



New Program Process

Creating a new program under the Carroll Manor Recreation Council involves 4 steps:

1. Initial Presentation

Email secretarycmrc@gmail.com to get on the agenda of a council meeting to present program details, including:

- **Participants:** Is this an adult program or youth program? (Note: Adult programs are subject to a \$25 per participant fee & youth “travel” programs are subject to a \$10 per participant fee)
- **Frequency:** How often will your program run? In what season(s)?

Baltimore County Recreation & Parks (BCR&P) has defined the following seasons:

Fall: August 1 - November 15; **Winter:** November 16 - February 28;
Spring: March 1 - June 16; **Summer:** June 16- July 31
- **Location:** Where does your program plan to operate / what CMRC or BCPS facility?
- **Proposed Registration Fee:** How much are you planning to charge per participant? (Note: All participants in CMRC programs are assessed the \$25 CMRC fee; this would be in addition to the county adult or youth “travel” program fee)

Please prepare a 10- to 15-minute presentation about the program and be prepared to answer questions from the council. A slide deck is not required, but if you would like to use one, please submit it to the CMRC Secretary 48 hours in advance of the meeting.

If approved, the program moves to

2. Budget Preparation

The program chair and instructors will work together to fill out the [CMRC Budget Review Request Form](#). *This form should be filled out and submitted no less than 14 days prior to the CMRC meeting where it will be presented.*

The CMRC Treasurer will work with the program to finalize budget details in preparation for presentation before the council. He/she will notify the secretary as to what meeting the budget will be presented.

During the budget presentation, program representatives will walk through the budget and answer any questions from council members.

If the budget is approved, the program moves to

3. Registration Creation & Set Up

For CMRC's registration, done through [Stone Alley](#), they will need the following information. Since this is a new program, it will take them some time to set this up, so please send soon after budget approval to get things moving.

Please provide the following details - I added what I believed you covered:

- Program Name
- Session Name
- When Should Registration Start?
- When Should Registration End?
- Program Information
[Please provide a brief description of the program and its goals]
- Registration Cost:
- Additional Information

When complete, please send this information to support@stonealley.com with the subject line "CMRC-New Program Request-[PROGRAM NAME]" and copy the CMRC President <cmrcpresident2019@gmail.com> and the CMRC Secretary <secretarycmrc@gmail.com>.

Please note that a registration must be created for each season. Once a program is created, just the updated details need to be sent to Stone Alley to get details to the community via their website.

New programs must also fill out and submit the Stone Alley Merchant Services Sub-Account Application, which they will send to the program chair. See accompanying PDF on what information to fill out.

In conjunction with setting up program registration, the program must also...

4. Submit Permits for Program Location

Please fill out the [Baltimore County Facility Use Permit Application](#) to request the space for your program. Please ensure all details are correct, including days of the week the program will operate and times you need the space(s). You should be as specific as possible and avoid requesting time that will not actually be used so other programs may utilize the county facilities.

Once the form is filled out, you will send it to bcrpregistrar@baltimorecountymd.gov and also copy Kevin Parry <kparry@baltimorecountymd.gov>; Donna King <daking@baltimorecountymd.gov>; CMRC President <cmrcpresident2019@gmail.com>; and Secretary CMRC <secretarycmrc@gmail.com>.

The county will be in touch once the permit is submitted and again when approved. They will also let you know about conflicts.

This step should be done in parallel to setting up your registration.

Once all four steps are complete, the program can begin registering participants and begin operation.

To fill out the Stone Alley Merchant Services Sub-Account Application:

Please fill out this section:

BUSINESS NAME ("Client")	CMRC < PROGRAM >	
OWNERSHIP TYPE	☐ Corporation	☐ Financial Institution
☐ Legal Corp	☐ Government Entity	☐ Medical Corp
☒ Non-Profit	☐ Sole Proprietorship	☐ Association/Estate/Trust
☐ LLC	☐ Partnership	☐ International Organization
OWNERSHIP ESTABLISHMENT DATE	1 / 15 / 1949	
BUSINESS ESTABLISHMENT DATE	1 / 15 / 1949	
BUSINESS URL	www.carrollmanor.org	

This section is filled in by CMRC Council

BUSINESS URL _____

BUSINESS TAX ID ____ - ____

BUSINESS ADDRESS _____

CITY _____ STATE _____ ZIP _____

Continue to the next section:

Please provide the following information for the Control/ Beneficial Owner of the Business/ Entity:

NAME _____	TITLE _____
OWNERSHIP % _____ % (if applicable)	SSN ____ - ____ - ____
CELL PHONE # _____	DATE OF BIRTH ____ / ____ / ____
E-MAIL ADDRESS _____	
Home Address for the Control/ Beneficial Owner	
ADDRESS _____	
CITY _____	STATE _____ ZIP _____

Then, print, sign and Date

PROGRAM COORDINATOR SIGNATURE	www.stonealley.com website.	
	Print Name _____	Date ____ / ____ / ____
	Signature _____	

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More Stone Alley "how to" information:

<https://stonealley.freshdesk.com/a/solutions/categories/16000003348/folders/16000005037>

<https://stonealley.freshdesk.com/support/solutions/articles/16000192373-how-to-edit-when-registration-opens-closes>