

**New Program Requests**  
**Revised May 2023**

**PURPOSE**

**To ensure the suitability of new programs at the Rollo Seniors Centre**

**POLICY**

**A new program must have a demonstrated interest and participation by seniors eligible for full membership in the GSCA and must be capable of being accommodated at the Rollo Seniors Centre.**

**PROCEDURE**

**Any request for a new GSCA program must be discussed with a board member who will then add the proposal to the next Board of Directors meeting agenda. Directors will assess if there is evidence for the likely participation of GSCA members. The Board of Directors will also determine if the program can reasonably be accommodated at the Rollo Seniors Centre and the booking coordinator will determine if a suitable time exists for the new program.**

**If approval is granted, the Booking Coordinator will advise the person requesting the new program of the Board of Directors' decision and the need for the program to be coordinated by a GSCA member. The Board of Directors may grant provisional approval for a trial period during which the suitability of the program is assessed. If approval is not granted, the reason for the Board of Directors decision will be communicated to the person requesting the new program.**