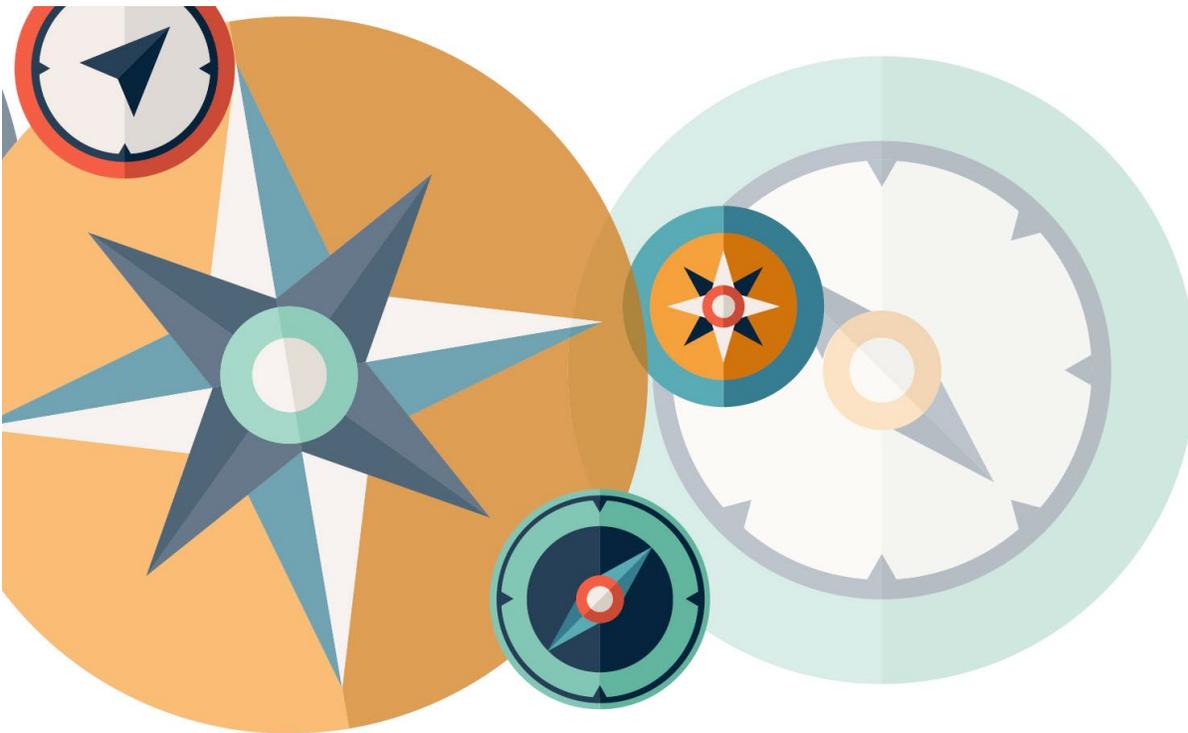


RECREATION STUDIES

Internship Preparation

RECR 2388



STUDENT NAME:
2023-2024



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INTERNSHIP PREPARATION DELIVERABLES CHECKLIST

*All of the documents listed should be completed in a fillable PDF and uploaded to the Dropbox on Brightspace. Please also ensure that your Internship Supervisor of each document and that you save a copy for yourself.

Forms, Documents and Paperwork Required

- Letter of Acceptance from the Agency
- Internship Contract with Agency Supervisor
- Internship Contract with Student
- Student Mission Statement, Goals & Objectives Form
- Student Job Description
- Address and Schedule Form
- Student-Agency Planning Sheet
- Current Student Resume

Note: Although it is not required, it is **HIGHLY RECOMMENDED** that prior to the start of Internship, the student takes time to visit the agency again and MEET as many staff/personnel as appropriate. This will allow for a smoother transition to the work environment in January, and allow the student to feel more comfortable.



STUDENT COMMITMENTS & RESPONSIBILITIES FOR RECR 2388

The STUDENT'S commitments and responsibilities are:

- a. To successfully complete RECR 2388 (Internship Orientation and Portfolio Development) in the fall term preceding Internship.
- b. To review the Internship Manual, be familiar with all contents, and raise questions for clarification where necessary to ensure they are very familiar with all of the focus areas, modules and evaluation processes.
- c. To attend all classes and complete all assignments for RECR 2288.
- d. To ensure they have a current personal resume available.
- e. To secure an internship placement and complete the required paperwork prior to the due date outlined in the course outline

Internship Placement Selection Process:

- a. To research each prospective agency thoroughly; and make a preliminary decision on a minimum of two agencies to interview with. **Review choices with your instructor for approval prior to setting up interviews.**
- b. To schedule interviews with the selected Agency Supervisors to discuss the possible internship placement. Students should consider which agencies can provide the experiences they are looking for and that aligns with their values. The student should ensure prospective supervisors have access to a copy of the manual in order to fully understand the requirements of internship supervision.
- c. To contact the Portfolio Instructor (once the student has been offered and accepted an internship placement) to conditionally approve the internship of the student at the agency.
- d. Once a placement has been confirmed and all paperwork is completed, the student will be given an Internship Manual to pass along to their Agency Supervisor. **Langara College's Contract Insurance and Risk Consultant will work with each Agency Supervisor to review and have a representative sign an Internship Agreement document for their practicum student. This is the final approval for the internship and noting is formally approved until this step is completed.**



REQUIRED PAPERWORK

Letter of Acceptance from the Agency

(Name and address of the Agency)

November ____, 20__

Erin Wilkins
Portfolio Instructor
Langara College
100 West 49th Avenue
Vancouver, BC V5Y 2Z6

Dear **Erin**:

Subject: _____ (**Name of Agency**) Internship - _____ (**Name of Student**)

On behalf of the _____ (**Name of Agency**) ('Agency'), I would like to inform you that we will accept _____ (**Name of Student**) ('Student') as an internship student as outlined in the Recreation Leadership Diploma Program's Internship Manual.

The **Agency** understands the responsibilities of the agency, college and students as well as the goals of the internship. We accept the student commencing the first week of January, and for the duration of the internship thereafter, with the understanding that the Student will devote - 80% of their weekly hours to practical work and the remaining - 20% of their weekly hours to academic work.

The Student will generally be expected to work _____ (**Day and Times of Typical Weekly Schedule**) except on occasion where curriculum or special events would require the **Student** to perform shift or weekend work.

The Student would begin their placement at the _____ (**Name of Facility**) but their projects may also include _____ (**Name of Alternate Facilities if Applicable**). The schedule and projects will be organized in a manner that will be the most benefit to the student in completing their weekly focus areas.

As the agency supervisor, I look forward to working with **the Student**, during their placement with **the Agency**. I am sure we can provide the **Student** with a valuable learning experience.

The attachments include the internship contracts for myself and **the Student**, student mission statement, goals and objectives form, a student job description, address and schedule form, and student-agency planning sheet, which could vary slightly before the beginning of the internship.

I understand that our Agency will be reviewing and a representative signing a Practicum Placement Agreement with Langara College once we are confirmed to host **the Student**. I understand that this agreement is subject to the terms and conditions as set forth by the Practicum Placement Agreement.

Sincerely,

(Name of Agency Supervisor)

(Title of Agency Supervisor)



Internship Contract with Agency Supervisor

I, _____ as the Agency Supervisor for _____ (student's name) (the "Student"), do agree to the following terms and conditions with respect to the Recreation Leadership Diploma Program Internship (the "Internship").

1. I will be available from the beginning of January to the last day of the Internship to act as the Agency Supervisor for the Student.
2. I will ensure that the agency's commitments and responsibilities are met before and during Internship.
3. I will ensure that the student is properly evaluated and provided with ongoing feedback.
4. I will assist the student to access all applicable resources and agency personnel as required to complete the weekly focus areas and modules, and have read the relevant sections of the Internship Manual.
5. I will assign the student projects to complete while they are on site at our agency. I will ensure the project(s) will be of benefit to both the student and the agency.



My Career Development Goals for Internship:

1. Write 3 specific goals that you would like to accomplish during internship (i.e. find a mentor, increase # of personal contacts in recreation).
2. Underneath each goal, list 3 SMART objectives that will help you reach your goals, (i.e. for the goal “find a personal mentor,” an objective may be to interview 3 potential candidates by end of term).
3. Goals and objectives should be flexible, and may be revised at the beginning of Internship. Be prepared to discuss and formalize your goals and objectives with your Agency and Faculty Supervisor during the first or second week of Internship.

Goal #1:		
Objectives:	1.	
	2.	
	3.	
Goal #2:		
Objectives:	1.	
	2.	
	3.	
Goal #3:		
Objectives:	1.	



	2.	
	3.	

My Personal Development Goals for Internship:

1. Write 3 broad-based, general, non-specific goals that you would like to accomplish during internship (i.e. improve time management skills; learn to manage emotions under stressful conditions).
2. Underneath each, list 3 SMART objectives that will help you reach your goals (i.e. for the goal “manage emotions under stress,” an objective may be to take a meditation course next month and continue to practice daily, or to go for a 30-minute walk every lunch hour).
3. Goals and objectives should be flexible, and may be revised at the beginning of Internship. Be prepared to discuss and formalize your goals and objectives with your Agency and Faculty Supervisor during the first or second week of Internship.

Goal #1:		
Objectives:	1.	
	2.	
	3.	
Goal #2:		
Objectives:	1.	
	2.	
	3.	
Goal #3:		
Objectives:	1.	
	2.	
	3.	

Student Job Description

Student:	
----------	--



Agency Supervisor:	
Agency:	

Directions: The Agency Supervisor and student are to prepare a “job description” outlining internship student responsibilities to be undertaken during the term. Both parties are urged to consult the student’s Portfolio Instructor during this process should any questions arise after reviewing the guidelines contained in the Internship Manual and related material distributed by the College.

Job Title:	
------------	--

Primary duties and responsibilities of the position:

1.	
2.	
3.	
4.	
5.	

Primary skills/core competencies anticipated to be required to be successful in the position:

1.	
2.	
3.	
4.	
5.	

Internship Module; please identify the activities that the student will complete if they are known at this time (see internship manual for details on this module):

1. Special Event	
------------------	--

Choose one of 2, 3, or 4:

2. Program Development	
3. Program Leadership	
4. Preventative Maintenance	

Address and Schedule Form

AGENCY SUPERVISOR:	
---------------------------	--



AGENCY: _		
AGENCY ADDRESS:		
EMAIL:		
PHONE:	Work:	
	Cell:	

STUDENT:		
ADDRESS:		
EMAIL:		
PHONE:	Work:	
	Cell:	

INTERNSHIP FACULTY SUPERVISOR:		
LANGARA ADDRESS		
EMAIL:		
PHONE:	Work:	
	Cell:	



STUDENT WORK/DUTY SCHEDULE: (list the “typical” schedule for a week, and identify if there is a virtual component required) this is a tentative schedule and is subject to change if agreed upon by both parties

Sunday:	
Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	
Saturday:	



Internship Calendar

The following calendar outlines important dates, and the topics to be covered by each student in the form of a weekly focus area. *The order of the focus areas is flexible and is determined by the agency and the student, with approval of the Faculty Supervisor.*

WEEK	COMMENCING:	"SUGGESTED" FOCUS AREA	IMPORTANT TO REMEMBER
1	January 3, 2024 (Wednesday)	<u>Introduction to Internship</u>	<ul style="list-style-type: none"> New Year's Day, January 1st – College closed Seminar 1, Wed January 3rd - (mandatory) - 0930-1230
2	January 8	<u>Introduction to Internship</u>	
3	January 15	<u>Human Resources Management</u>	
4	January 22	<u>Program Services</u>	<ul style="list-style-type: none"> February 1st – last day to apply on time for diplomas for graduation in June
5	January 29	<u>Program Services</u>	<ul style="list-style-type: none"> Mid-term evaluation (Due Week 7)
6	February 5	<u>Financial Management</u>	
7	February 12	<u>Marketing and Public Relations</u>	<ul style="list-style-type: none"> Seminar 2, Wed February 14th - (mandatory) - 0930-1230
	February 19	Langara College Spring Break (including Family Day)	<ul style="list-style-type: none"> Students away from their internships
8	February 26	<u>Volunteer Services</u>	
9	March 4	<u>Sponsorship and Partnerships</u>	
10	March 11	<u>Community Development</u>	
11	March 18	<u>Facility Management/ Operations</u>	
12	March 25	<u>Wrap Up</u>	<ul style="list-style-type: none"> Final Evaluation (Due Week 13) Good Friday, March 29th – College closed
13	April 1	<u>Wrap Up</u>	<ul style="list-style-type: none"> Easter Monday, April 1st – College closed
14	April 8	<u>Seminars</u>	<ul style="list-style-type: none"> Seminar 3, Wed April 10th (mandatory) - 0930-1230 Seminar 4, Thur April 11th (mandatory) - 0930-1430 Seminar 5, Fri April 12th INTERNSHIP LUNCHEON; 1200-1430 (mandatory)



The scope and depth of the student's exposure will, naturally, vary according to the nature of the internship agency and the student's assigned responsibilities. Ongoing consultation with the student, the Agency Supervisor and the Faculty Supervisor is seen to be of major importance in ensuring that the overall student exposure to the areas of focus is one which challenges the student and expands his or her present level of understanding and experience.

Focus Areas: Assignments appear in each of the weekly focus areas. The student and Agency Supervisor should review each focus area and make necessary adaptations specific to the agency, where necessary, to assure maximum learning. **The student should complete each focus area in consultation with the Agency Supervisor and/or appropriate staff person in the agency.**

Modules: Module projects are to be completed in consultation with the student's Agency Supervisor who will be signing off on the completion of the module. The projects should be identified as early as possible and discussed with your Faculty Supervisor if there are questions or concerns about a proposed project.

Date	Signature of Student	Signature of Agency Supervisor



APPENDICES

Sample Letter of Acceptance from the Agency

Learnmuch Community Centre

200 Mentorship Street, Burnaby, BC V4S 2A3 (604) 294-6000 Email: learnmuch@burnaby.ca

November ____, 20__

Erin Wilkins

Portfolio Instructor
Langara College
100 West 49th Avenue
Vancouver, BC V5Y 2Z6

Dear **Erin**:

Subject: **Learnmuch Community Centre Internship – Jane Smith**

On behalf of the **Learnmuch Community Centre (the “Agency”)**, I would like to inform you that we will accept **Jane Smith (the “Student”)** as an internship student as outlined in the Recreation Leadership Diploma Program’s Internship Manual.

The **Agency** understands the responsibilities of the agency, college and students as well as the goals of the internship. We accept the student for the thirteen-week term commencing Wednesday, January 2nd, 2021 and concluding on Friday, April 12th, 2021 with the understanding that she will devote 25 - 30 hours per week to practical work and the remaining 5 - 10 hours to academic work.

The Student will generally be expected to work **9 am to 5 pm, Monday to Friday** except on occasion where curriculum or special events would require **The Student** to perform shift or weekend work.

The Student would begin her placement at the **Agency**, but her projects may also include **Learn-Even-More Education Complex**. The schedule and projects will be organized in a manner that will be the most benefit to the student in completing her weekly focus areas.

As the agency supervisor, I look forward to working with **The Student** during her placement with the **Agency**. I am sure we can provide **The Student** with a valuable learning experience.

The attachments include the internship contracts for myself and **Jane**, student mission statement, goals and objectives form, a student job description, address and schedule form, and student-agency planning sheet, which could vary slightly before the beginning of the internship.

I understand that our Agency will be reviewing and a representative signing an Internship Agreement with Langara College once we are confirmed to host **The Student**.

Please contact me at **604-294-6000** if you have any questions regarding this matter.

Sincerely,

Bill Jones

Program Manager

cc. **Sylvester Hobbes, Felix Garfield, Bob Katt**



Example of a Completed Mission, Vision and Goals Form

Student Mission Statement, Goals and Objectives Form

STUDENT:	Jane Smith
AGENCY SUPERVISOR:	Bill Jones
AGENCY:	LearnMuch Community Centre

Directions: The Agency Supervisor and Student are to outline mission statements, student goals and objectives to be undertaken during the placement term. Both parties are urged to consult the student's Portfolio Instructor during this process should any questions arise after reviewing the guidelines contained in the Internship Manual and related material distributed by the College.

My Mission Statement for Internship: My Vision: Preferred Future. A description of myself one year after Internship. What am I doing?

My vision is to be working or volunteering part-time within a recreation agency next year while taking good care of the wellness of myself and my family.

My Mission Statement for Internship: How will my internship help me achieve my vision?

To have a positive experience, to learn from others, and to be an asset to an agency.

My Career Development Goals for Internship:

1. Write 3 - 4 broad-based, general, non-specific goals that you would like to accomplish during internship (i.e. find a mentor, increase # of personal contacts in outdoor recreation).
2. Underneath each goal, **tentatively** list 3 SMART objectives that will help you reach your goals, (i.e. for the goal "find a personal mentor," an objective may be to interview 3 potential candidates by end of term).
3. Goals and objectives should be flexible, and may be revised at the beginning of Internship. Be prepared to discuss and formalize your goals and objectives with your Agency and Faculty Supervisor during the first or second week of Internship.

Goal #1:	Make new contacts within the field of recreation	
Objectives:	1.	Work closely with at least 3 people by end of term.
	2.	Know at least 5 staff by end of term.
	3.	Work with at least 2 volunteers for my special event.

Goal #2:	Be an asset to the agency	
Objectives:	1.	Decide at weekly meeting my tasks for the week and be sure to fulfill these.
	2.	Use my graphics and/or cartooning skills in at least one project for the agency.
	3.	Use my creativity to design one new program for the agency.

Goal #3:	Assist with a successful special event	
Objectives:	1.	Begin working on special event preparation within 2 nd week of January.
	2.	Schedule an event for early February.
	3.	Begin marketing campaign (posters/Facebook/emails, etc.) 2 weeks in advance of special event.

Goal #4:	Hand in all reports on time	
Objectives:	1.	Schedule all due dates for reports in my calendar.
	2.	Finish reports one day in advance of due dates.
	3.	Keep backup copies of all reports in two places so if something goes wrong, I do not lose my work and can still submit on time.



My Personal Development Goals for Internship:

1. Write 3 specific goals that you would like to accomplish during internship (i.e. improve time management skills, learn to manage emotions under stressful conditions).
2. Underneath each, **tentatively** list 3 SMART objectives that will help you reach your goals (i.e. for the goal “manage emotions under stress,” an objective may be to take a meditation course next month and continue to practice daily, or to go for a 30-minute walk every lunch hour).
3. Goals and objectives should be flexible, and may be revised at the beginning of Internship. Be prepared to discuss and formalize your goals and objectives with your Agency and Faculty Supervisor during the first or second week of Internship.

Goal #1:	Manage my stress levels during internship	
Objectives:	1.	Take at least 2 Sundays off per month to spend with my family.
	2.	Ride my bike 2 times per week.
	3.	Take steps to ensure a good night’s sleep on weeknights.

Goal #2:	Eat healthy during internship	
Objectives:	1.	Pack a lunch at least 4 times per week.
	2.	Include 1-2 fruits or veggies with every meal.
	3.	Reduce coffee intake to one coffee per day and drink tea instead.

Goal #3:	Ask for support from others	
Objectives:	1.	Call my mom once per week.
	2.	Ask my boys for at least one extra hug each day.
	3.	Spend 1 hour on Friday evening talking to my husband on how my week went.

Example of a Completed Student Job Description

STUDENT:	Jane Smith
AGENCY SUPERVISOR:	Bill Jones
AGENCY:	LearnMuch Community Centre

Directions: The Agency Supervisor and student are to prepare a “job description” outlining internship student responsibilities to be undertaken during the term. Both parties are urged to consult the student’s Portfolio Instructor during this process should any questions arise after reviewing the guidelines contained in the Internship Manual and related material distributed by the College.

Job Title:	Intern Recreation Developer
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Primary duties and responsibilities of the position:

1.	To learn the job responsibilities of all positions in the community centre.
2.	To do a marketing project with the website.
3.	To do a special event.
4.	To work on a program area and do a cycle from creation to evaluation.
5.	To research human resource policies and learn processes of coaching through to discipline.

Primary skills/core competencies anticipated to be required to be successful in the position:



1.	Written and verbal communication skills
2.	Time management
3.	Analytical abilities
4.	Organizational skills
5.	Budgeting skills
6.	Problem solving skills
7.	Creativity
8.	Marketing skills

Internship Module activities identified that will be able to be completed in association with this Job Description (Please see pages 43 to 48 of the Internship Manual for details on these modules):

1. Special Event	Spring Break Kick-Off – March 9, 2011 create event and budget and present to the program committee and board for resources.
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Choose one of 2, 3, or 4:

2. Program Development	Locate a local need in the community and develop a program pulling together resources, setting up and executing a marketing plan, registration system, implementing the program and evaluating it.
3. Program Leadership	
4. Preventative Maintenance	

Student:	Jane Smith	Date:	Nov 1, 2021
Agency Supervisor:	Bill Jones	Date:	Nov 1, 2021

Example of a Completed Address and Schedule Form

AGENCY SUPERVISOR:	Bill Jones		
AGENCY:	Learnmuch Community Centre		
AGENCY ADDRESS:	200 Mentorship Street Burnaby, BC V4S 2A3		
EMAIL:	bjones@burnaby.ca		
PHONE:	Work:	(604) 294-6000	
	Cell:	(778) 294-6000	

STUDENT:	Jane Smith		
ADDRESS:	123 Learn Street Vancouver, BC V5Z 2B7		
EMAIL:	jsmith@hotmail.com		
PHONE:	Work:	(604) 529-6000	
	Cell:	(778) 529-6000	

INTERNSHIP FACULTY SUPERVISOR:			
AGENCY ADDRESS:	Note to students: Please leave this section blank for faculty to fill in.		
EMAIL:			
PHONE:	Work:		
	Home:		



STUDENT WORK/DUTY SCHEDULE: (list the “typical” schedule for a week, subject to change)

Sunday:	Off
Monday:	9 am to 5 pm
Tuesday:	9 am to 5 pm
Wednesday:	9 am to 5 pm
Thursday:	9 am to 5 pm
Friday:	9 am to 5 pm
Saturday:	Off



Example of a Completed Weekly Internship Calendar

The following is a 14-week outline, highlighting all the important dates for assignments, holidays, college-related seminars, etc.

WEEK	COMMENCING:	"SUGGESTED" FOCUS AREA	IMPORTANT TO REMEMBER
1	January 3, 2024 (Wednesday)	<u>Introduction to Internship</u>	<ul style="list-style-type: none"> New Year's Day, January 1st – College closed Seminar 1, Wed January 3rd - (mandatory) - 0930-1230
2	January 8	<u>Introduction to Internship</u>	
3	January 15	<u>Human Resources Management</u>	
4	January 22	<u>Program Services</u>	<ul style="list-style-type: none"> February 1st – last day to apply on time for diplomas for graduation in June
5	January 29	<u>Program Services</u>	<ul style="list-style-type: none"> Mid-term evaluation (Due Week 7)
6	February 5	<u>Financial Management</u>	
7	February 12	<u>Marketing and Public Relations</u>	<ul style="list-style-type: none"> Seminar 2, Wed February 14th - (mandatory) - 0930-1230
	February 19	Langara College Spring Break (including Family Day)	<ul style="list-style-type: none"> Students away from their internships
8	February 26	<u>Volunteer Services</u>	
9	March 4	<u>Sponsorship and Partnerships</u>	
10	March 11	<u>Community Development</u>	
11	March 18	<u>Facility Management/ Operations</u>	
12	March 25	<u>Wrap Up</u>	<ul style="list-style-type: none"> Final Evaluation (Due Week 13) Good Friday, March 29th – College closed
13	April 1	<u>Wrap Up</u>	<ul style="list-style-type: none"> Easter Monday, April 1st – College closed
14	April 8	<u>Seminars</u>	<ul style="list-style-type: none"> Seminar 3, Wed April 10th (mandatory) - 0930-1230 Seminar 4, Thur April 11th (mandatory) - 0930-1430 Seminar 5, Fri April 12th INTERNSHIP LUNCHEON; 1200-1430 (mandatory)



Recreation Leadership Diploma Agencies

Please note that the contact person at the listed agencies, especially those listings that are more than 2 years old, may have changed since this appendix was updated.

YEAR	AGENCY TYPE	AGENCY NAME	AGENCY SUPERVISOR	STUDENT
2023	Commercial	Grouse Mountain Tyee Ski Club	Andrea Adorno	Tamara Schaupp
2023	Commercial	Quest	Kristie Lummack	Abby Ukich
2023	Societies/Not for Profit Agencies	Playwrites Theatre	Heidy Taylor	Alyssa Formosa
2023	Societies/Not for Profit Agencies	BCRPA	Jewel Dimayuga	Paula Parman
2023	Municipal	Dunbar Community Centre	Brittany Walsh	Filjohn Igoogan
2023	Commercial	Squash BC	Colin Latchford	Jake Kwasnicki
2023	Municipal	Roundhouse Community Arts & Rec Centre	Jeremy Quan	Jennifer Bolcsfoldi
2023	Municipal	Trout Lake Community Centre	Maggie Vasicek	Aaron Chiang
2023	Societies/Not for Profit Agencies	Jewish Community Centre	Kyle Berger	Yusuf Jetha
2023	Municipal	North Vancouver Recreation	Suzanne Schmidt	Coleman Louie
2023	Societies/Not for Profit Agencies	South Granville Seniors Centre	Danna Garcia	Vicky Monroy
2023	Municipal	Killarney Community Centre	Michelle Stebnicki	Vivian Qui Liang
2023	Municipal	Britannia Community Centre	Tom Higashio	Amy Wong
2023	Municipal	Steveston Community Centre	Steve Baker	Michael Patrick
2023	Societies/Not for Profit Agencies	Tsleil-Waituth Nation	Andrea Aleck	Michael Wilson
2023	Municipal	City of Coquitlam	Jamie Ayson-Banico	Meg Super
2023	Municipal	Surrey Guildford Community Centre	Mikayla Francis	Gabriel Garcia
2023	Municipal	New Westminster	Linda Finch	Jenna Speers
2023	Municipal	City of Coquitlam	Chris Siddaway	Wyatt Corbeil
2022	Societies/Not for Profit Agencies	Basketball BC	Connor Ransport	Luca Djuras
2022	Societies/Not for Profit Agencies	Squash BC	Colin Latchford	Cade Oliver
2022	Societies/Not for Profit Agencies	BCRPA	Janet Rerecich	Maya Smith
2022	Municipal	Ladner Leisure Centre	Laura Grandison	Bryson Stoughton
2022	Societies/Not for Profit Agencies	Pacific Riding for Developing Abilities	Michelle Ingall	Jessica Hamilton
2022	Societies/Not for Profit Agencies	The KidSafe Project Society	Diana Barakat	Lawrence Luong
2022	Municipal	Richmond Arts Centre	Canyar Chaichian	Ellie Wong



2022	Societies/Not for Profit Agencies	YMCA Langara	Pam Chater	Liron Amdour
2022	Societies/Not for Profit Agencies	Outdoor Recreation Council of BC	Louise Pedersen	Hailey Gavin
2022	Municipal	City of Surrey – Chuck Bailey	Jennifer Halfhide	Arthur Lee Hung
2022	Municipal	City of Surrey – Fleetwood	Rajdeep Kandola	Meredith Yu
2022	Societies/Not for Profit Agencies	Burnaby Neighbourhood House	Sarah Shaw	Jaclyn DiVito
2021	Societies/Not for Profit Agencies	The KidSafe Project Society	Lizette Gatlabayan	Kayla Callaghan
2021	Societies/Not for Profit Agencies	Canadian Mental Health Association- Fraser Branch	Vicki Salter /Sue Griffin	Maggie Conway
2021	Societies/Not for Profit Agencies	BCRPA	Janet Rerecich	Ramneet Dhillon
2021	Societies/Not for Profit Agencies	Foolish Operations	Julie Lebel	Indigo Grant
2021	Societies/Not for Profit Agencies	Basketball BC	Connor Ransport	Jennifer Le
2021	Societies/Not for Profit Agencies	Red Cross Society	Jeannene Crosby	Samson Lee
2021	Commercial	UBC Aquatics	Adrian Greszata	Isabella Metcalfe
2021	Municipal	City of Burnaby Bonsor	Terry Keller	Matthew Morin
2021	Societies/Not for Profit Agencies	YMCA	Alex Ngai	Meghan Rooney-Clegg
2021	Municipal	City of Burnaby- Edmonds	Sonia Sahota	Howie Snyder
2020	Municipal	City of Surrey - Grandview Heights Aquatics Centre	Connie Hawke	Karina Tung
2020	Municipal	Ladner Leisure Centre	Laura Grandison	Karlee Grant
2020	Municipal	Vancouver Parks Boards	Jennifer Taylor	Hana Hekal
2020	Municipal	Sunset Community Centre	Mawi Bagon	Jeffrey Legaspi
2020	Municipal	Bonsor Community Centre	Terry Keller	Alexandra Pastega
2020	Municipal	Cloverdale Recreation Centre	Sandon Fraser	Kaitlin Morgan
2020	Municipal	Britannia Community Centre	Tom Hagashi	Ben Caviglia
2019	Municipal	City of Vancouver - False Creek Community Centre	Chapman Ng	Tara Morin
2019	Municipal	City of Vancouver - Sunset Community Centre	Mawi Bagon	Jackson Key
2019	Municipal	City of Vancouver - Templeton Community Centre	Shannon Antunes	Dave Leach
2019	Municipal	City of Burnaby - Bonsor Community Centre	Teri Sabot	Hannah Glavin
2019	Municipal	City of Vancouver – Britannia Community Centre	Tom Higashio	Amy Vieira



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2019	Societies/Not for Profit Agencies	YMCA Joyce	Alex Ngai	Cheylene Kunz
2019	Societies/Not for Profit Agencies	Burnaby Neighborhood House	Sara Shaw	Kayla Woodward
2019	Societies/Not for Profit Agencies	Lifesaving Society	Cheryl Sibany	Nicole Bodnar
2019	Societies/Not for Profit Agencies	Jewish Community Centre	Lisa Quay	Paul Chen
2019	Societies/Not for Profit Agencies	BCRPA	Janet Rerecich	Jewel Dimayuga
2019	Societies/Not for Profit Agencies	Pacific Riding for Developing Abilities	Michelle Ingall	Miranda Zimmer
2018	Municipal	City of Burnaby	Laurie Bedford	Chelsea Pereira
2018	Municipal	Queensborough Community Centre	Rene Chadwick	Nicole Smith
2018	Municipal	South Surrey Recreation Centre	Sue Tomino	Jared Hulme
2018	Municipal	Thompson Community Centre	Darren Asuncion	Renata Turick
2018	Municipal	Vancouver Parks Board	Adam Romanick	Arieta Beckett
2018	Municipal	Newton Recreation Centre	Lana French	Sandip Gill
2018	Municipal	Richmond Arts Centre	Rhoda Okonu-Obineche	Camyar Chaichain
2018	Municipal	Sunset Community Centre	Arnel Santiago	Joe Wong
2018	Municipal	Trout Lake Community Centre	Michele Cole	Eva Srobotnjak
2018	Municipal	West End Community Centre	Sean MacDougall	Darko Kulic
2018	Societies/Not for Profit Agencies	BC Blind Sports	Jane Blaine	Graham Foxcroft
2018	Societies/Not for Profit Agencies	Pacific Riding for Developing Abilities	Megan Knight	Michelle Ingall
2018	Societies/Not for Profit Agencies	Jewish Community Centre	Lisa Cohen Quay	Emily Duncan
2018	Societies/Not for Profit Agencies	Tong Louie YMCA	Cidalia Martin	Alexandra Specogna
2018	Commercial	SFU Recreation	Daniel Josok	Jason Stockley
2018	Commercial	SFU Recreation	Sue Armitage	Mikayla Wong
2018	Commercial	Whitecaps Community Relations	Megan Forsyth	Amy Cornish
2017	Municipal	City of Burnaby Bonsor/Cameron	Laurie Bedford	Amanda Parliament
2017	Municipal	Creekside Community Centre	Chris Podlecki	Jonathan Chou
2017	Municipal	Marpole Oakridge Community Centre	Tony Syskakis	Curtis Scholcz
2017	Municipal	Minoru Seniors Centre	Melanie Burner	Joshua Harms
2017	Municipal	Pinetree Community Centre	Michael Fox	Jillian McCartney
2017	Municipal	Queensborough Community Centre	Rene Chadwick	Matthew Sung
2017	Municipal	Sunshine Coast Regional District	Adrienne Gadd	Brooke Nattal



2017	Municipal	Surrey Sport and Leisure Centre	Traci Rennie	Teelah Logan
2017	Municipal	Trout Lake Community Centre	Eva Srobotnjak	Tara Silva
2017	Municipal	West End Community Centre	Darko Kulic	Anson Siu
2017	Municipal	West Vancouver Recreation Centre	Melanie Redlich	Carli Illingworth
2017	Societies/Not for Profit Agencies	Jewish Community Centre	Leah Deslauries	Michael Han
2017	Societies/Not for Profit Agencies	Pacific Riding for Developing Abilities	Michelle Ingall	Melissa Enno
2017	Societies/Not for Profit Agencies	South Granville Seniors Centre	Alex Korotchenko	Samantha Jones
2017	Societies/Not for Profit Agencies	South Vancouver Neighbourhood House	Tanya Findlater	Josie Pearce
2017	Societies/Not for Profit Agencies	Tupper Community Schools	Teri Corcoran	Zachary Bodnar
2017	Commercial	Langley Events Centre	Darcy Rhodes	Lydia Ferguson
2017	Commercial	Vancouver Whitecaps FC	Megan Forsyth	Amy Cornish
2016	Municipal	Thunderbird Community Centre	Matt Charan	Emily Hoang
2016	Municipal	Britannia Community Services Centre	Tom Higashio	Lovelle Castro
2016	Municipal	Champlain Heights Community Centre & Killarney Comm. Centre	Kari Ward	Thien Nguyen
2016	Municipal	City of Maple Ridge	Kathryn Baird	Ryan MacLeod
2016	Municipal	City of Surrey – Aquatic Leadership & First Aid	Yue-Ching Cheng	Tara Boggs
2016	Municipal	Fleetwood Community Centre	Kerri Van Eaton	Nicola Basi
2016	Municipal	Hillcrest Centre	Peter Fox	Vanessa Ling-Lee
2016	Municipal	Hyde Creek Recreation Centre	Sherry Patrick	Kendra Weir
2016	Municipal	Kensington Community Centre	Michael Herrin	Steven Craig
2016	Municipal	Mount Pleasant Community Centre & Creekside Comm. Centre	Darwyn Hermann	Ayesha Namiranian
2016	Municipal	North Vancouver Recreation & Culture Commission	Jaimie Brown	Hanna Heath
2016	Municipal	Pinetree Community Centre	Michael Fox	Kayla Raimondo
2016	Municipal	Poirier Recreation Complex	Chill Lee	Alexandra Storry
2016	Municipal	Queensborough Community Centre	Renee Chadwick	Danielle Mageau
2016	Municipal	Richmond Arts Centre	Camyar Chaichian	Kathy Wong
2016	Municipal	South Surrey Recreation and Arts Centre	Corrie Elliott	Dustin Mackenzie
2016	Municipal	Sunset Community Centre	Joe Wong	Olga Podshivalova
2016	Municipal	Surrey Sports and Leisure Complex	Traci Rennie	Courtney Nicholls



2016	Municipal	The District of West Vancouver	Steve Kellock	Jennifer Folkersen
2016	Municipal	Trout Lake Community Centre	Eva Srobotnjak	Jessica Lani De Jesus
2016	Municipal	West End Community Centre	Darko Kulic	Kelsey Ware
2016	Municipal	West Vancouver Community Services	Jill Lawlor	Paul Radnidge
2016	Societies/Not for Profit Agencies	Augustine House	Tim Bowman	Chanelle Gunderson
2016	Societies/Not for Profit Agencies	Basketball BC	Ross Tomlinson	Alfred Lee
2016	Societies/Not for Profit Agencies	Jewish Community Centre	Leah Deslauriers	Kyle Kemp
2016	Societies/Not for Profit Agencies	Options Community Services	Daniel Anctil	Jessica Freer
2016	Societies/Not for Profit Agencies	Pacific Riding for Developing Abilities	Michelle Ingall	Sam Ahlgren
2016	Societies/Not for Profit Agencies	Sasamat Outdoor Centre	Kristen Hyodo	Gabriela Otoya
2016	Societies/Not for Profit Agencies	Tupper Community Programs	Teri Corcoran	Cathleen Zimmer
2016	Societies/Not for Profit Agencies	Telus World of Science	Dale Minchin	Lily Cheung
2016	Commercial	Vancouver Whitecaps FC	Sunny Erfan	Nicole Currie
2015	Municipal	Carnegie Community Centre	Sharon Belli	Franklin Alexcee
2015	Municipal	Centennial Community Centre	David Creighton	Jeffrey Au-Yeung
2015	Municipal	False Creek Community Centre	Josh Hensman	Jennifer Sine
2015	Municipal	Fleetwood Community Centre	Kerri Van Eaton	Emily Solorzano
2015	Municipal	Hastings Community Association	Eric Yu	Garrett Wong
2015	Municipal	Lord Byng Pool	Danny Hui	Amman Bhogal
2015	Municipal	Minoru Place Activity Centre	Heather Muter	Laranda MacDonald
2015	Municipal	North Vancouver Recreation & Culture Commission	Jaimie Brown	Kelley Hindley
2015	Municipal	Surrey Sports and Leisure Complex	Layna Neilson	Taylor Venner
2015	Municipal	The District of West Vancouver	Dauida Witala	Jennifer Lines
2015	Municipal	Trout Lake Community Centre	Eva Srobotnjak	Hiroko Shinozaki
2015	Municipal	West Point Grey Community Centre	Danita Noyes	Lisa Egan
2015	Societies/Not for Profit Agencies	Augustine House	Tim Bowman	Brynna Symons
2015	Societies/Not for Profit Agencies	Basketball BC	Ross Tomlinson	Larisa Cesaretti
2015	Societies/Not for Profit Agencies	Burnaby Neighbourhood House	Kimberly Barwich	Autumn Mattu
2015	Societies/Not for Profit Agencies	Jewish Community Centre	Leah Deslauriers	Jitinder Lohcham



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2015	Societies/Not for Profit Agencies	Marine Drive Golf Club	Ron Pauls	Alex Ngai
2015	Societies/Not for Profit Agencies	Pacific Riding for Developing Abilities	Michelle Meacher	Salina Costa
2015	Societies/Not for Profit Agencies	PacificSport	Linda Palm	Keltie Post
2015	Societies/Not for Profit Agencies	Shaughnessy Golf and Country Club	Crystal Sanca	Allison Smith
2015	Societies/Not for Profit Agencies	Vancouver Art Gallery	Susan Rome	Nicole Lau
2015	Societies/Not for Profit Agencies	YWCA	Helen Chan	Mateo Jose Estacio
2015	Commercial	Vancouver Whitecaps FC	Efrat Gal-Or	Cameron Nakata
2014	Municipal	Britannia Community Services	Tom Higashio	Matthew Bains
2014	Municipal	City of New Westminster	Ron Booth	Jerome Oregas
2014	Municipal	City of New Westminster – Parks, Culture and Recreation	Ruby Campbell	Kurtis Balogun
2014	Municipal	Coal Harbour Community Centre	Britany Walsh	Harriett Medel
2014	Municipal	Creekside Recreation Community Centre	Stephanie Chow	Krissy Marasigan
2014	Municipal	False Creek Community Centre	Joshua Hensman	Melissa Tang
2014	Municipal	Fleetwood Community Centre	Kerri Van Eaton	Emiko Angus
2014	Municipal	Minoru Activity Place Centre	Renata Turick	Melissa Lebus
2014	Municipal	Minoru Aquatic Center	Debi Jones	Leah Wait
2014	Municipal	Pinetree Community Centre	Michael Fox	Zara Quek
2014	Municipal	South Arm Community Centre	Debbie Clavelle	Stacey Smith
2014	Municipal	Steveston Community Centre	Steve Baker	Tejinder Shukla
2014	Municipal	Surrey Sport and Leisure Complex	Traci Rennie	Caitlin Davies
2014	Municipal	The City of Port Coquitlam	Glenn Mitzel	Sherry Patrick
2014	Municipal	Trout Lake Community Centre	Eva Srobotnjak	Barbara Vadovicova-Fong
2014	Societies/Not for Profit Agencies	Delta Gymnastics Society	Ana Arciniega	Maddie Parks
2014	Societies/Not for Profit Agencies	Gordon Neighbourhood House	Ana Maria Bustamante	Emily Nowicki
2014	Societies/Not for Profit Agencies	Jewish Community Centre	Leah Deslauriers	Riyaz Jamal
2014	Societies/Not for Profit Agencies	KinVillage West Court	John Lusted	Dylan Ang
2014	Societies/Not for Profit Agencies	Marine Drive Golf Club	Ron Pauls	Lynn McDonald



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2014	Societies/Not for Profit Agencies	Marpole Curling Club	Melinda Michalak	Denis Laferriere
2014	Societies/Not for Profit Agencies	South Burnaby Neighbourhood House	Sara Shaw	Alicia Myton
2014	Societies/Not for Profit Agencies	South Vancouver Neighbourhood House	Jessica Moerman	Russell Lee
2014	Societies/Not for Profit Agencies	Take a Hike: Youth at Risk Foundation	Pete Prediger	Tara Perkins
2014	Commercial	Langley Events Centre	Tiffany Vellios	Stacey Bridal
2014	Commercial	Vancouver Whitecaps FC	Wendy Wait	Jillian Mutch