

South  Suburban

Park & Recreation

PROFESSIONAL ASSOCIATION

OPERATIONS MANUAL

(Revised August 2024)

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PURPOSE OF THE SOUTH SUBURBAN PARK & RECREATION PROFESSIONAL ASSOCIATION OPERATIONS MANUAL

In 2010-2011 the Executive Board established a Strategic Plan Committee to review the operation of SSPRPA and to set the Association in a new direction that would ensure the Association's status as a leader of parks and recreation services in the State of Illinois. Part of the charge for this committee was to review and possibly update the bylaws of the Association. In the review process it was easily determined that the bylaws needed to be revised. A major revision to the bylaws - the actual operational job duties of the Executive Board, Executive Committee and the various standing committees were excluded from the revised bylaws of SSPRPA that were official approved on April 14, 2011.

With the determination that operational job duties be excluded from the bylaws and a belief from the members of the Strategic Plan Committee that incoming standing committee chairs should have a guide to follow when assuming their duties – this Operation Manual was developed.

This Operation Manual is being given to you as a member of the Executive Board or a chairperson of one of the standing committees of the South Suburban Park and Recreation Professional Association. CONGRATULATIONS!

This Manual should serve as a guide for you when serving in your leadership position on the Executive Board and/or one of the standing committees. The one thing this manual is not....*it is not a static document*. This is a working guide that will provide suggested timelines for your committee's mission. It should not stall or eliminate any creativity for future new program offerings. As a leader of the Association, you should continue to think outside the box for improving the mission of your committee.

It is important that you use this as a guide throughout the year. If there is ever a need to revise the mission statement and or listed timelines in your committee, do so within this manual by making notes during your leadership year. In May/June of each year based upon your notes/suggestions for improving this Manual, the Executive Board will be reviewing all facets of this Manual. Your input is truly needed in this process to continue the worthiness of this Manual and to guarantee a smooth transition between Executive Board Members and committee chairs.

A LITTLE HISTORY OF SOUTH SUBURBAN PARK & RECREATION PROFESSIONAL ASSOCIATION

Every entity, every object has its beginning. A flower has its seed, a river has its creek, and the South Suburban Park & Recreation Professional Association had five young professionals with an idea/vision who wanted to make a difference said, we need a group to network and pursue legislation matters beneficial to the parks and recreation profession, and, to the south suburban region. Years later we can proudly say their vision is still alive and very strong.

Formed in 1974 in the basement of the Blue Island Park District by our "founding fathers" Scott McNally (Oak Lawn Park District), Tim Schroeder (Alsip Park District), Chuck Hoscheit (Lockport Township Park District), John Murphy (Blue Island Park District) and Spencer McKinney (Hickory Hills Park District) the SSPRPA was organized to be an active group of park districts and recreation agencies of Chicago's south suburban metropolitan area. Back in 1974 the main focus was legislative issues and to gain respectability among our peers in the parks & recreation profession. Today, not only are we keeping a keen eye on the state & federal legislative process, we are highly involved in the legislative process. As for the respectability issue, our membership over the years, have shown their dedication to the promotion of the profession through various program offerings by our association, their unending dedication to their communities, some members have had leadership positions within our parent associations - IPRA, IAPD, and NRPA, and many members have served on committees of our parent associations. Their involvement and leadership have earned the strong respect SSPRPA has today amongst our professional peers.

In the early beginnings, it was John Murphy who organized bus trips to Springfield to go down and lobby the legislators for more money for parks and recreation. Truth be told, these trips were way ahead of the times...innovative. At the 2011 Legislative Breakfast in Tinley Park, John Murphy said, "...this is what it was all about forming SSPRPA. Getting the legislators here to listen to us and work with us."

Over the years the membership has grown with staff members, park board members, vendors, and students coming together for networking and educational opportunities. But it was not that easy. To have an association the group needed members to buy into their concept. That help was given by a playground vendor, Garry Graham (Game Time). Garry offered to do a steak fry for the first meeting. The terms of the free steak fry...you had to join SSPRPA. The September steak fry initiated by Mr. Graham was a tradition for many years and enjoyed by many SSPRPA members. In 2007, Garry became a sponsor of the Park Board Member Community Leader Dinner.

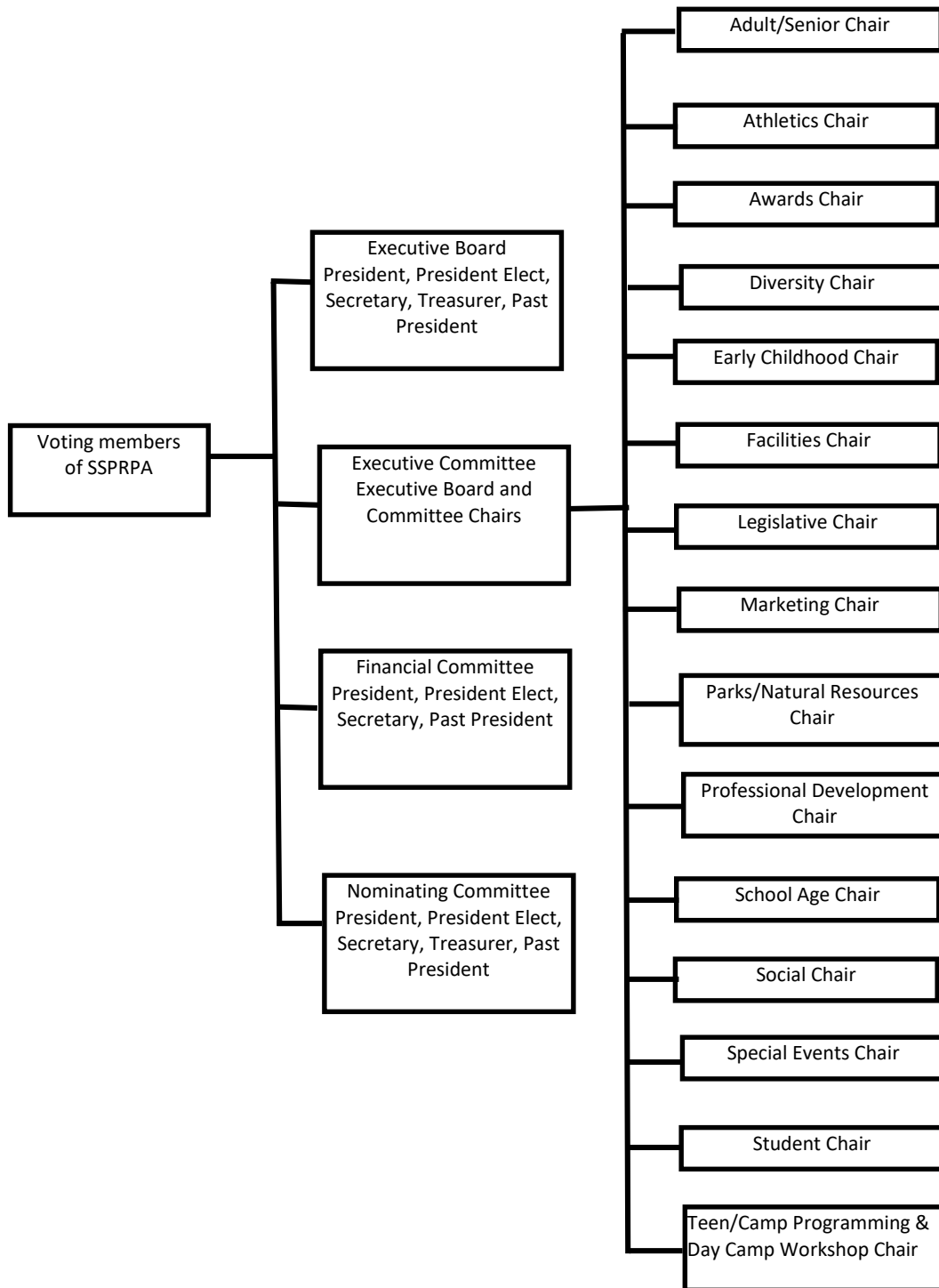
Today, the main goal of the SSPRPA is to serve all communities in this region through better parks and recreation. It is believed through professional ties and exchange of ideas established by the membership in the SSPRPA that individual park and recreation agencies will benefit by improved recreational and leisure services. This reads pretty much like the "founding 5" had in mind back in the early 70's. We became a strong affiliate over the years following and keeping the same beliefs stated here first and foremost as our guide.

One could go on about our proud history. A history that is still in the making because of people like you and our membership. Don't lose sight of a vision you may have for the SSPRPA. Discuss it with the Executive Board and all must remember that SSPRPA started out with a vision of "what if", in essence, our seed. Do not depend on the status quo, think outside the box for the association and continue to grow the networking and educational opportunities for all. Be bold and promote the benefits of parks and recreation throughout the region. The "what if" vision will remain alive and grow for future generations of professionals coming through the SSPRPA region.

You are a member of one of the most respected affiliate organizations in the State of Illinois. Be very proud and continue the vision of our founding fathers initiated in 1974. And by all means remember...

**YOU ARE THE
SOUTH SUBURBAN PARK & RECREATION PROFESSIONAL ASSOCIATION**

ORGANIZATIONAL CHART



South  Suburban

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PROFESSIONAL ASSOCIATION

**Strategic Plan
2023-2025**

South  Suburban
Park & Recreation
PROFESSIONAL ASSOCIATION
Strategic Initiatives Draft
2023 – 2025

1. Increase membership and participation in SSPRPA.
 - a. Review membership to determine who has not signed up year to year.
 - b. Create a survey for non-returning members to determine why they have not returned.
 - c. Create a survey for Executive Directors to gain insight into why they may not participate and why they may not encourage staff to participate in SSPRPA.
 - d. Create short videos regarding why you should join SSPRPA, what the responsibilities of Committee Chairs are, and what committees do.
 - e. Create a welcome packet for new members.
 - f. Create information to better explain Board positions and what the responsibilities of each position are.
 - g. Review membership classifications and determine if any new membership classifications would be beneficial to the association.
 - h. Investigate the development of a policy on increasing membership dues.
2. Encourage better committee communications.
 - a. Create materials on how to join a committee.
 - b. Develop and distribute a newsletter.
 - c. Create materials to get more districts involved by marketing to them.
3. Review Committee Structure
 - a. Investigate the current committees to help determine if any of them can be combined.
 - b. Investigate if there are certain committee responsibilities that should be moved to the responsibilities of an Executive Board Member.
 - c. Review the current Executive Board structure to determine if additional positions are needed.
4. Develop ways that SSPRPA can get information on highlights, trends, and questions out to the membership.
 - a. Develop a way to display the results of questions that are asked of the membership.
 - b. Determine if there is a better way to manage membership questions by utilizing existing survey software.
 - c. Create a website section for agencies to highlight new hires to their agencies.
 - d. Create information and resources section to help new hires in the field.

South  Suburban

Park & Recreation

PROFESSIONAL ASSOCIATION

EXECUTIVE BOARD

JOB TASKS

South Suburban Park & Recreation Professional Association President

Duties include but are not limited to:

- Preside over all monthly meetings of the membership and also serves as the Chairperson of Executive Committee
- Conduct monthly meetings with the Executive Board and Executive Committee Members
- Conduct a budget & goals meeting in July with the Executive Board and Executive Committee Members
- Oversee the accomplishment of current Strategic Plan objectives
- See that all workshops, seminars, and special programming and events are carried out through the appointment of committee chair people.
- Assist the Treasurer in formulating the working budget for the fiscal year
- Must review and comment on each committee budget requests with Treasurer before submitting preliminary budget to Executive Committee
- A member of the Financial Comparison Committee (committee meets only one time in the fiscal year to review fiscal year financial transactions and prepare the annual year-end financial report(s) for the membership)
- Purchase, as approved in the budget, committee awards and gifts for the board, committee chairs and co-chairs.
- Come up with T shirt design and place the apparel order in October
- Follow the accepted procedure for cash handling
- Attend the Executive Board and Executive Committee meetings
- Attend regular monthly meetings of the membership
- Attend as many SSPRPA sponsored events as possible
- Promote SSPRPA mission, goals and sponsored activities throughout the year
- Prepare and submit the agenda for the general monthly meeting.
- Keep an organized file to be given to the incoming President
- Maintain files for association DropBox.
- Keep membership aware of news articles and stories pertaining to the recreation field for the newsletter
- Work with Secretary to assemble and distribute quarterly newsletters to the membership

South Suburban Park & Recreation Professional Association President Elect

Duties include but are not limited to:

- Prepare and present a report at regular monthly meetings
- Attend the Executive Board and Executive Committee meetings
- Attend regular monthly meetings of the membership
- Assume duties of the President during his/her absence
- If Secretary is unavailable President Elect will assume the duties of the Secretary.
- Assist the Treasurer with the completion of their duties, which includes keeping the membership list up to date.
- Assist the Treasurer in formulating and overseeing the operational budget for the fiscal year
- Assist the President in reviewing the proposed over-all operating budget
- Report the RSVP numbers to the Professional Development Chair by the RSVP date.
- Must review and comment on each committee budget requests with Treasurer before submitting preliminary budget to Executive Committee
- A member of the Financial Comparison Committee (committee meets only one time in the fiscal year to review fiscal year financial transactions and prepare the annual year-end financial report(s) for the membership)
- Assist with the accomplishment of current Strategic Plan objectives
- Act as advisor and consultant to President and Committee members
- Follow the accepted procedure for cash handling
- Attend as many SSPRPA sponsored events as possible
- Perform any special duties or assignments as directed by the President, Executive Board and/or Executive Committee
- Act as the Committee Chair liaison, ensuring each committee is completing their goals.
- Seeks out and appoints committee chairs prior to when the election results are announced for the Executive Board for the upcoming year. This announcement would normally be at the end of April of each year. At the May general monthly meeting of the membership, and every year after, the President Elect will announce the Committee appointments that will serve in leadership during his or her term as President
- Serve as the Chairperson for the Nominating Committee, which includes setting up the voting software
- Keep an organized file to be given to the incoming President Elect

- Secure on at least an annual basis, through competitive RFPs, the proper insurance coverage for SSPRPA sponsored activities and events as well as employee dishonesty coverage. Once all insurance policies are received, submit copies of the same to the Executive Board as proof of coverage. Put a copy of insurance policy into drop box.
- Maintain Social Media site, including posting pictures, meetings, and events.
- Maintain files for association DropBox.

South Suburban Park & Recreation Professional Association Secretary

Duties include but are not limited to:

- Attend, prepare and present a report at all regular monthly meetings
- Submit the approved general monthly meeting agenda of the membership for posting to the association's web page
- Attend the Executive Board and Executive Committee meetings
- Attend regular monthly meetings of the membership
- If President and President Elect are unavailable Secretary will assume the duties of the President.
- Record meeting minutes of all monthly meetings of the membership, Executive Board and Executive Committee meetings
- Compile and maintain a notebook/flash drive of all SSPRPA meeting minutes, photos or other memorabilia and all other special events and activities of SSPRPA
- Maintain By-Laws & Operation Manual and keep the documents current on the website.
- Retain a log sheet to track the educational programs attended by the SSPRPA Award recipient and collect all required documentation. Notify the SSPRPA's Treasurer that all the requirements have been met and the reimbursement check can be processed and released.
- Send the prior month unofficial minutes of the monthly meeting to the webmaster to be posted on the Monday before the general monthly meeting. Once the unofficial meeting minutes are approved by the voting members, remove the unofficial meeting minutes from the web site and replace them with the approved meeting minutes.
- Maintain files & passwords for association DropBox.
- Respond to correspondence pertaining to SSPRPA business as directed by the Executive Board and/or Executive Committee
- Follow the accepted procedure for cash handling
- Must review and comment on each committee budget requests with Treasurer before submitting preliminary budget to Executive Committee
- A member of the Financial Comparison Committee (committee meets only one time in the fiscal year to review fiscal year financial transactions and prepare the annual year-end financial report(s) for the membership)

- Perform any special duties or assignments as directed by the President or Executive Board and/or Executive Committee.
- Attend as many SSPRPA sponsored events as possible.
- Work with executive committee to develop a quarterly newsletter to be emailed to the membership as needed.
- Will be the official record keeper of SSPRPA. All original official communications, documents, and any other form of communication record of keeping will be held by the Secretary. All such information will be passed on to each person holding this position.
- Keep an organized file to be given to the incoming Secretary.

South Suburban Park & Recreation Professional Association Treasurer

Duties include but are not limited to:

- Prepare and present a financial report for all regular monthly meetings of the association's financial transactions. The same financial report should be submitted to the association's webmaster for posting on the web page
- Attend Executive Board and Executive Committee meetings
- Attend regular monthly meetings of the membership
- Create a list of attendees for general monthly meetings and check-in members at meeting
- Deposits revenue funds in appropriate budgetary accounts
- Upon approval, prepare and disburses checks with proper backup for payment requests
- Be responsible for close fiscal controls that necessitates frequent communication with Executive Board and Executive Committee
- Educate all committee chairs on the accepted cash handling procedures of the association
- Distribute budgets worksheets to all committee chairs/co-chairs by March 1 of each year. Committee Chairs/Co-Chairs will return budget sheets to the Treasurer and President no later than April 1 of each year
- Prepare the operating budget to present to the Executive Board and Executive Committee. for discussion no later than May 1 of each year. The Budget is voted on in the May meeting, therefore, it needs to be presented to the membership prior to the May meeting.
- Keep an organized file to be given to the incoming Treasurer
- Maintain and keep proper record of the SSPRPA FEIN
- Maintain and keep proper record and status of the SSPRPA tax exempt number
- Maintain and keep proper record and status of the SSPRPA 501(c)3
- By July 1, must file 990N tax form with IRS
- Maintain, update and publish financial and meeting rsvp's on the SSPRPA square website.
- Attend as many SSPRPA sponsored events as possible

- Assist with the Annual Report to be distributed to the membership in September
- Perform any special duties or assignments as directed by the President, Executive Board and/or Executive Committee
- Maintain the accounting & record system for all receivables and payables for the association as per the Local Records Act. Destroy financial records as per the Act, which in general terms, would be every seven (7) years. Example financial records for fiscal year 2011 (September 2011-August 2012) would be destroyed in September 2019.
- Maintain an accounting for all expenses of \$600 and above on a calendar year (January to December) for the preparation and the issuance of 1099-Miscellaneous Forms as per the IRS rules and regulations. 1099 forms must be mailed out no later than January 31 of each year to those who received more than \$600 from the association.
- Send out renewal applications through email to all SSPRPA members. This is to be done no later than the first Thursday in August, one month prior to the start of meetings.
- Accept and process membership applications
- Format membership information for posting on website
- Update with square link and send out the general meeting email through constant contact no less than 14 days prior to meeting date.
- Assure RSVP individuals are current on their meeting fees and speak with delinquent individuals
- Prepare a yearly membership comparison for historical records.
- Report the membership numbers at the monthly meetings

South Suburban Park & Recreation Professional Association Past President

Duties include but are not limited to:

- Must review and comment on each committee budget requests with Treasurer before submitting preliminary budget to Executive Committee
- A member of the Financial Comparison Committee (committee meets only one time in the fiscal year to review fiscal year financial transactions and prepare the annual year-end financial report(s) for the membership)
- Review duties with President to make the transition into the following year
- Attend the Executive Board and Executive Committee meetings
- Attend regular monthly meetings of the membership
- If the president cannot perform their duties, the past president will assume the duties of the President.
- If the treasurer becomes temporarily incapacitated and cannot fulfill their duties, the Past President will assume those duties until the Treasurer returns or the Executive Board appoints a replacement.
- Assemble an Annual Report to be distributed to the membership in September
- Act as a resource for the President, President-Elect, Secretary and Treasurer
- Attend as many as possible SSPRPA sponsored events
- Perform any special duties or assignments that the President, Executive Board or Executive Committee requests
- Take photos of events and maintain a file of all photos in drop box taken by various individuals of SSPRPA relating to programs offered by the association. Send photos to webmaster for website.

South Suburban Park & Recreation Professional Association Webmaster

Duties include but are not limited to:

- Webmaster will be from the Executive Board and/or an Executive Committee member.
- Post meeting locations for upcoming year on website
- Update website as needed with association and committee minutes and announcements.

GENERAL INFORMATION ON THE PURPOSE, DUTIES OF THE EXECUTIVE BOARD AND EXECUTIVE COMMITTEE

- Any Committee meeting notes, and general meeting program or round table notes, must be submitted to webmaster for posting no later than one week after the meeting is held.
- Reviews proposed operating budget that is due from Treasurer on July 1 of each year
- No later than April 1 of each year the Executive Board will submit to the Executive Committee, for review, the operating budget for the upcoming fiscal year
- Make available on the association's website, at least 10 days prior to the September general monthly meetings of each SSPRPA year.
- Executive Board must present and discuss the final draft of the proposed operating budget to the membership at the May monthly meeting of each year for approval. Once approved, the budget shall be posted on the website.
- Executive Board and Executive Committee shall maintain and keep an organized file to be given to the incoming board and committee chairperson. In addition, update the respective office and/or committee job duties/tasks.
- May/June of each year, review and update, if necessary, the SSPRPA Operation Manual
- If desired monthly review the strategic plan, goals & objectives of the Association. At least the review should be conducted in May/June. Any revisions to any one of the documents should be made and maintained as the official copy for the association with the Secretary.
- All members of the Executive Board will serve on the Nomination Committee and perform the duties as listed in the committee's job tasks.
- If applicable, secure the booth space, secure volunteers, hotel accommodations and any other duties to have a SSPRPA booth at Parks Day in Springfield each year during the Legislative Conference.
- Webmaster will be from the Executive Board and/or an Executive Committee member.
- Continually update the SSPRPA Facebook page for the membership
- Periodically review SSPRPA official logo to determine need for update

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PROFESSIONAL ASSOCIATION

SSPRPA COMMITTEE

JOB TASKS

GENERAL DUTIES, NOTES AND PROCEDURES FOR ALL COMMITTEES

- We are a team...as committee chair, you will get to serve on the Executive Committee. As part of the Executive Committee, you will have opportunities to express your opinions, provide advice, and help establish communication lines with all members of our board as well as agency members.
- As a chairperson and as per the bylaws, select at least one other member to serve on committee.
- Any Committee meeting minutes, must be submitted to the webmaster for posting no later than one week after the meeting is held.
- Committee chairs who cannot attend meetings must submit reports to the President by the Tuesday before the general monthly meeting.
- Budget worksheets will be distributed to all committee chairs by March 1 of each year by the Treasurer. Committee Chairs will return budget sheets to the Treasurer and President no later than April 1 of each year.
- Shall maintain and keep an organized file to be given to the incoming committee chairperson. In addition, suggest any updates to the respective committee job duties/tasks in this operation manual.
- All committee chairs will be required to keep a copy of all financial records relating to the committee's work throughout the year. All financial records will be submitted to the Treasurer within 7 days of purchase and will be a part of the financial comparison conducted by the financial committee.
- Perform any special duties and/or assignments as directed by the President and/or Executive Committee

Adult/Senior Committee

Mission: To provide members of SSPRPA and other professionals in the parks & recreation field a committee where General Adults (18+), Active Adults (55+) and Seniors will be discussed. The Adult and Senior committee will focus on the Active Adults (55+) as well as Senior programming. During meetings members will focus on sharing ideas, problem solving and talk about current trends in these types of programs in the recreation field.

Duties: Allow recreation professionals to discuss, through roundtable discussions, current topics relating to General Adult (18+), Active Adults (55+) and Seniors. Committee members will learn what other professionals in the field are doing and what is working at their agencies.

Monthly Committee Meetings will:

- Open discussions around adult & senior programming.
- Monthly topic(s) to guide conversation
- Welcome new members allowing them to share what they are looking to get out of being a part of this committee
- The majority of our meetings will be conducted via Zoom, with at least 2 in-person meetings being held per year at various facilities/other locations.

Athletic Committee

Mission: We strive to provide members of SSPRPA with valuable information about athletic trends to assist in offering quality athletic programs in the community.

Duties include but are not limited to:

1.) Develop best practices for Athletic Programming

- Use surveys to ask SSPRPA Athletic Programmers questions on various topics
- Keep multiple levels of communication to find information on all aspects of athletics
- Meet once a month during SSPRPA year to discuss current trends, issues, and successes within agencies

2.) Introduce the Athletic Programmers of SSPRPA to new programming ideas

- Bring in guest speakers to Athletic Committee Meetings to promote products and services
- Develop Master Lists of:
 - Contractors
 - Vendors

3.) Collaborate with SSPRPA Athletic Supervisors to create co-op athletic programs.

- Goal is to offer a minimum of 1 co-op program per year.

Awards Committee

Mission: To objectively coordinate the awards program for the South Suburban Park and Recreation Professional Association.

Duties include but are not limited to: The core of the committee is comprised of the Chairperson and Co-Chairperson. Judging the various association categories for awards, the Chairperson will select three (3) other SSPRPA members to serve on the Awards Committee bringing the total to five (5) committee members. When judging the nominations for the annual designated SSPRPA awards the committee will then consist of:

Chair
Co-Chair
Three (3) At Large SSPRPA Members

The Chair/Co-chair will confirm the makeup of committee once nominations are received. Judging of awards must remain objective. Potential Awards Committee members will be selected if they have not submitted a nomination or have been nominated to receive an award. If the Awards Chair/Co-chair is nominated for an award, they must remove themselves from the judging process for that particular year.

Educational Awards

- The Young Professional of the Year \$500 Educational Award will come from the Wilson Family Fund. The Professional of the Year Educational Award will come from the SSPRPA budget for the year.

Timeline for Committee Duties:

December/January

- Responsible for the design and information in the Award Recognition Booklet.

February

- Submit booklet in timely manner for email distribution to all members and posting on website.

March

- Accept all nominations by deadline date set in March. Each of the winners are given a \$500 Educational Award. The winner will be reimbursed for their educational expenses if they submit the required information before the deadline.
- Nominations accepted for the following SSPRPA awards:

Professional of the Year (SSPRPA Award \$500)
Young Professional (Wilson Family Award \$500)

- Gather and verify the names of individuals who served on the various SSPRPA committees, along with the Chair and Co-Chair of these committees.
- Gather and confirm members for Member Milestone of 5, 10, 15, 20 and 25 years or more and retirement recognition.

- Schedule a meeting date with Awards Committee to review all the nominations
- Use the established evaluation criteria checklist to base selection of nominees for each award category.
- Order awards and plaques.
- Prepare power point presentation for the awards presentation. Included in the power point presentation (not in any particular order) are the names of the current Executive Board, the names of the award winners, all SSPRPA committee's including; Chair and Co-chair included with the individual names serving on each committee, the names of any person being honored for Member Milestones or Retirement, and the names of all the Sponsors for the past year as a thank you.
- Confirm room set up for awards presentation. Provide host agency with any audio/visual needs.
- Review the President's role for presentation of awards.

April

- SSPRPA General Meeting-host awards presentation.
- Provide webmaster award recipients names to be posted on website after presentation.
- Submit all expenses, with receipts, to the Treasurer as per the cash handling procedures of SSPRPA.
- Evaluate process and make any changes if necessary for the following year.

SSPRPA
2023 Professional of the Year Judges Form

Nominee: _____

Candidates for the Professional of the Year award MUST meet the following criteria:

- Y N Current SSPRPA member
- Y N Active participant on an SSPRPA Committee (contributes through attendance and/or email conversations)
- Y N Served for nine (9) or more years as a full-time parks and recreation professional
- Y N Attended 4 or more SSPRPA monthly meetings in one year

Candidates for Professional of the Year must meet a minimum of six (6) of the following criteria. **Please use only information in the materials given to award points.**

- 1 Pt _____ Made a notable contribution to SSPRPA by serving in the capacity of a current or former committee chairperson or by serving on the Executive Board
- 1 Pt _____ Hold a National Certification that maintains continuing education credits
- 1 Pt _____ Dedication and experience in developing quality parks, facilities and recreation services for the agency they serve
- 1 Pt _____ Accomplishments achieved, as a professional, benefit the agency they serve
- 1 Pt _____ Professional involvement in Illinois Park and Recreation Association (IPRA), Illinois Association of Park Districts (IAPD) and/or National Recreation and Park Association (NRPA) committees
- 1 Pt _____ Demonstrated leadership qualities
- 1 Pt _____ Recognizable achievements and service of the Park and Recreation field within the candidate's local community
- 1 Pt _____ Additional professional certifications that benefit the local agency
- 1 Pt _____ Attends workshops, conferences, webinars, or other educational sessions to further their education during the past SSPRPA year (September – March)
- 1 Pt _____ IPRA Membership

Total points: _____

Comments: _____

Judged by: _____ Agency: _____

SSPRPA
2023 Young Professional of the Year Judges Form

Nominee: _____

Candidates for the Young Professional of the Year award MUST meet the following criteria:

- | | | |
|---|---|---|
| Y | N | Current SSPRPA member |
| Y | N | Active participant on an SSPRPA Committee (contributes through attendance and/or email conversations) |
| Y | N | Served for minimum of one (1) year but less than eight (8) years as a full-time parks and recreation professional |
| Y | N | Attended 4 or more SSPRPA monthly meetings in one year |

Candidates for Young Professional of the Year must meet a minimum of six (6) of the following criteria. **Please use only information in the materials given to award points.**

- 1 Pt _____ Volunteered for SSPRPA event(s)
- 1 Pt _____ Demonstrated a commitment and promotion of the park and recreation movement within the candidate's local community
- 1 Pt _____ Achieved notable success within the candidate's agency
- 1 Pt _____ Hold a certification that maintains continuing education credits or units
- 1 Pt _____ Demonstrated leadership qualities
- 1 Pt _____ Additional professional certifications that enhance and/or benefit the local agency
- 1 Pt _____ Professional involvement in Illinois Park and Recreation Association (IPRA), Illinois Association of Park Districts (IAPD) and/or National Recreation and Park Association (NRPA) committees
- 1 Pt _____ Attends workshops, conferences, webinars, or other educational sessions to further their education during the past SSPRPA year (September – March)
- 1 Pt _____ IPRA membership

Total points: _____

Comments: _____

Judged by: _____

Agency: _____

South Suburban Park & Recreation Professional Association Young Professional & Professional Voucher Award Log Sheet

Young Professional "AWARDED/REIMBURSEMENT FUNDING" on: _____

Reimbursement of educational programs attended will be available until: _____, 20__

Name: _____ Email: _____

Agency: _____ Primary Phone: _____

Mailing Address for reimbursement check: _____

_____, Illinois Zip Code _____

Scholarship/Voucher Award Value: **\$ 500.00**

Scholarship/Voucher will serve as various reimbursements or a lump sum payment to the Young Professional. He/she may elect to attend one or several educational programs throughout the next 11 months (May 1 to March 31). The award winner must follow the post program regulations below, for each educational program attended, in order to receive the reimbursement of the particular educational program attended. The scholarship/voucher is valued up to \$500.

- ✓ Provide a copy of the registration form for the program attended _____ Yes ___ No
- ✓ Provide proof of attendance from the program _____ Yes ___ No
- ✓ Provide a testimonial of the educational experience ___ Yes ___ No
- ✓ Provided a headshot picture _____ Yes ___ No

➤ All items listed above must be received by the SSPRPA's Treasurer within 30 days from the date of the educational program attended. If not, reimbursement will be denied for the requested educational program.

➤ SSPRPA Treasurer notifies the SSPRPA's Executive Board that all required documentation for the educational program attended has been received and the reimbursement check can be processed and released.

Program Attended & Date	Post Requirements Received (Yes/No)	Amount of Reimbursement Check	Date of Check	Balance Remaining	Date Check was Mailed to Awardee

As the SSPRPA Treasurer, the scholarship/voucher for _____, has been 100% paid out, reaching the value of \$500.00 or less. The final payout was made on _____, 20__.

SCHOLARSHIP/REIMBURSEMENT AWARD COMPLETED

#2 Educational Program Attended:

Provide a copy of the registration form for the program attended	Yes	No
Provide proof of attendance from the program	Yes	No
Provide a testimonial of the educational experience	Yes	No
Provided a headshot picture	Yes	No

#3 Educational Program Attended:

Provide a copy of the registration form for the program attended	Yes	No
Provide proof of attendance from the program	Yes	No
Provide a testimonial of the educational experience	Yes	No
Provided a headshot picture	Yes	No

#4 Educational Program Attended:

Provide a copy of the registration form for the program attended	Yes	No
Provide proof of attendance from the program	Yes	No
Provide a testimonial of the educational experience	Yes	No
Provided a headshot picture	Yes	No

#5 Educational Program Attended:

Provide a copy of the registration form for the program attended	Yes	No
Provide proof of attendance from the program	Yes	No
Provide a testimonial of the educational experience	Yes	No
Provided a headshot picture	Yes	No

#6 Educational Program Attended:

Provide a copy of the registration form for the program attended	Yes	No
Provide proof of attendance from the program	Yes	No
Provide a testimonial of the educational experience	Yes	No
Provided a headshot picture	Yes	No

Young Professional & Professional Sample Letter to winner

DATE

AWARD WINNER'S NAME

ADDRESS

CITY, STATE ZIP

Dear AWARD WINNER'S NAME:

On behalf of the South Suburban Park & Recreation Professional Association, "CONGRATULATIONS" on being selected as the recipient for the SSPRPA Professional of the Year Award. As the award winner, you will also receive a \$500.00 scholarship/voucher from SSPRPA.

The scholarship/voucher awarded may be used for: 1) one educational program, or 2) several educational programs over the following 11 months (May 1, YEAR to March 31, YEAR). The award amount will be reimbursed to you or your agency following the receipt of all the required items from you for each educational program attended:

- Provide a copy of the registration form for the program attended
- Provide proof of attendance from the program (name tag, CEU certificate, or a screen shot of you attending via virtual)
- Provide a testimonial of the educational experience
- Provide a headshot photo (***)
- An applicable address of where to send the reimbursement check upon completion of the above.

***Note: With the scholarship/voucher award, acceptance of any reimbursement from the SSPRPA, you are agreeing that SSPRPA may use your picture and testimonial for all educational program marketing and promotion associated with the programs of SSPRPA.*

Please send the above items electronically no later than 30 days after the completion of each of your educational programs attended to the attention of: **SECRETARY'S NAME, SSPRPA Secretary, SECRETARY EMAIL ADDRESS** so the reimbursement can be processed. If you do not provide the above post program requirements within the 30-day period, **reimbursement will not be issued** for the educational program attended. Also, no reimbursement will be granted for programs passing beyond the 11th month deadline of this award. You must be completed with all reimbursements by **March 31, YEAR.**

Once again congratulations of your award! The entire SSPRPA Board wishes you success and all the best in your career aspirations. If you have any questions, please feel free to contact me at **PRESIDENT PHONE NUMBER or PRESIDENT EMAIL ADDRESS.**

Sincerely,

PRESIDENT'S NAME

SSPRPA President

Diversity Committee

Mission: To start conversations with Park and Recreation professionals to work towards equity and inclusion in the profession and the communities we serve.

The committee will focus on history and education to address a variety of diversity topics.

Goals

1. To educate on the importance of diversity, equity and inclusion.
2. To spark conversations that have lasting impacts on members by bringing varying viewpoints to their workplaces and the communities they serve.
3. To provide diversity support to SSPRPA membership through history and education.
4. To publish a diversity, equity and inclusion corner in the SSPRPA newsletter.
5. To maintain a partnership with the IPRA Diversity Section.

Early Childhood Committee

Mission Statement: Members of the Early Childhood Committee are dedicated to the important task of guiding and introducing children through their first formal education or recreational programming experience to ensure that each child's experience is positive.

The Early Childhood Committee was formed since most park and recreation agencies have a Preschool Program and or Early Childhood classes. We are working to ensure that children are receiving only quality, developmentally appropriate instruction and are being taught in a warm, caring environment.

Timeline for Committee Duties:

- **August:** Early Childhood Back to School Workshop for Staff
- **September:** Identify topics for the yearly meetings.
- **October-May:** Discuss monthly topics with round table discussions.
- **December and January:** No Meeting due to Holidays, and Conference.
- **February:** Discuss IPRA/IAPD Annual Conference

Monthly Committee Meetings:

- Meetings will follow SSPRPA membership calendar, from September-May.
- All round table discussion.
- Rotate the meetings and or provide zoom meetings each month in an effort to attract and recruit more committee members.

General Topics:

- Getting Ready for the children
- Parent Handbooks
- Recruitment/Retention Strategies
- Addressing Parents
- Group Motivation
- Issues and Concerns

General Tasks

- Grow a network of members that are in the same line of work in the parks and recreation profession.
- Allow Early Childhood /Youth Program supervisors to discuss key topics and learn from other professionals what works for their agencies.

Facility Committee

Mission: To provide members of SSPRPA and other professionals in the parks & recreation field valuable information about the operation and maintenance of recreation facilities. This committee will strive to provide information to members about all aspects of facilities which will include staffing, patrons, maintenance, programming, utilities, supplies/products, contractor information, and revenue streams.

In April of 2019 the membership voted to merge the responsibilities of the Aquatics Committee under the Facility Committee. The Facility Committee will host aquatics focused meetings as needed.

Timeline for Committee Duties:

- **September:** Brainstorm topics for the yearly meetings. Identify vendor's/contractors to visit and or have come speak at monthly meetings.
- **October-May:** Discuss monthly topics, have round table discussions, and visit and have speakers from various contractors/vendors
- **January:** Discuss IPRA/IAPD Annual Conference

Monthly Committee Meetings:

- Conduct monthly meetings in conjunction with the SSPRPA monthly meetings September-May.
- Have a monthly topic for discussion.
- Have monthly round table discussions.
- Rotate the meetings each month to see new facilities and take building tours.
- Invite contractors to speak at monthly meetings about their product.
- Go to local contractors for tours and have them speak on product and services.

General Topics:

- Staff
- Patrons
- Contractors/vendors
- Supplies & products
- Facility issues
- Services
- Revenue streams
- Programs
- PR

General Tasks

- Grow a network of members that are in the same line of work in the parks and recreation profession.
- Allow for facility managers to discuss hot topics and learn from other professionals about what works for their agencies.
- Build the membership of the general SSPRPA membership by adding a committee that will bring in new potential members to the organization.
- Ask committee members to bring in lists of the vendors/contractors they use and start a group purchasing program to procure group discounts for services.
 - There are multiple vendors/contractors that agencies use. We would talk to them and negotiate discounts on services as well as group purchasing rates.
- Bring facility support staff to the monthly meeting.
 - Allowing the support staff to network with other staff and discuss various topics on facilities.
- Have roundtable discussions on current topics relating to daily facility issues.
 - Parks & recreation professionals deal with similar situations at their agencies. The roundtable meetings provide an opportunity for members to learn what other are doing and learn from experiences of other professionals.

Legislative Committee

Mission: To keep abreast of legislation issues that may have an impact on parks, recreation, SRA's and conservation and inform the SSPRPA membership encouraging them to contact legislators and ask them to address these issues in a positive manner for the benefit of parks and recreation.

To plan and coordinate the Legislative Networking Social, a dinner event in Springfield each year concurrent with the IAPD Legislative Conference. This event will encourage networking among agency members, bringing together Directors, Board Members, Legislators and the Leadership of IAPD/IPRA to informally discuss issues pertaining to the SSPRPA membership and items being discussed at the Legislative Conference.

In March of 2019, the membership voted to merge the responsibilities of the Community Leader Banquet Committee under the Legislative Committee and the event became the Legislative Networking Social in Springfield following a reception at the Illini Club with the same mission it had in 1979 when the event originated in a restaurant in Orland Park, Illinois. In 1979, Directors, Board Members and Legislators met for an informal discussion on legislative issues impacting parks and recreation. The following year, the event was more formalized and was held at the Alsip Holiday Inn. Since then, the event has maintained the course of meeting its mission statement and is one of the premier events of any affiliate organization in the State bringing together Directors, Board Members, Legislators and the Leadership of IAPD/IPRA.

Legislative Timeline for Committee Duties:

September-May

- Attend general monthly meetings and report on current legislative matters. If not able to attend the meetings, designate a representative to present the legislative report.
- Keep in contact with Illinois Association of Park Districts (IAPD) & Illinois Park and Recreation Association (IPRA) regarding legislative matters and share information with SSPRPA members at meetings and through the website
- Provide representation for the Illinois Association of Park Districts (IAPD) & Illinois Park and Recreation Association (IPRA) Joint Legislative Committee
- Send out emails to the membership when needed to keep them informed and updated on legislative matters.
- Develop relationships with local legislators for the benefit of parks and recreation.
- Organize and implement the legislative breakfast, held each year in March

January-May

- Work with Executive board to develop the theme at Parks Day in Springfield each year during the Legislative Conference.
- Annually participate in the Legislative Conference and Legislative Networking Social in Springfield.
- Focus on legislative advocacy through workshops (breakfast), conferences and mentoring.

Nominating Committee

Mission: The nominating committee will seek candidates who are in good membership standing in SSPRPA to be on the ballot for annual Executive Board elections.

Timeline for Committee Duties:

Members of the Nominating Committee are:

President
President Elect
Secretary
Treasurer
Past President

January

- Begin to discuss with SSPRPA members to consider running for an Executive Board position. Have an election slate ready for the March meeting for President Elect (Every Year), Treasurer (Every 2 Years) and Secretary (Every 2 Years).

February

- Communicate with the nominating committee those members interested in running for a position.

March

- Ask the membership for additional nominations from the floor for the Executive Board positions at the general membership meeting. If the slate is not complete begin to discuss with members in good standings in SSPRPA to run for an Executive Board position.

April

- Prepare and distribute ballots as per the bylaws

May

- Determine and announce the winners of the election

Marketing Committee

Mission: To provide members of SSPRPA and other professionals in the parks & recreation field valuable information about marketing and sponsorship. The Marketing Committee provides networking opportunities and roundtable discussions on various marketing topics including social media, branding, advertising, latest trends, and more.

Timeline for Committee Duties:

- **July/August:** Assist the Executive Board and Social Committee in recruiting sponsors for the September social.
- **September:** Set meeting dates for the year and brainstorm monthly topics.
- **October:** Assist the Executive Board and Social Committee in recruiting sponsors for the September social.
- **November:** Assist in finalizing December social sponsor. Work with the Social Committee to discuss available sponsorship dollars to set a price point for the social. Assist in recruiting sponsors for the IPRA Conference social.
- **December:** Finalize sponsorship details for the December social. Create signs to be displayed at the social to recognize the sponsors. Continue to solicit sponsors for the IPRA social. Work with the Social Committee to discuss available sponsorship dollars to fund entertainment for the IPRA Conference social.
- **January:** Finalize sponsorship details for the IPRA Conference social. Confirm sponsorship payments, sponsor logos, and create marketing materials for the social including flyers and Facebook posts.
- **April:** Recognize and thank sponsors at the awards banquet.

Monthly (September through May):

- Conduct monthly meetings via Zoom or in person in conjunction with the SSPRPA monthly meetings.
- Have monthly topics for discussion.
- Promote the Marketing Committee at the monthly meetings and on Facebook to gain new members.
- Assist in recruiting sponsors for socials.
- Send the Secretary sponsor logos to post on the website.
- Confirm sponsor requirements/needs at a minimum of five business days prior to the social. Communicate any sponsor needs to the meeting host/location.

Parks and Natural Resources

Mission: The Parks and Natural Resources Committee promotes parks, open space, natural resources, as well as, related amenities.

Goals and Objectives:

- To network with colleagues and other professionals in the field of Parks and Natural Resources with the purpose of sharing knowledge, trends and ideas
- To maintain open line communications with counterparts in the field
- To provide exposure for our agencies to different equipment, techniques, and ideas as they relate to Parks and Natural Resources
- To share knowledge and experiences of vendors and contractors
- To promote continuing education and professional engagement, such as conferences and seminars
- To encourage the values and mission of SSPRPA and promote engagement within the association
- To convey ideas, trends, and relative information from groups such as IPRA, IAPD and NRPA
- To promote to all the importance of Parks and Facilities within Leisure Services

Professional Development

Mission: To work cooperatively with SSPRPA Members to provide quality educational sessions throughout the year.

Timeline for Committee Duties:

April/May

- Begin to search and confirm monthly program details, including but not limited to speakers and equipment needs, for the monthly general membership meetings for the upcoming year.
- Begin to search and confirm host sites for the monthly general membership meetings for the upcoming year.

July

- Finalize programs for all general monthly meetings for the upcoming year. Submit this information to the Executive Committee for review
- Give confirmed meeting programs to webmaster for inclusion on the website

Monthly

- Obtain program ideas from the general membership throughout the year for future consideration
- Prepare one meeting to highlight students, colleges and universities
- Prepare one meeting to highlight legislative issues
- Secures speakers or round table leaders
- Plan and implement any other additional educational programs, as may be planned based on general interest from membership. These particular educational programs may be arranged to be held outside of general monthly membership meetings
- Follow the accepted procedure for cash handling

School-Age Committee

Mission

To provide members of SSPRPA and other professionals in the parks & recreation field a committee where school-age programming will be discussed. The school-Age committee will focus on school-aged programming such as Before/After school programs, youth enrichment classes, school day out and dance classes. During meetings members will focus on sharing ideas, problem solving and talk about current trends in these types of programs in the recreation field.

Objective

Allow recreation professionals to discuss, through roundtable discussions, current topics relating to school-age programs. Committee members will learn what other professionals in the field are doing and what is working at their agencies.

Meeting Date/Time

Monthly meetings/time/location will be set at this first meeting in August
Committee will meet Monthly (August through May)

Monthly Committee Meetings

- Monthly round table update & discussion around school-age programming
- Monthly topic for discussion
- Meetings will be conducted through both zoom and in-person and meet at various facilities on a rotating basis

Topics to be discussed during meetings

Idea sharing for programs
Contractors/Staffing
Current Trends
Policies/Procedures
Field Trip Ideas for school out days
School Breaks (winter/spring)
Round table updates & discussion
Post IPRA/IAPD Conference discussions

Social Committee

Mission: To plan at least 3 social events throughout the year to provide more of a fun and laid-back networking opportunity for the membership.

Timeline for Committee Duties:

May

- Solicit members for the Social Committee and hold meetings in conjunction with planning the socials.

May-June

- Secure location of the opening social

August/September

- Mid-August provides all information for the opening Social to the President Elect to update invitation.
- Work with IPRA/IAPD conference managers to decide for the State Conference Hospitality room, including but not limited to, securing the room, purchasing beverages and giveaways, arranging the entertainment, proper insurance

September-October

- Identify the location and activity for the December Social

September – December

- Work with sponsorship committee for the IAPD/IPRA Conference Social
- Arrange for the entertainment at the IAPD/IPRA Conference Social
- Contact SPRA and IPRA Diversity Committee to see if they want to partner with us for the IAPD/IPRA Conference Social.

October

- Work with sponsorship committee for the December Social if one has not been secured

November

- The general monthly meetings have the information for the December Social to be announced at the meeting.

December –January

- Prepare volunteer signup sheet ready to distribute to the membership for help work the door, run split the pot raffle and act as security. Confirm with volunteers the week of conference their shifts and duties.

January

- At the beginning of the month place the liquor order for the conference social
- Secure the proper insurance, if it is required, for the social events.
- Week before conference confirm Liquor order and method for delivery
- Arrive at the designated room on the night of the social at least one hour before the event to ensure everything is in place.

February

- Begin to secure the location and activity for the May Closing Social

March/April

- Have the information for the May Social at the March and April meetings

General Tasks

- Construct cost analysis of each event and produce budget information and submit to the Treasurer prior to June 1 of each year
- Follow the accepted procedure for cash handling
- If request by Executive Committee and/or membership schedule additional group outings throughout the year.

Special Events Committee

Mission: To provide members of SSPRPA and other professionals in the parks & recreation field valuable information about the formation and implementation of special events within the individual agencies. This committee will strive to provide information to members about all aspects of special event planning which will include creating, planning, implementation, and evaluation methods.

Timeline for Committee Duties:

- **September:** Identify topics for the yearly meetings.
- **October-May:** Discuss monthly topics with round table discussions. Update and evaluate local vendors and concession needs.
- **January:** Discuss IPRA/IAPD Annual Conference

Monthly Committee Meetings:

- Meetings will follow SSPRPA membership calendar, from September-May.
- Have a monthly topic that is open to round table discussion.
- Rotate the meetings each month to attract and recruit more committee members

General Topics:

- Locations and Liabilities
- Safety and Security
- Sponsorships
- Vendors
- Volunteers and staff
- Marketing
- Evaluation tools

General Tasks

- Grow a network of members that are in the same line of work in the parks and recreation profession.
- Allow special events supervisors to discuss key topics and learn from other professionals what works for their agencies.
- Build the membership of the general SSPRPA membership by adding a committee that will bring in new potential members to the organization.
- Have discussions on current topics relating to special events trends and issues.

Student Committee

Mission: The student committee is to introduce and connect students, professionals, colleges and university educators to SSPRPA and the field of parks and recreation through networking, presentations and the SSPRPA resource center.

Timeline for Committee Duties:

January

- Prepare Graduate and Undergraduate Student Scholarships applications and make changes to stay current within the industry.
 - The award will be \$500 for both – graduate and undergraduate.

February

- Disseminate the opportunities to the colleges and universities for their students.
- Alert members to the scholarships available. Post both scholarships online.

March

- Deadline for submission of Scholarship Application
- The review of the graduate and undergraduate scholarship applications will be done by the Student Committee (maximum 2 people), and the President of SSPRPA. The President Elect will serve as a judge ***only*** if the President cannot. This committee of three (3) decides the recipient in both categories
- Submit a check request with winner's names to Treasurer
- Invite scholarship recipients to the April Awards meeting

April

- Announce the recipients of the scholarships at the April monthly general meeting
- Prepare and send thank you letters to scholarship applicants not chosen.

General Tasks

1. Introduce SSPRPA to statewide college and university students on the goals of the committee and SSPRPA
2. Present at colleges and universities on the realities of the park and recreation career
3. Maintain Student and Volunteer Resource Center by contacting agencies yearly to confirm their offerings and any staff changes. Request involvement to those agencies not listed. Continue to alert the colleges and universities to the resource (3 times yearly)

4. Create a document to be distributed to students at the beginning of each semester that will include job and internship offerings, SSPRPA general information and scholarship opportunities.
5. Facilitate and set up mentorship program opportunities for fall and/or spring semesters for student members to network with professionals.



Undergraduate Scholarship Ranking to Determine Recipient

Eligibility – 1 point per element (Total 4 points)

1. Be a student member of the South Suburban Park and Recreation Professional Association. (\$5 membership fee - applications at ssprpa.org).
2. Be currently pursuing a degree in the field of park, recreation, conservation, therapeutic recreation, massage therapy, and/or leisure services.
3. Show proof of enrollment in a college or university level parks and recreation program by providing official transcripts from college or university. (Seniors must have proof of enrollment in graduate studies the following year).
4. Carry a minimum of 2.5/4.0 or 3.0/5.0 grade point average for all courses of study.

Application Process – 1 point per element (Total 7 points)

1. Complete the application form.
2. Sign the application.
3. Have the department head or faculty member sign the application to verify student status and grade point average.
4. Include a resume outlining academic achievement, related professional experiences, leadership and demonstration of professional involvement.
5. Include a brief personal statement describing why they should receive the award.
6. Include one letter of recommendation from employer or professor in the field of parks and recreation.
7. Application postmarked before deadline

Subjective: Points available 1 - 5

The personal statement should contain concise explanation describing why they should receive the award. Award 1 – 5 points for the content of the personal statement.



Graduate Scholarship Ranking to Determine Recipient

Eligibility – 1 point per element (Total 4 points)

1. Be a member of the South Suburban Park and Recreation Professional Association for at least 5 years.
2. Be currently enrolled in a Master's degree program to enhance the field of park, recreation, conservation, therapeutic recreation, massage therapy, and/or leisure services. These include, but are not limited to: MPA, MBA, MRA
3. Show proof of enrollment in a University level Master's program by providing official transcripts from college or university.
4. Carry a minimum of 2.5/4.0 or 3.0/5.0 grade point average for all courses of study.

Application Process – 1 point per element (Total 7 points)

1. Complete the application form.
2. Sign the application.
3. Submit copy current grades and GPA.
4. Include a resume outlining academic achievement, related professional experiences, leadership and demonstration of professional involvement.
5. Include a personal statement describing your vision of this field, how your Masters degree will enhance it, personal volunteer experience, leadership roles and innovative techniques, services or programs that you developed or implemented.
6. Include one letter of recommendation from another professional in the field of parks and recreation.
7. Application postmarked before deadline.

Subjective: Points available 1 - 5

The personal statement should contain concise explanation on the student's vision of the recreation and parks field, how your Master's degree will enhance it, personal volunteer experience, leadership roles and innovative techniques, services or programs that you developed or implemented. Award 1 – 5 points for the content of the personal statement.

Student Committee Undergraduate / Graduate Scholarship ranking

Student Name: _____

School: _____

Eligibility	1 point per element (Total of 4 points)
1. Be a student member of South Suburban Park and Recreation Professional Association (\$5 membership fee)	
2. Be currently pursuing a degree in the field of park, recreation, conservation, therapeutic recreation, massage therapy, and/or leisure services	
3. Show proof of enrollment in a college or university level parks and recreation program by providing official transcripts. (Seniors must have proof of enrollment in graduate studies the following year)	
4. Carry a minimum of 2.5/4.0 or 3.0/5.0 grade point average for all courses of study.	
Total Points:	

Application Process	1 point per element (Total of 7 points)
1. Complete the application form.	
2. Sign the application.	
3. Have the department head or faculty member sign the application to verify student status and grade point average.	
4. Include a resume outlining academic achievement, related professional experiences, leadership and demonstration of professional involvement.	
5. Include a brief personal statement describing why they should receive the award.	
6. Include one letter of recommendation from employer or professor in the field of parks and recreation.	
7. Application postmarked before deadline.	
Total Points:	

Subjective	Points Available 1 – 5
1. Personal Statement	
Total Points :	

Eligibility (total 4)	
Application Process (total 7)	
Subjective (1-5)	
Total Points (max points 16)	

Teen/Camps Programming and Day Camp Workshop

Mission: The Mission of the Day Camp Workshop is to provide SSPRPA Members and other agencies providing summer camps, an amazing training for their staff. The Camp and Teen Committee provides networking opportunities and roundtable discussions on various camp related topics revolving around Summer Day Camp as well as Teen Programming year-round.

Timeline for Committee Duties: This is a dual committee consisting of members who are part of the Day Camp Workshop Planning Group and those who plan/oversee summer day and teen camps and programs. The Members of the Day Camp Workshop portion of the committee meets regularly throughout the year (typically between January and June) to plan the annual Day Camp Workshop that is usually held on the first Friday in June. Committee members plan all workshop details including, but not limiting to, the opening speaker, 35-40 general interest sessions, workshop fee, location, AV requirements, supplies, lunch, giveaways, etc. The committee strives to offer a wide variety of training topics including hands-on activity-based sessions, safety, behavior management, inclusion, therapeutic recreation specific and other relative topics for all levels of camp staff.

Roundtable monthly meetings to discuss Day and Teen Camp and Programs occur September-May and but may meet during the summer. Monthly topics are chosen based on committee needs. Each month typically consists of Teen Programs and a summer camp topic. Teen co-op trips and programs are offered to agencies based on availability of the host.

Day Camp Workshop:

January/February

- Begin formal planning of the Day Camp Workshop

March/April

- The SSPRPA membership and area agencies are notified about the Day Camp Workshop, only after all details of the event have been finalized

April/May

- Registration packets are emailed to SSPRPA members and area agencies

May

- The deadline date (as established by the Committee in April/May) for returning the program registration

June

- Workshop is held
- Meet to evaluate and make recommendations for the following year

- A report highlighting the workshop's registration fees and donations are submitted to the Treasurer as well as copies of individual and/or agency registrations
- Expenses for the workshop along with all accompanying receipts are submitted to the Treasurer in order to follow established policies of SSPRPA.
- Outstanding registration fees still owed are submitted to the Treasurer for further processing
- Follow the accepted cash handling procedures for all cash transactions and reporting

South  Suburban

Park & Recreation

PROFESSIONAL ASSOCIATION

**PURCHASING POLICY
& CASH HANDLING
PROCEDURE**

Purchasing Policy & Cash Handling Procedure

The SSRPA is committed to the efficient and economical acquisition of quality goods and services in support of its overall mission. The intent of this Policy is to provide cost-controls, effectively manage the fiscal budget, and ensure that proper documentation is provided for all purchases. The following Purchasing Policy will serve as both rule and reference for all Members associated with the SSRPA who are actively involved in the purchasing process.

Documentation

All documentation relating to purchases is given to the Board Treasurer within 7 days of the purchase being made. A reimbursement form, found on ssprpa website, is required to be given to the Treasurer for any reimbursements.

- Reimbursement Form
- Invoices
- Receipts

Best practice encourages the use of agency monies when purchasing for SSRPA in lieu of personal monies.

Purchase Limits

Any purchase of up to \$500.00 may be carried out by Committee Chairs. In this case, the signature of the Board President is not required. However, all documentation relating to the purchase must be filed accordingly.

The Board President must approve each purchase over \$500.00.

To make a Purchase greater than \$500.00 that cannot be classified as a line item in the approved SSRPA budget, the Board President must obtain the pre-approval of the rest of the officers of the SSRPA (by at least a simple majority by the officers).

A minimum of three quotes must be obtained for any Purchase over \$1,000.00 and less than \$10,000.00, unless the purchase can be identified as a single-source contractual item (Senior Games, Socials, etc.), a professional service (accounting, website, etc.), or is Board authorized (State Conference, Community Leader Banquet, etc.)

Any line item in the approved SSRPA yearly budget may be purchased without approval from the Board President. Any item(s) not included in the approved fiscal year budget of SSRPA, approval of the purchase(s) must be received from the Executive Board. As with all purchases, all guidelines set forth by the purchasing policy must be adhered to in these instances.

Competitive Bidding

- For any purchase of \$10,000 or higher, the competitive bidding process must be initiated.

- The competitive bidding process may be instituted for any Purchase between \$4,000.00 and \$10,000.00 at the Board President’s discretion.

Cash Handling Procedures

Knowing that the greater majority of SSPRPA sponsored events are paid by agency credit cards or checks, there are a few events that cash is the primary form of payment. It should be agreeable that the IAPD/IPRA Conference social is the main event where cash is the primary source of revenue.

The following cash handling procedure will be followed:

- Always be sure cash/checks are counted in a secure area, where there are no distractions, interruptions or strangers present.
- Two or more individuals will be present whenever cash is the main payment for the event.
- If the two individuals will be the only ones receiving the payments for the event they will separately and independently count the cash/checks received for the event. When the cash/checks are counted, everyone will document the total amount received on a batch log, initial the log, date the log and insert the cash and their “documented” batch log into a lockable bank bag and then give the bank bag to the Treasurer or the person designated by the Treasurer. Please note – two things. 1) Do not tell each other your total amount. 2) Each individual should retain their batch total amount for their own record, confirmation of the amount, and in case there is a discrepancy with the pending deposit by the Treasurer.
- For larger events (i.e. the conference social) where there will be more than one batch of cash/checks, the procedure outlined above will be followed for each time there is a change in individuals receiving cash/checks for an event. In this case, each new batch of cash/checks will be given a new batch number and will go into a different bank bag.
- For the large event(s) the Treasurer will make all necessary arrangements to secure the use of the hotel safe (or the event’s host safe) to receive and hold the bank bags until he/she departs the venue. If the host has a security force, arrangements should be made to have security personnel accompany the Treasurer to the venue’s safe.
- The next business day after the event the Treasurer will reconcile the bank bag(s) from the event. They will count the money in the bank bags and compare the total cash/checks counted with the batch logs that were inserted in the bag(s) by the individuals who originally counted the funds. If the Treasurer’s amount agrees with the individual batch logs, the deposit will be made. Example: Event is Friday, deposit must be made Saturday morning.
- Should the Treasurer find a discrepancy in any bank bag, they will contact the President immediately to explain the matter and the procedure they will be taking to determine the error. The matter and eventually the outcome (if known) will be reported to the Executive Board at the regular scheduled meeting.