
Soccer baseball
Softball
Speedball
Touch football
Tug of war
Volleyball
Water polo
Bat ball
Bull in the ring
Cat and mouse
Fox and geese
Hare and hounds
Hide-and-seek
Hill dill
Hill pion
Prisoner's base
Relays
Snow games
Tag games
Three deep

Arts and Crafts

Basketry
Beadcraft
Block printing
Bookbinding
Cabinetmaking
Cardboard construction
Carving soap, wood, bone
Cementcraft
Ceramics
Cookery
Drawing

Making recreation equipment
Map making
Mechanics
Metalcraft
Millinery
Modeling
Model-aircraft construction
Mosaic crafts
Needlework
Painting

Papercraft
Paper folding & cutting
Photography
Plastic crafts
Mechanics
Poster making
Pottery
Printing
Quilting
Radio
Reed-and-raffia work
Rugmaking
Sandcraft

Scrapbook making
Sculpture
Sewing
Ship-model building
Sketching
Snow-sculpture
Stagecraft
Tincraft
Toy making
Visiting art museums
Weaving
Woodworking

Drama

Carnivals
Charades
Costume design
Doll fashion shows
Dramatic stunts
Fairs
Fashion shows
Feast of lanterns
Minstrel shows

Play reading
Play tournaments
Playwriting
Playwriting contests
Festivals
Follies
Impersonations
Informal dramatization
Marionettes

Mask making
Masquerades
Mimetic exercises
Puppetry
Radio dramas
Scenery making
Shadowgraphs
Shog impersonations
Stagecraft

Stage lighting
Story dramatizations
Story plays
Storytelling
TV & radio productions
Three-act plays
Traveling theater
Vaudeville acts
Water pageants
Workshops

Social

Banquets
Barbecues
Barn dances
Basket suppers
Candy pulls
Card games:
 Bridge
 Canasta
 Hearts
 Pinochle
 Pit
Clambakes
Conversation

Corn roasts
Dating
Entertaining
Family or club reunions
Father - son dinners
Fun nights
Get-acquainted meetings
Lodge & club meetings
Marshmallow roasts
Mother - daughter
 dinners
Old home weeks
Parties:

Barn warming
Beach and pool
Birthday
Block
College
Costume
Hard times
Holiday Parties:
 Christmas
 Halloween
 New Year's
 St. Patrick's Day
 Twelfth Night

Wash'ton's Birth.
Masquerade Parties
Progressive contest
Quitting
Sailing
Pencil & paper games
Playing house
Pot-luck suppers
Scavenger hunts
Social dancing
Square dancing
Straw rides
Treasure hunts

Visiting
Table games:
 Anagrams
 Backgammon
 Caroms
 Checkers
 Chess
 Crokinole
 Dominoes
 Monopoly
 Parchesi
 Scrabble
 Wiener roasts

Music

Vocal:
A cappella choirs
Action songs
Choruses
Christmas caroling
Community singing
Glee clubs
Informal singing groups
Mother's choruses
Opera groups
Quartets
Singing games
Whistling groups

Instrumental:
Accordion
Bands
Bugle Corps
Chamber-music groups
Fife & Drum corps
Harmonica bands
Instrumental choruses
Kazoo bands
Mandolin & guitar
Ocarina choirs
Rhythm bands
Saxophone ensembles

String quartets,
ensembles
Ukulele orchestras

Performances:
Band concerts
Cantatas
Glee-club concerts
Incidental music at
pageants, festivals, etc.
Musical competitions
Music festivals
Old fiddlers' contests
Operas

Dancing:
Acrobatic
Ballet
Classic
Clog
Eurythmics
Folk
Gymnastic
Interpretive
Modern
Social
Square
Tap

Nature and Outing

Astronomy
Auto riding for pleasure
Bee culture
Bird walks
Camping:
 Auto
 Day
 Family
 Group
Overnight
Caring for home ground
Caring for pets
Dog-obedience classes
Exploration

Excursions or trips:
Art galleries
Industrial plants
Museums
Parks
Places of historic
 interest
Places of scenic
 interest
Public buildings
Fishing
Flower arrangement
Fruit raising
Hiking

Hunting
Gardening:
Flower
Indoor
Miniature
Vegetable
Log rolling
Making nature trails
Marine life
Minerals
Mosses
Microscope study
Mountain climbing
Nature games

Nature hikes
Nature museum projects
Picketing
Pigeon clubs
Plant-exchange days
Raising poultry
Sand play
Snow tracking
Travel
Traveling garden
Wading
Zoos:
 Traveling zoos or
 barnyard
 Visiting zoo
 Playground zoo

Collecting

Antiques
Armor
Autographs
Bookplates
Books:
 Almanacs
 Autographed books
 Cookbooks
 Dime novels

Clocks
Coins
Dolls
Etchings
Firearms
Fossils
Furniture
Glassware
Indian arrowheads

Early paintings
First editions
Manuscripts
Specific authors
Specific subjects
Bottles
Butterflies
Buttons
China

Lamps
Match covers
Medals
Miniatures
Music instruments
Paintings
Pictures
Post cards
Pottery

Sea shells
Ship models
Silver
Stamps
Tapestries
Toys
Weapons
Woodcuts

Service Activities

Group leadership in settlement, boys' club, recreation building, playground, or youth center
Member of park, school, or recreation board
Serve as scoutmaster or troop committeeman
Service as assistant at playground or recreation center
Coach or manage junior baseball or basketball teams
Direct glee club, orchestra, dramatic group
Assist in organizing a holiday celebration or a campaign for civic improvement

Help conduct a hobby, craft, or nature project program of a recreation or public relations program of a recreation or other agency
Teach a Sunday-school class
Serve on a city council or other municipal agency
Transport aged or handicapped to recreation centers
Assist with the recreation program at a hospital, correctional institution, or home for the aged

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acknowledgement

The Michigan State University Department of Parks and Recreation Resources acknowledges with appreciation assistance provided by the Michigan State Department of Natural Resources and the Michigan Department of Commerce in preparing this publication.

Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8, and June 30, 1914, in cooperation with the U.S. Department of Agriculture. George S. McIntyre, Director, Cooperative Extension Service, Michigan State University, E. Lansing, Mich. 1P-5:70-30M-SW