

*South  Suburban*

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**Park & Recreation**

**PROFESSIONAL ASSOCIATION**

**OPERATIONS MANUAL**

(Revised July 2021)

## Table of Contents

Purpose of Operations Manual .....	3
History of the Association .....	4
Organizational Chart .....	5
Strategic Plan .....	6-8
Executive Board Job Tasks .....	9
President .....	10
President Elect .....	11
Secretary .....	12-13
Treasurer .....	14
Past President .....	15
General Executive Board Tasks.....	16
Committee Job Tasks .....	17
Athletic .....	18
Awards .....	19-23
Day Camp/Teen.....	24-25
Diversity.....	26
Early Childhood .....	27
Facility .....	28-29
Legislative.....	30
Membership/Publicity.....	31-32
Nominating .....	33
Professional Development .....	34
School Age.....	35
Social .....	36-37
Special Events.....	38
Sponsorship.....	39
Student.....	40-44
General Committee Tasks .....	45
Purchasing & Cash Handling Procedure.....	46-49

## **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 in particular, 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 has 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.

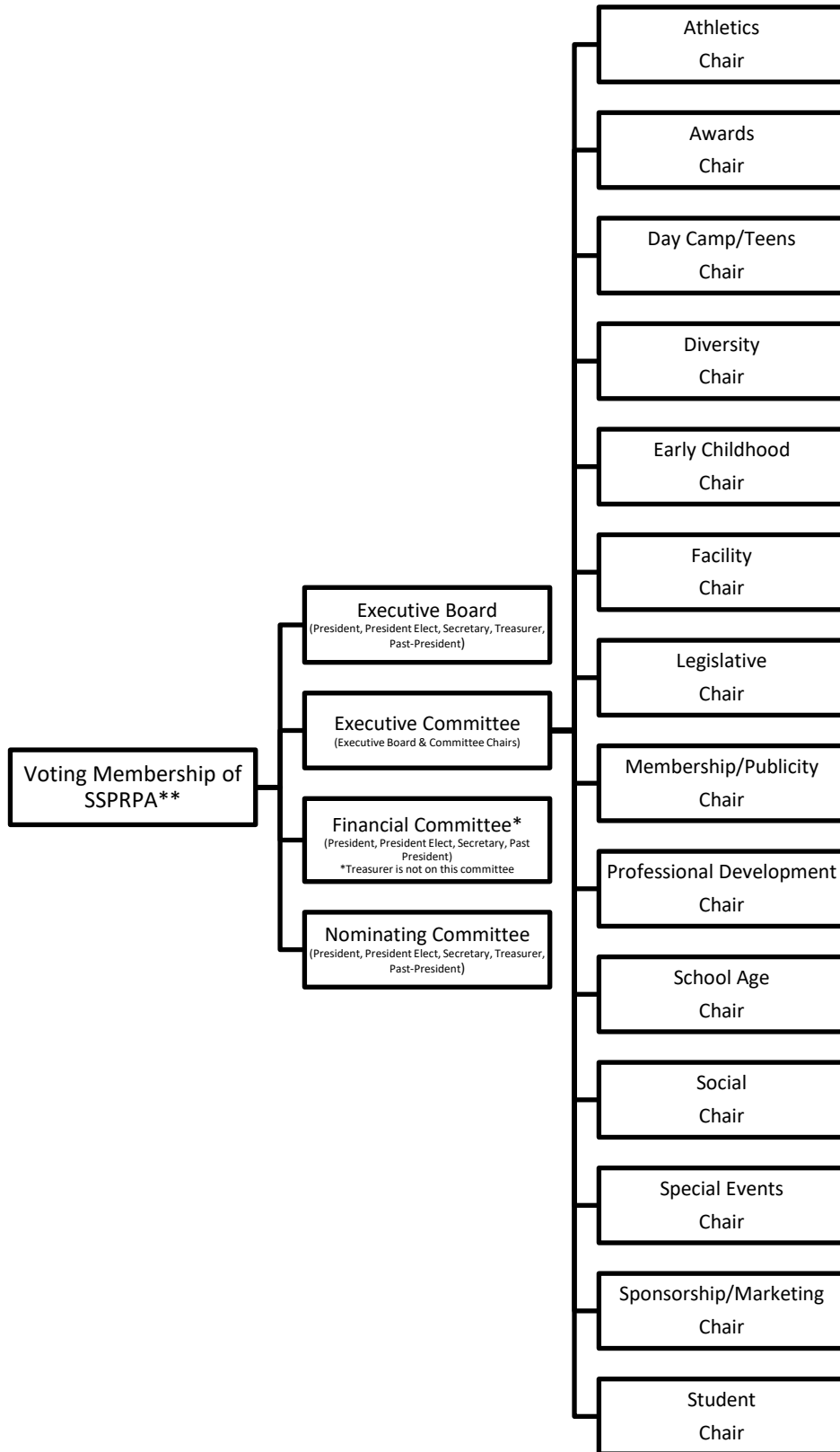
Today, the main goal of the SSPRPA is to serve all communities in this region through better parks and recreation. It is believed through professional ties and exchange of ideas established by the membership in the SSPRPA that individual park and recreation agencies will benefit by improved recreational 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



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**Park & Recreation**

PROFESSIONAL ASSOCIATION

**Strategic Plan  
2018-2021**

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**Park & Recreation**  
PROFESSIONAL ASSOCIATION  
**Strategic Initiatives Draft**  
**2018 – 2021**

### Strategy 1

Evaluate and update the use of digital media to enhance member service.

- Create a newsletter to be sent out to the memberships on at least a quarterly basis. (2018)
- Include links to Facebook, website, and other pertinent information in correspondence. (2018)
- Create an online payment option for meetings, membership, events, and sponsorships. (2019)
- Optimize the website for mobile use. (2018)
- Survey member needs and opinions of website and digital use (annually)

### Strategy 2

Provide orientation and training for committee chairs to help provide structure to committee operations.

- Create and schedule Board and Committee chair retreat
  - Review and update operations manual
  - Introduce and train chairs and new board members on the budget process
  - Review and train proper financial procedures
  - Schedule committee meetings for the year to combine and or prevent duplication of meetings and content
  - Review with chairs the importance of reports at meetings
- Create committee intent categories on memberships registration forms so that information can be sent to members based on their interest
  - **Start strategy 2 summer of 2018, making improvements each year.**

### Strategy 3

Offer efficient and effective meetings that provide useful learning opportunities and networking for members.

- Continue to provide professional speakers and programs that provide relevant topics
- Require all board, chairs, and speakers to stand so that all members can hear them during the meeting
- Inform members in advance when CEU programs will extend the overall length of a meeting
- Start all meetings on time
- Provide nametags at meetings so that members can learn each other's names easier
- Assign members to tables periodically to encourage members to network with others that are not from their agency
- Continue to offer general meetings at different locations and search for new facilities to host
- Continue to offer lunch at meetings

- Educate members on the availability of using the announcement portion of general meetings for the benefit of the membership or their agency.
  - **Strategy 3 will be ongoing, this information can effectively be shared with members via communication goals. (2018-2021)**

#### **Strategy 4**

Create an organizational annual benchmarking report in order to show the current trends, strengths, and challenges of South Suburban Parks and Recreation Professional Association. (2018-2021)

- Track total annual membership
- Track meeting attendance
- Track active members
- Track special event attendance
- Track Sponsorships
- Track committee involvement

Each year this report should be made public to the membership during the summer months, and should be continually reviewed and expanded upon.



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**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, and prepare Certificates of Appreciation for Committee Chairs and Co-Chairs where they will be presented at the monthly general meeting in April of each year. In addition, select and purchase, as approved in the budget, Committee awards and gifts for Committee Chairs, Co-Chairs and sponsors.
- Follow the accepted procedure for cash handling
- 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.
- Will maintain the backup of all official communications, documents and any other form of communication for record of keeping. Copies will these documents will be supplied by the Secretary.
- Keep an organized file to be given to the incoming President

## **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 Executive Board and Executive Committee meetings
- Assume duties of the President during his/her absence
- 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
- 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
- Secure committee chairs for the upcoming year
- Perform any special duties or assignments as directed by the President, Executive Board and/or Executive Committee
- 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
- Keep an organized file to be given to the incoming President Elect

## 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
- 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.
- 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.3
- 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)
- 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. Secretary will retain all original copies in a safe location.
- 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 membership/publicity to develop a monthly newsletter to be emailed to the membership as needed
- Will be the official record keeper of SSPRPA. All official 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.
- Supply a copy of all original official communications, documents and any other form of communications for record of keeping to the President. These copies will serve as a backup for the association
- 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:**

- Prior to the general monthly membership meeting, prepare and present to the Past President a financial report of the association's financial transaction for review
- 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
- With the general monthly meeting confirmation list of attendees, check-in members, collect meeting luncheon fee, and prepare the invoices for those who RSVP but did not attend the 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 May 1 of each year. Committee Chairs/Co-Chairs will return budget sheets to the Treasurer and President no later than June 1 of each year
- Prepare the operating budget to present to the Executive Board and Executive Committee for discussion no later than July 1 of each year.
- Present the proposed operating budget to the general membership at the September meeting of each year
- No later than November 1 of each year, submit financial records to the President from the prior end fiscal year-end. (Monthly reconciled bank statements, accounts payable records, revenue receipts and any other financial document)
- 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
- 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
- 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. (Information on the 1099 form can be found in the Appendix of this Operation Manual)

## **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 all the Executive Board & Executive Committee meetings
- In the event that the President cannot perform his/her 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

**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 Membership/Publicity for posting no later than one week after the meeting is held.
- A group email account ([ssprpa@gmail.com](mailto:ssprpa@gmail.com)) for the association will be updated no later than June 1 of each year, or as needed, with new members of the Executive Board and Committee members. The Executive Board and Executive Committee will have access to this group email account for the purpose of communicating to the membership, as needed.
- Reviews proposed operating budget that is due from Treasurer on July 1 of each year
- No later than August 1, or in July (if needed) 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 meeting of each year, the proposed operating budget that will be presented to the membership at the September general monthly meeting.
- Executive Board must present and discuss the final draft of the proposed operating budget to the membership at the September monthly meeting of each year for approval.
- Individual officer holders, Executive Board and Executive Committee shall maintain and keep an organized file to be given to the incoming office holder, 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 SSPPA Operation Manual
- If desired on a monthly basis reviews 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.



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**Park & Recreation**

**PROFESSIONAL ASSOCIATION**

**SSPRPA COMMITTEE**

**JOB TASKS**

## **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.

### **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. Nominations accepted for the following SSPRPA awards:

Professional of the Year  
Young Professional  
Member of the Year Award

- Gather and verify the names of individuals who served on the various SSPRPA committees, along with the Chair and Co-Chair of these committees and submit these names to the President so he/she can make appreciation certificates for recognition at the April meeting.
- Gather and confirm members for Member Milestone of 5, 10, 15, 20 and 25 years or more and retirement recognition and make certificates. The-awards committee prepares these certificates to present at the April meeting. It is recommended that the retiree certificates are framed.

- Gather elected and appointed Board Members who have served their agency for consecutively 5, 10, 15, 20 and 25 years or more.
- 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, certificates and certificate holders, frames 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  
Professional of the Year  
Judges Form**

Nominee: \_\_\_\_\_

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

- |   |   |   |
|---|---|---|
| Y | N | Must be a current SSPRPA member.  |
| Y | N | Must be an active participant on an SSPRPA Committee.                               |
| Y | N | Served for five (5) or more years as a full-time parks and recreation professional. |

Candidates for Professional of the Year must meet a minimum of five of the following criteria: (please indicate for scoring purposes all that apply)

- |         |       |   |
|---------|-------|---|
| 1 point | _____ | Hold a certification that maintains continuing education credits or units.  |
| 1 point | _____ | Made a notable contribution to SSPRPA by serving as current or former committee chair or serving on the Executive Board.                              |
| 1 point | _____ | Dedication & experience in developing quality parks, facilities, and recreation services for the agency they serve.                                   |
| 1 point | _____ | Accomplishments achieved as a professional benefit the agency they serve.   |
| 1 point | _____ | Professional involvement in Illinois Park and Recreation Association (IPRA) and/or National Recreation & Park Association (NRPA) committees/sections. |
| 1 point | _____ | Demonstrate leadership qualities.   |
| 1 point | _____ | Recognizable achievements and service to the park and recreation field within the candidates' local community.  |
| 1point  | _____ | Additional professional certifications that enhance and/or benefit the local agency.  |

Total criteria met: \_\_\_\_\_

Total points: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Judged by: \_\_\_\_\_

Agency: \_\_\_\_\_

**SSPRPA  
Young Professional of the Year  
Judges Form**

Nominee: \_\_\_\_\_

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

- |   |   |   |
|---|---|---|
| Y | N | Must be a current SSPRPA member.  |
| Y | N | Must be an active participant on an SSPRPA Committee.   |
| Y | N | Served for minimum of one (1) year but less than five (5) years as a full-time parks and recreation professional. |

Candidates for Young Professional of the Year must meet a minimum of five of the following criteria: (please indicate for scoring purposes all that apply)

- |         |       |   |
|---------|-------|---|
| 1 point | _____ | Hold a certification that maintains continuing education credits or units.  |
| 1 point | _____ | Volunteered for SSPRPA event(s).  |
| 1 point | _____ | Achieved notable success within candidate's agency.   |
| 1 point | _____ | Demonstrate a commitment and promotion of the park and recreation field within the candidates' local community.                                       |
| 1 point | _____ | Demonstrate leadership qualities.   |
| 1point  | _____ | Additional professional certifications that enhance and/or benefit the local agency.  |
| 1 point | _____ | Professional involvement in Illinois Park and Recreation Association (IPRA) and/or National Recreation & Park Association (NRPA) committees/sections. |
| 1 point | _____ | Attended 4 or more SSPRPA monthly meetings in one year.   |

Total criteria met: \_\_\_\_\_

Total points: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Judged by: \_\_\_\_\_

Agency: \_\_\_\_\_

**SSPRPA  
Member of the Year  
Judges Form**

Nominee: \_\_\_\_\_

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

- |   |   |   |
|---|---|---|
| Y | N | Must be a current SSPRPA member.  |
| Y | N | Minimum of one (1) year of employment in a park and recreation agency or related field. |
| Y | N | Minimum of one (1) year as a member of SSPRPA   |
| Y | N | Major contribution during the previous year to SSPRPA                                   |
| Y | N | Contributed to the overall success of SSPRPA  |

Candidates for Member of the Year must meet a minimum of three of the following criteria: (please indicate for scoring purposes all that apply)

- |         |       |   |
|---------|-------|---|
| 1 point | _____ | Attended 4 or more SSPRPA monthly meetings in one year.                   |
| 1 point | _____ | Demonstrate leadership qualities.   |
| 1 point | _____ | Dedicated to the field of parks and recreation as a role model to others. |
| 1 point | _____ | Positive attitude.  |
| 1 point | _____ | Team player   |
| 1point  | _____ | Motivated to achieve goals  |

Total criteria met: \_\_\_\_\_

Total points: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Judged by: \_\_\_\_\_

Agency: \_\_\_\_\_

## Day Camp/Teen Committee

**Mission:** To provide SSPRPA Members and other agencies providing summer camps, an amazing day-long training for their staff. In addition, we provide 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 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 Program occur September-May and may meet during the summer based on committee needs.

### 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 receipts with all accompanying receipts are submitted to the Treasurer
- Outstanding registration fees still owing are submitted to the Treasurer for further processing
- Follow the accepted cash handling procedures for all cash transactions and reporting

## Diversity Committee

**Mission:** To start conversations with Park and Recreation professionals in order 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 insure that each child's experience is positive.

The Early Childhood Committee was formed based on the fact that most park and recreation agencies have a Preschool Program and or Early Childhood classes. So to insure that children are receiving only quality, developmentally appropriate instruction and are being taught in a warm, caring environment, this committee was formed.

### Timeline for Committee Duties:

- **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 SSSRPA 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.
  - This new committee will bring in members that do not attend regular monthly meetings, and will allow them to network with other professionals in the field.
- 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 held at Alexander Steakhouse 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

- Be responsible to develop the theme, secure the booth space, secure volunteers, and any other duties to have a SSPRPA booth at Parks Day in Springfield each year during the Legislative Conference.
- Annually participate in the Legislative Conference and Legislative Networking Social in Springfield.
- Serve on a workshop panel focusing on legislative mentoring

## **Membership/Publicity Committee**

**Mission:** Strives to provide people with information about the South Suburban Park & Recreation Professional Association and encourage them to come and be a part of our organization. To assist in keeping the membership informed of association news through accurate, up-to-date website information, promoting association events with affiliates and keeping the membership informed of park related news and events.

### **Timeline for Committee Duties:**

#### **June**

- Will update the email account (ssprpa@gmail.com) with new members of the Executive Board and Executive Committee. Will also be responsible to change the password on an annual basis and be the keeper of that password.

#### **July**

- Send out renewal applications through email to all SSPRPA members
- Post meeting locations for upcoming year on website
- Accept and process membership applications
- Promote membership to SSPRPA whenever possible

#### **August**

- Accept and process membership applications
- Format membership information for posting on website
- Update promotional materials for the year
- Assist in the creation and production of an Annual Report to the membership to be distributed at the September general meeting

#### **September**

- Promote membership drive at the first general monthly meeting of the membership
- Announce any new member at the first monthly general meeting of the membership

#### **Monthly**

- Send out evites to the membership for each general monthly meeting no less than 10 days prior to meeting date.
- Report RSVP numbers to the host site so proper accommodations can be arranged no later than the Tuesday before the meeting date.
- Prepare an RSVP list and submit to the Treasurer 48 hours prior to the general monthly meeting for proper recordkeeping – i.e., confirmation of attendance and backup for invoices for no shows.
- Work with Treasurer to assure RSVP agencies/individuals are current on their meeting fees and speak with delinquent members if needed.

- Update website as needed with association and committee minutes and announcements.
- Take photos of events and post on website. Maintain a file of all photos taken by various individuals of SSPRPA relating to programs offered by the association. File should be passed on to new committee chairs.
- Announce any new member at the first monthly general meeting of the membership
- Promote SSPRPA and its committees through community contacts and bring association highlights to IPRA and affiliates.
- Keep membership aware of news articles and stories pertaining to the recreation field.
- Continually update the SSPRPA Facebook page for the membership
- Follow the accepted procedure for cash handling
- Work with Secretary to assemble and distribute monthly newsletters to the membership

### **Other**

- Receive and process membership applications that are received throughout the year. All new membership is added to the membership database
- Report the membership numbers and renewals throughout the year
- Promote membership opportunities to any individual working in the field of parks and recreation and any business that would have an interest in parks and recreation
- Prepare, and submit the same to the Secretary, a yearly membership comparison for historical records.
- The Membership/Publicity and Program Committees will need to work together with the exchange of information from the program committee to be posted on the webpage.
- Periodically review SSPRPA official logo to determine need for update



## 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

## Professional Development

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

### Timeline for Committee Duties:

#### 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 Publicity Committee 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 zoom currently and switch to in-person when possible 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 Golf outing Social and negotiate pricing for golf

#### **June-July**

- Solicit sponsorship for the food at the Golf outing Social

#### **September**

- 1<sup>st</sup> week of month provide all information for the opening Social to the Publicity Chair to send out invitation.
- Work with IPRA/IAPD conference managers to make arrangements for the State Conference Hospitality room, including but not limited to, securing the room, purchasing beverages and giveaways, arranging the entertainment, securing liquor pass, proper insurance and notifying the SSPRPA membership

#### **September-October**

- Identify the location and activity for the December Social

#### **September – December**

- Secure sponsor for the IAPD/IPRA Conference Social and identify the theme.
- Arrange for the entertainment at the IAPD/IPRA Conference Social.

#### **October**

- Solicit sponsorship 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**

- Request \$300 for the bank at the door and tips for the staff at the hotel for the IAPD/IPRA Conference Social, as per the association'

## **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
- Determine whether the hotel will allow chairperson to bring in the boxes of giveaways or if they need to be brought in through loading dock
- Secure the proper insurance, if it is required, for the conference social
- Order giveaways if they are not provided by the sponsor for the conference social.
- Week before conference confirm Liquor order and method for delivery
- Upon arriving at the hotel set up safety deposit box to deposit monies collected at the social event throughout the night.
- Accept delivery of liquor and secure the storage at the hotel
- Arrive at the designated room on the night of the social at least one half hour before the event to ensure everything is in place.
- Ensure that monies collected at the State Conference are secured and the SSPRPA cash handling procedures are followed.
- Monday after IAPD/IPRA conference get a money order with the proceeds from the door and deliver to the treasurer

## **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 in an effort 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.

## Sponsorship Committee

**Mission:** To supplement SSPPA revenue, while giving associate members the opportunity to showcase their offerings and enhancing relationships between associates and professionals.

### Timeline for Committee Duties:

#### June

- Develop guidelines and benefits for all levels of sponsorship support. Get approval from Executive Board before sending out this sponsorship information out
- Solicit and secure general monthly meeting sponsors. Work closely with Social Committee on social sponsorships and Program/Workshop Committee on possible sponsorship ties with the planned general monthly meeting programs/workshops

#### July

- Finalize sponsors for general monthly meetings and submit information to the Publicity Committee for inclusion on the website

#### Monthly (September through May)

- Verbally recognize and thank sponsors at monthly meetings
- Communicate meeting sponsors to Publicity and Program Committees
- Communicate with Treasurer on sponsor payment information
- Follow the accepted procedure for cash handling
- Confirm sponsors and any needs at least five business days prior to meeting
- Communicate any sponsor needs to meeting host

#### April

- Recognize and thank sponsors with a certificate of appreciation and possibly a small gift (if budgeted) at the awards ceremony at the end of the year

#### Year Round

- Maintain a good rapport with associate members
- Assist Membership Chair in recruitment of Associate Members

## 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 submit to SSPRPA Executive Board for review of the content of the scholarship applications. 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 Relations 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) decide the recipient in both categories
- Submit a check request with winners names to Treasurer
- Invited scholarship recipients to the April general monthly meeting

#### April

- Announced the recipients of the scholarships at the April monthly general meeting
- Create certificates to be presented or sent to the recipients of the scholarships.
- 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. Work with Membership Chairperson to promote student involvement in SSPRPA and membership listing



4. 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)
5. 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.
6. Facilitate and set up mentorship program opportunities for fall and/or spring semesters for student members to network with professionals.



## **Under Graduate 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](http://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 Masters 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 Masters 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.	
<b>Total Points:</b>	

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.	
<b>Total Points:</b>	

Subjective	Points Available 1 – 5
1. Personal Statement	
<b>Total Points :</b>	

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

## **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 Membership/Publicity Chair 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.
- Budgets worksheets (Example is included in the Appendix of this Operation Manual) will be distributed to all committee chairs by July 1 of each year by the Treasurer. Committee Chairs will return budget sheets to the Treasurer and President no later than July 31 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 by the end of the month and will be a part of the financial comparison conducted by the Executive Board. An example of the accounting log that should be maintained with the appropriate financial backup is included in the Appendix of this Operation Manual.
- Perform any special duties and/or assignments as directed by the President and/or Executive Committee

*South  Suburban*

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**Park & Recreation**

**PROFESSIONAL ASSOCIATION**

**PURCHASING POLICY  
& CASH HANDLING  
PROCEDURE**

## **Purchasing Policy & Cash Handling Procedure**

The SSPRPA 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 SSPRPA who are actively involved in the purchasing process.

### **Documentation**

All documentation relating to purchases is given to the Board Treasurer within thirty (30) days of the purchase being made. A purchase order/check request is required to be given to the Board Treasurer for all purchases.

- Purchase orders
- Check requests
- Account number/s
- Invoices
- Receipts

Best practice encourages the use of agency monies when purchasing for SSPRPA 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 (see "Documentation").

The Board President must sign, and thereby approve, each purchase order that indicates a Purchase over \$500.00.

To make a Purchase greater than \$500.00 that cannot be classified as a line item in the approved SSPRPA budget, the Board President must obtain the pre-approval of the rest of the officers of the SSPRPA (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 SSPRPA yearly budget may be purchased without approval from the Board President. Any item(s) not included in the approved fiscal year budget of SSPRPA, 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**

### **(Events where the majority of revenue is cash)**

Knowing that the greater majority of SSSRPA sponsored events are paid by agency and /or personal checks, there are a few events that cash is the primary form of payment. It should be agreeable that the monthly lunches and the IAPD/IPRA Conference social are the two main events where cash is the primary source of revenue.

For at least these two events (and any other event where cash is the primary revenue source) 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. The Treasurer will never be one of these individuals.
- If the two individuals will be the only ones receiving the payments for the particular event (i.e. monthly lunches)... they will separately and independently count the cash/checks received for the event. When the cash/checks are counted, each individual 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.
- After the event and within a reasonable time, the Treasurer will reconcile the bank bag(s) from the event. He/she 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.



- Should the Treasurer find a discrepancy in any bank bag, he/she will contact the President immediately to explain the matter and the procedure he/she 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.