

## **CPRS DISTRICT 7 BOARD MEETING**

AGENDA: Thursday, May 11, 2023 at 10:00AM

LOCATION: Zoom

Join Zoom Meeting

<https://fresnostate.zoom.us/j/81001624603?pwd=TXVsa0lEcURmZ1ZKSfJsTFJieVVhZz09>

Meeting ID: 810 0162 4603

Passcode: 511923

### **I. CALL TO ORDER -**

### **II. ROLL CALL – All Members & Guests Present**

### **III. ROUTINE MATTERS –**

- a. Approval of the Agenda – May 11<sup>th</sup> Meeting
- b. Approval of the Minutes – April 13<sup>th</sup> Meeting
- c. Approval of Financial Report

#### **i. April Report**

#### **ii. Bank Statement**

#### **iii. 2023 – 2024 – Budget Review and Approval**

### **IV. OLD BUSINESS –**

- a. **Updates** – These updates are routine and provide the board with information on any housekeeping items that may need to be addressed.
  - i. Committee Reports
    - 1. **Membership Engagement**– CPRS engagement with members of the D7 community.
      - a. [Membership Report](#)
      - b. [New Members](#)
      - c. [Delinquent Memberships](#)
    - 2. **Summer Leaders Workshop** – 6/3/2023 at the Sanger Community Center.
      - a. SLW Committee report
      - b. Budget presentation
    - 3. **Central Valley Professional Development Workshop** – Mini-conference
      - a. Potential Topics: Interprofessional Collaboration, Community Wellness Center, Addressing Homelessness in our Communities.

### **V. NEW BUSINESS –**

- i. [Review Meeting Calendar](#)
  - 1. Quarterly In-Person Mtgs.
- ii. [D7 Sponsorship Packet](#) – discuss sponsorship packet ideas and how they can be incorporated into D7.
- iii. [2023/2024 D7 Student Scholarship Application](#) – Have approved and ready for the upcoming school year, giving students a better chance to participate in the scholarship program.
- iv. **Board of Directors Roles and Responsibilities**

1. [Resource Manual](#) - Please review the responsibilities of your board position. We'll begin adding agenda items for positions as needed.
2. Committees Assignments
  - a. Scholarship (Student & Professional)
  - b. Vendor's Fair and Parks Rodeo
  - c. Holiday Social
  - d. Conference Social (District 7/ Region 3)

**VI. REGION 3 UPDATES –**

**VII. CORRESPONDENCE** – Any correspondence that any of the members would like to address before the Board. The Board may decide to bring this item to the next meeting for further discussion.

**VIII. OFFICE/SECTION/AGENCY REPORT** – This is the time for all members to provide the Board with updates on their Board position, section membership and/or agency.

**IX. ADJOURNMENT -**



## California Park and Recreation Society District 7

Thursday April 13, 2023  
Meeting Minutes



Meeting Location: Zoom

- I. **Meeting called to order by President Brandon Taylor at 10:04AM.**
- II. **Roll call of members present:** President Brandon Taylor; President Elect Madison Mitchell; Vice President Liz Martinez; Secretary/Treasurer Ashlee Winslow; PR Armando da Silva; Member at Large: Ruben Castaneda, Christopher Bernal, Karen Clark, Holly Ellis; Section Rep: Michele Tapia, Mark Salvador, Melanie Gage; Region 3 Rep: Lauren Cronk; Guests: Jennifer Peterson – GameTime/MRC
- III. **Routine Matters:**
  - a. Approval of Agenda 4/13/2023: Agenda was not approved.
  - b. Approval of Minutes 10/13/2022 Meeting – Motion made by Liz Martinez, second by Chris Bernal. Motion passed with a unanimous vote.
  - c. Approval of the Treasures Report – discussion over making changes to Awards and Installation line in the budget, increasing it to \$5,000 each line. Will bring back to the next meeting for approval.
- IV. **Old Business:**
  - a. Summer Leaders Workshop – Discussion over budget and classes planned for the event. Save the date will go out, as well as, the event flyer. Brandon will post info about this event on the CPRS website.
  - b. Central Valley Workshop - Brandon wants to start the conversation to bring it back. It's typically in the Fall and more geared for Full-time staff. Brandon is open to new topics. Typically, there was a \$40 fee (approximate) used to be held at Wonder Valley Ranch. Typically had a keynote speaker and 2 breakout sessions. Joaquin likes the topic of Homelessness, Sanger PD is wanting his recreation department to be on the forefront of the conversation. Karen wants to touch on topics regarding DEI and JEDI. Chris is dealing with disaster relief information and thinks this is a great topic of conversation. Brandon will chair the committee, and is seeking a few more members. Karen Clark would like to be part of the committee.
- V. **New Business:**
  - a. Conference Update:
    - Hollie enjoyed the Collaborate to Create and Engaging Senior Center and Aging is so Cool Everyone is Doing it! Brandon wants to bring those type of sessions for CVW. Fresno State is working on having students take more gerontology classes to earn a certificate. Ruben volunteered a lot throughout the conference but was sworn in as the Region 3 rep for Recreation. Michele took the LGBTQ class at the conference and it provided a lot of insight. Brandon had 3 students attend the conference - you can check out Fresno State's Recreation Administration LinkedIn. Brandon, lead a few sessions - Go Brandon! There will be a Leadership Retreat in September, more information to follow.
  - b. D7 Membership Engagement:
    - We have about 108 members in D7 at this time. We need more involvement in the district. How can we reach out to general members and invite them to upcoming meetings? Brandon wants to potentially create a committee to reach out to district members. Lauren suggested that we should have more 1 on 1 contact with district members when we have upcoming events. Holly is willing to be part of a social media team for more community engagement. Karen and Ruben are both willing to help with social media pages. Brandon mentioned that we could possibly use the Marketing course to help D7 with social media pages.

- c. D7 Sponsorship Packet –
    - Will be added to the next agenda as new business.
  - d. Director's Call –
    - Brandon & Sarah Reid will be coordinating a meeting to gather all Directors. An email will probably go out within the next week or so.
  - e. Bylaws, Answer Book, and Resource Manual –
    - Brandon mentioned that we should use this as our first resource and then reach out to HQ for additional information if needed. Brandon mentioned that a board cannot purchase alcohol with their monies but if an outside agency sponsors the district that money can be allocated for the purchasing of alcohol. Lauren mentioned that they're working on the 2023 version, it's not out yet.
- VI. Region 3 Report – CPRS President Doug wants to do the 100k to Palm Springs; called Park Rec & Roll. Financial Reports Due May 31 to Tammy. Lauren wants us to post our meetings/events on the CPRS website/calendar. CPRS website is being updated, it'll take about 6-12 months. Next month we'll be going over D7 goals for the upcoming year. Lauren, will send Brandon a list of emails for agencies in our district. Lauren will email out the conference date/locations for the next few conferences up until 2026. Lauren asked if D7 is willing to help co-sponsor a Region 3 social for the upcoming conference in 2024.
- VII. Correspondence – no correspondence to report.
- VIII. Officer/Section/Agency Update:
- Chris: Has groundskeeper vacancies at the county. Also, has a Parks Services Supervisor. Both positions could possibly reopen soon. Chris has a lot of parks closed due to flooding. They could remain closed until July potentially.
- Michele: Just wrapped up Spring Fling event. Michele is gearing up for the summer season. Michele is will be starting a BBQ & Brew event - she'd be happy to send over information regarding the event if anyone wants it.
- Liz: Working on budgets right now & super excited for the learning opportunity. The senior center is still shut down and pending insurance approval in order to move onto repairs.
- Joaquin: Opened up his community center as a disaster relief center during the big storms we had last month. Held a Blossom Trail Run with over 1,000 runners. They will be reopening their senior center by next month.
- Mark: Kerman was bombarded on Easter Sunday since most Fresno County Parks are closed. Kerman did a show called Beauty and Her Beast a different iteration of Beauty and the Beast. Kerman will be hosting an Almond Festival the first weekend in May.
- Hollie: Has a Party for the Planet, a month-long event for Earth Day. Hollie is working on integrating adaptive recreation in their regular programming. They have a summer guide coming out in the next coming weeks. Visalia is looking for grants!
- Ruben: Ruben is also looking for grants to get adequate A/C units for the Dinuba Sportsplex. He's noticed that reservations drop due to the lack of cooling in their facility. It's a top priority at this time.
- Karen: Belmont had an Egg Adventure Hunt; their summer guide just came out. They are utilizing a QR code that is linked to their programming.
- Lauren: Works for a school district now, and oversees all the athletics, after-school programs, and summer programs.
- Jennifer: no updates.

Brandon: There's about 5 weeks left in the semester. They're always looking for placements for students to do internships.

IX. Next Meeting – May 11<sup>th</sup> via zoom, time TBA.

X. Meeting Adjourned at 11:36AM.

Minutes reported and respectfully submitted by:

Ashlee Winslow  
Secretary/Treasurer  
California Parks and Recreation Society – District 7



**CPRS - District 7**  
2023 - Financial Report  
4/1/2023



**Account Summary: \$10,265.80** (balance as of 3/29/2023)

**DEPOSITS**

Date:	Detail:	Amount:
October 12, 2022	PayPal - Balance remaining from Pre-Rodeo	\$ 722.84
November 8, 2022	PayPal	\$ 3,425.53
November 9, 2022	Deposit	\$ 538.00
November 9, 2022	PayPal	\$ 231.13
November 25, 2023	PayPal	\$ 260.69
November 28, 2022	Deposit	\$ 600.00
January 4, 2023	Deposit	\$ 960.00
January 20, 2023	Deposit	\$ 1,500.00
February 6, 2023	Deposit - City of Visalia	\$ 330.00
	<b>TOTAL DEPOSITS</b>	<b>\$ 8,568.19</b>

**EXPENSES**

Date:	Detail:	Amount:
October 13, 2022	Check Order	\$ 469.96
November 4, 2022	Check #1164 - Rodeo - Breakfast	\$ 249.39
November 7, 2022	Check #1165 - Rodeo - Lunch	\$ 1,440.00
November 7, 2022	Check #1163 - Rodeo - Raffle Tickets	\$ 21.63
November 8, 2022	Check #1161 - Rodeo - Shirts	\$ 2,213.45
November 10, 2022	Check #1211 - Rodeo - Raffle Prizes	\$ 673.83
December 22, 2022	Check #1186 - Rodeo - Plaques	\$ 66.94
March 22, 2023	Check #1187 - Voting	\$ 134.00
	<b>TOTAL EXPENSES</b>	<b>\$ 5,269.20</b>

**PENDING**

Date:	Detail:	Amount:
	<b>TOTAL PENDING</b>	<b>\$ -</b>

<b>Previous Balance (July 1, 2022)</b>	<b>\$ 6,544.41</b>
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**CPRS - District 7**  
2023 - Financial Report  
5/1/2023



**Account Summary: \$10,265.80** (balance as of 4/26/2023)

**DEPOSITS**

Date:	Detail:	Amount:
October 12, 2022	PayPal - Balance remaining from Pre-Rodeo	\$ 722.84
November 8, 2022	PayPal	\$ 3,425.53
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**Business Adv Fundamentals - 6870: Account Activity**

Balance Summary:\$10,265.80 (available as of today 04/11/2023)

View:today 04/11/2023

**All Transactions**

Date	Description	Status	Amount	Available Balance
03/22/2023	Check 1187	C	-134.00	10,265.80
<b>Statement as of 03/01/2023</b>				
02/06/2023	Counter Credit	C	330.00	10,399.80
<b>Statement as of 02/01/2023</b>				
01/20/2023	Counter Credit	C	1,500.00	10,069.80
01/04/2023	Counter Credit	C	960.00	8,569.80
<b>Statement as of 12/31/2022</b>				
12/22/2022	Check 1186	C	-66.94	7,609.80
<b>Statement as of 12/01/2022</b>				
11/28/2022	Counter Credit	C	600.00	7,676.74
11/25/2022	PAYPAL DES:TRANSFER ID:1023664576871 INDN:CALIFORNIA PARKS RECRE CO...	C	260.09	7,076.74
11/10/2022	Check 1211	C	-673.83	6,816.65
11/09/2022	PAYPAL DES:TRANSFER ID:1023379505838 INDN:CALIFORNIA PARKS RECRE CO...	C	231.13	7,490.48
11/09/2022	Deposit	C	538.00	7,259.35
11/08/2022	Check 1161	C	-2,213.45	6,721.35
11/08/2022	PAYPAL DES:TRANSFER ID:1023365782384 INDN:CALIFORNIA PARKS RECRE CO...	C	3,425.53	8,934.80
11/07/2022	Check 1163	C	-21.63	5,509.27
11/07/2022	Check 1162	C	-1,440.00	5,530.90
11/04/2022	Check 1164	C	-249.39	6,970.90
<b>Statement as of 11/01/2022</b>				
10/13/2022	CHECK ORDER00318 DES:FEE ID:10H38379 INDN:CALIFORNIA PARKS RECRE CO...	C	-46.96	7,220.29
10/12/2022	PAYPAL DES:TRANSFER ID:1022852342582 INDN:CALIFORNIA PARKS RECRE CO...	C	722.84	7,267.25



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Balance Summary:\$10,265.80 (available as of today 04/26/2023)

View:today 04/26/2023

**All Transactions**

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## CPRS - District 7

2023/2024 Budget

Projected Budget Summary



**2023 Beginning Balance (6/1/2023)**

**\$10,265.80**

### 2023/2024 - Projected Expenses

Date:	Detail:	Amount:
June, 2023	Summer Leaders Workshop	\$ 2,000.00
September, 2023	Central Valley Workshop	\$ 1,500.00
November, 2023	Parks Rodeo and Vendors Fair	\$ 5,000.00
December, 2023	Holiday Social	\$ 750.00
March, 2024	Awards and Installation Banquet	\$ 5,000.00
March, 2024	CPRS R3 - Conference Social	\$ 1,000.00
April, 2024	Scholarships	\$ 1,000.00
	<b>TOTAL EXPENSES</b>	<b>\$ 15,500.00</b>

### 2023/2024 - Projected Revenue

Date:	Detail:	Amount:	Profit Made:
June, 2023	Summer Leaders Workshop	\$ 3,000.00	\$ 1,000.00
September, 2023	Central Valley Workshop	\$ 2,000.00	\$ 500.00
November, 2023	Parks Rodeo and Vendors Fair	\$ 8,500.00	\$ 3,500.00
December, 2023	Holiday Social	\$ -	\$ (750.00)
March, 2024	Awards and Installation Banquet	\$ 5,000.00	\$ -
March, 2024	CPRS R3 - Conference Social	\$ -	\$ (1,000.00)
April, 2024	Scholarships (50/50 Raffles)	\$ 1,000.00	\$ -
	<b>TOTAL REVENUES</b>	<b>\$ 19,500.00</b>	<b>\$ 3,250.00</b>

**2023/2024 Ending Balance (5-30-2024)**

**\$13,515.80**

\*end balance is starting balance + projected profits.



## CPRS - District 7

2022/2023 Budget

Projected Budget Summary



### 2023 Summer Leaders Workshop (June 3, 2023)

#### SLW - Expenses

Date:	Detail:	Amount:
	Food	\$ 1,000.00
	Give-Aways	\$ 150.00
	Raffle Prizes	\$ 350.00
	Speaker Gifts	\$ 500.00
		\$ -
		\$ -
	<b>TOTAL EXPENSES</b>	<b>\$ 2,000.00</b>

#### SLW - Revenues

Date:	Detail:	Amount:
	Registration fees - \$25/person	\$ 3,000.00
	(120 registered participants)	\$ -
		\$ -
		\$ -
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	<b>TOTAL REVENUE</b>	<b>\$ 3,000.00</b>

<b>2023 Summer Leader Workshop Profit</b>	<b>\$ 1,000.00</b>
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March 31, 2023

## Agency Members 287

## NEW MEMBER REPORT FOR DISTRICTS

4/18/2023

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**07**

Savannah Lucilla Gonzalez  
California State University, Fresno  
1480 E Portals Ave  
Fresno, CA 93710-6442  
(559) 278-2838

District: 07

Join Date: 3/20/2023

Type: MI

Paid Thru: 3/31/2024

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Mikayla Elizabeth Martin  
California State University, Fresno  
8308 S. Marks  
Fresno, CA 93706  
(559) 278-2838

District: 07

Join Date: 3/21/2023

Type: MI

Paid Thru: 3/31/2024

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Andrew McEachron  
Town of Mammoth Lakes Recreation Department  
P.O. Box 1609  
Mammoth Lakes, CA 93546  
(760) 965-3690

District: 07

Join Date: 3/22/2023

Type: MI

Paid Thru: 3/31/2024

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Derrick Sanchez  
City of Madera Parks & Community Services  
701 East 5th Street  
Madera, CA 93638  
(559) 661-5495

District: 07

Join Date: 3/6/2023

Type: MI

Paid Thru: 2/29/2024

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Yureissi Emilia Vargas  
California State University, Fresno  
17260 Rodeo Drive  
Madera, CA 93638-0564  
(559) 278-2838

District: 07

Join Date: 3/15/2023

Type: MI

Paid Thru: 3/31/2024

CALIFORNIA PARKS AND RECREATION SOCIETY

SATURDAY,  
JUNE 3, 2023

# SUMMER LEADERS WORKSHOP

RECREATION & AQUATICS SESSIONS

Sanger  
RECREATION  
Center  
730 Recreation Ave,  
Sanger, CA

**FEE**

**\$25** per person  
Includes Lunch!!

**8:30 am - 3:00pm**

Registration Deadline: Friday, May 26, 2023

## SESSIONS

- Importance of Free Play
- Difficult Conversations
- Being a JEDI in Parks & Rec
- Social Media Do's & Don'ts
- Environmental Awareness
- Adaptive Sports
- Mandated Reporter
- Get Crafty!!!

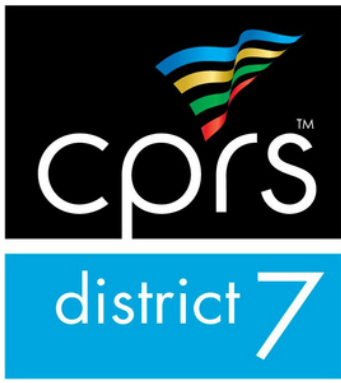
**LIFEGUARDS, COME RESCUE READY!**

**Register:**

RAFFLE PRIZES & T-SHIRTS FOR SALE!

**ONLINE!** **ASHLEE WINSLOW,**  
awinslow@tulare.ca.gov





# Summer Leaders Workshop

## REGISTRATION FORM

Registration Deadline: Friday, May 26, 2023

AGENCY NAME \_\_\_\_\_

MAIN CONTACT PERSON(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CELL \_\_\_\_\_ EMAIL \_\_\_\_\_

**PARTICIPANT NAME**  
Encouraged but not required

**REC / LG**  
Rec Leader / Lifeguard

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**PARTICIPANT NAME**  
Encouraged but not required

**REC / LG**  
Rec Leader / Lifeguard

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PLEASE INDICATE TOTAL

\_\_\_\_\_ PARTICIPANTS @ \$25.00 = \$\_\_\_\_\_

**PAYMENT**

**CHECKS**

Payable to CPRS District 7

**PayPal**

Contact Ashlee Winslow to request link

SEND REGISTRATION FORMS TO

**ASHLEE WINSLOW, City of Tulare**

201 N. F Street, Tulare, CA 93274

awinslow@tulare.ca.gov

559.859.8930

**Parks  
Make  
Life  
Better!**

**\$25.00 per participant includes lunch!**

## 2023 Summer Leaders Workshop

### Event Breakdown

8:00AM to 8:30AM – Staff check-in

8:30AM - Opening comments and announcements

8:40AM to 9:15AM – Opening speaker – MRC/Gametime – The Importance of Free Play

9:15AM to 9:30AM – Break and class assignments

9:30AM to 10:15AM – **Session 1**

<b>Difficult Conversations</b> Brandon Taylor	<b>Mandated Reporter</b>	<b>Environmental Awareness – Track 1</b>	<b>Adaptive Sports</b> Karen Markland	<b>Aquatics Track -Pool</b>
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10:15AM to 10:30AM – Break

10:30 to 11:45AM – **Session 2**

<b>Mandated Reporter</b>	<b>Difficult Conversations</b> Brandon Taylor	<b>Environmental Awareness – Track 2</b>	<b>Adaptive Sports</b> Karen Markland	<b>Aquatics Track -Pool</b>
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11:45AM to 12:30PM – Lunch and Raffles

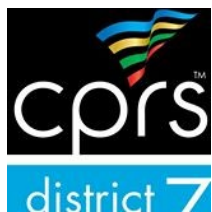
12:45PM to 1:30PM – **Session 3**

<b>Get Crafty!!!</b> Ashlee and Michele	<b>Social Media Dos &amp; Don'ts</b> Armando	<b>Being a JEDI in Parks and Recreation</b> Brandon Taylor	<b>Mandated Reporter</b>
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1:30PM – Close out, BIG RAFFLE

2:00PM – Dismissal





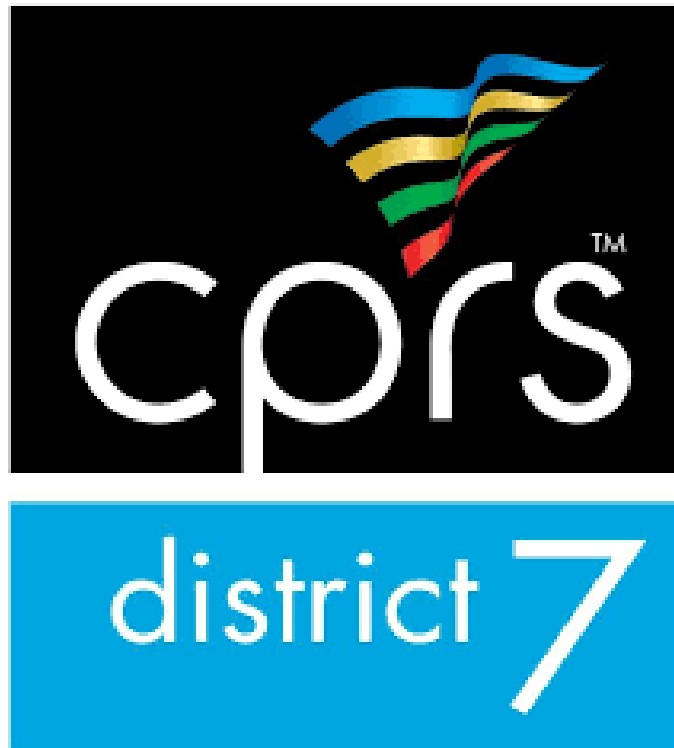
# CPRS District 7 2023/2024 Calendar of Events

Updated: 3-1-2023



Meeting Date:	Event/Location:	Host:
March 9, 2023	Zoom	Brandon Taylor
<b>April 3 – 7, 2023</b>	<b>CPRS State Conference – San Diego</b>	
May 11, 2023	Zoom	Brandon Taylor
<b>June 3, 2023</b>	<b>Summer Leader's Workshop (Sanger Community Center)</b>	<b>Joaquin Zamora</b>
August 10, 2023	Tulare/Tulare Senior Center	Ashlee Winslow
September 14, 2023	Zoom	Brandon Taylor
October 12, 2023	Selma	Liz Martinez
<b>November 3, 2023</b>	<b>Vendor's Fair and Parks Rodeo</b>	
November 9, 2023	Zoom	Brandon Taylor
<b>December 14, 2023</b>	<b>Holiday Social</b>	
January 11, 2024	Zoom	Brandon Taylor
February 8, 2024	Fresno State	Brandon Taylor
<b>February 27 – March 1, 2024</b>	<b>CPRS State Conference</b>	<b>Palm Springs</b>

# **California Parks and Recreation Society**



## **District 7**

### **Sponsorship and Partnership Packet**

**2023/2024 Year**

## **Why sponsor or partner with District 7?**

- With over 100 members spanning over 5 counties in the Center of California, District 7 is a great middle ground for expansion.
- Ability to network with various sized agencies with various operating budgets, plus a variety of special districts, large school systems, and non-profit groups.
- Opportunity to highlight your business and/or services in person at one of our many events or meetings.

## **Sponsorship Levels**

### In-Kind Sponsor - \$50 to \$749

In-Kind sponsors contribute to District 7 through equipment, services, supplies, gifts, gift cards, and other items donated to the section for events and networking opportunities.

### Networking Sponsorship - \$500

As a Networking Sponsor, your company will receive recognition on the day of the event with signage and verbal recognition at events and networking opportunities held throughout the year. Networking Sponsor will also receive one complimentary ticket to one event of your choosing throughout the 2023/2024 year.

### Bronze Sponsorship - \$750

As a Bronze Sponsorship, your company will receive recognition on our CPRS Community Home page (hosted on the CPRS website), recognition on our social media pages, as well as signage and verbal recognition. Bronze Sponsorships will also receive two complimentary tickets to an event of your choosing throughout the 2023/2024 year.

### Silver Sponsorship - \$1,500

As a Silver Sponsor, your company will be listed as a co-sponsor to one event throughout the 2023/2024 year, as well as all the benefits listed in the Bronze Sponsorship. Silver Sponsors will also receive four complimentary tickets to the co-sponsored event, as well as two additional tickets to an additional event of your choosing.

### Gold Sponsorship - \$3,000

As a Gold Sponsor, your company will be featured at all events throughout the 2023/2024 year, with presenting time at each event, recognition on all printed materials, as well as, website, social media, and event signage. As a Gold Sponsor, you will receive four complimentary tickets to any two events of your choosing, and two tickets to each additional event throughout the 2023/2024 year.

## **CPRS D7 – Sponsorship and Partnership Payment Information**

2023/2024

Company Name: \_\_\_\_\_

Name of Company Representative: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Sponsorship Level (Check one):

\_\_\_\_\_ **In-Kind Sponsor - \$50 - \$749**

\_\_\_\_\_ **Networking Sponsor - \$500.00**

\_\_\_\_\_ **Bronze Sponsor – \$750.00**

\_\_\_\_\_ **Silver Sponsor - \$1,500.00**

\_\_\_\_\_ **Gold Sponsor - \$3,000.00**

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Please make check payable to **CPRS District 7** – payments should be sent to:  
Ashlee Winslow c/o Tulare Senior Community Center – 201 N. F Street, Tulare, CA 93274

\*\*(invoice available upon request)



# SCHOLARSHIP PROGRAMS 2024

CPRS DISTRICT 7 IS HERE TO ENCOURAGE STUDENTS WITH THEIR CAREER GROWTH WITHIN THE PARKS AND RECREATION PROFESSION.

## SCHOLARSHIPS AVAILABLE:

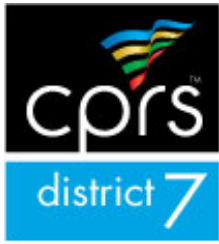
- Outstanding Community Service Award - \$1000.00
- 2 - Conference Scholarships - available to students who will be attending the CPRS Conference.

FOR MORE INFORMATION, PLEASE CONTACT ASHLEE:

 559-685-4560

 [awinslow@tulare.ca.gov](mailto:awinslow@tulare.ca.gov)





## California Parks and Recreation Society – District 7

### Outstanding Community Service Scholarship Award - \$1,000.00

This award will be presented to a student who demonstrates outstanding service in the field of Parks and Recreation and/or a related field. Service areas include: volunteer work experiences; leadership roles within Fresno State Clubs/Associations; CPRS District 7.

#### Applicant must:

- Be a full-time student OR a part-time student (no less than 8 units/semester) and currently working in the Parks and Recreation Field or a related field
- Have a minimum GPA of 3.0
- Member of CPRS

#### Applicant must also provide proof of **at least 3** of the following:

- Member of a college/university Recreation Club or Association
- Elected or appointed to a CPRS District 7 Board position
- Chaired a committee or activity with CPRS District 7
- Volunteered for at least TWO CPRS District 7 events
- Attended professional conferences, seminars and/or workshops

#### Application packet must include **ALL** of the following:

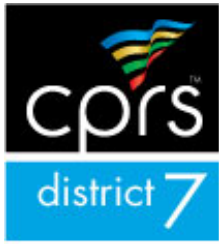
- Proof of full –time student status OR proof of part-time student status with proof of current employment in the Parks and Recreation or a related field with a job description
- Resume
- Letter of Recommendation

Scholarship award winner will be awarded at the 2024 – Awards and Installation Dinner – TBA

All applications and support materials must be submitted by Monday, January 22, 2024 to:

Ashlee Winslow, AFO, CPRP, M.S. HRT

[awinslow@tulare.ca.gov](mailto:awinslow@tulare.ca.gov)



## California Parks and Recreation Society – District 7

### Student Conference Scholarship

This award will be presented to students who demonstrate outstanding service in the field of Parks and Recreation and/or a related field. Service areas include: volunteer work experiences; leadership roles within Fresno State Clubs/Associations; CPRS District 7.

#### Applicant must:

- Must have a Student Membership with CPRS
- Have a minimum GPA of 3.0
- Have already registered for conference at the Student rate

#### Applicant must also provide proof of **at least 3** of the following:

- Member of a college/university Recreation Club or Association
- Elected or appointed to a CPRS District 7 Board position
- Chaired a committee or activity with CPRS District 7
- Volunteered for at least TWO CPRS District 7 events
- Attended professional conferences, seminars and/or workshops

#### Application packet must include **ALL** of the following:

- Proof of current GPA – unofficial transcript
- Resume
- Letter of Recommendation
- Proof of registration\*

Scholarship award winner will be awarded at the 2024 – Awards and Installation Dinner – TBA

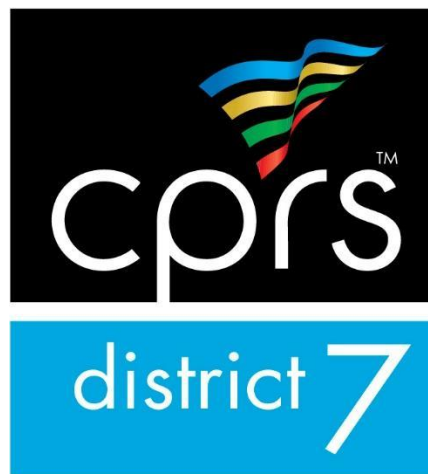
All applications and support materials must be submitted by Monday, January 22, 2024 to:

Ashlee Winslow, AFO, CPRP, M.S. HRT  
[awinslow@tulare.ca.gov](mailto:awinslow@tulare.ca.gov)

\*If approved, proof of registration will be required.

# CPRS District 7 Resource Manual

**A Guide for  
Succession and Leadership  
of the  
Board of Directors**





**CALIFORNIA PARK AND RECREATION SOCIETY  
DISTRICT 7**

**Table of Contents**

DISTRICT GOALS	3
JOB DUTIES AND RESPONSIBILITIES	4
SECTION REPRESENTATIVES	5
WEBSITE & EMAIL RESPONSIBILITIES	6
SCHOLARSHIP PROGRAM COMMITTEE	6
LEGISLATIVE COMMITTEE	7
BY-LAWS COMMITTEE	7
NOMINATIONS & ELECTIONS COMMITTEE	8
SUMMER LEADERS WORKSHOP COMMITTEE	9
PARK RODEO COMMITTEE	10
AWARDS PROGRAM COMMITTEE	11
AWARDS & INSTALLATION BANQUET COMMITTEE	11
HOLIDAY SOCIAL COMMITTEE.....	12
GENERAL MEMBERSHIP MEETING COMMITTEE.....	13
CONFERENCE SOCIAL COMMITTEE.....	13

**CALIFORNIA PARK AND RECREATION SOCIETY**  
**DISTRICT 7**

District 7 represents a diverse group of Parks & Recreation professionals, with a wide range of responsibilities from administration to on-site program development and supervision. The District does not limit membership by job classification or job title, but includes anyone interested in the field or profession of Parks & Recreation.

The purpose of District 7 is to unite Parks & Recreation professionals and others concerned with any aspect of California's diverse Parks & Recreation environments; to provide educational opportunities to Parks & Recreation professionals; to disseminate information affecting Parks & Recreation professionals in California; to provide a forum to meet their varying needs; and to engage in state and federal advocacy efforts that support and enhance the Parks & Recreation profession. Listed below are the overall goals for District 7 but each President will present their goals for the board during the Board Retreat or first meeting as the new board.

**DISTRICT 7 GOALS**

- To provide a network of communication between the various individuals, agencies and organizations involved in Parks & Recreation.
- To advocate for Parks & Recreation as an essential service.
- To provide regional opportunities for professional development, education and training in the field of Parks & Recreation.
- To strengthen and broaden the network of Parks & Recreation organizations and agencies throughout District 7.
- To recognize or acknowledge the development of innovative Parks & Recreation facilities and programs.
- Perpetuate the profession through leadership development.
- Support CPRS Ends Policies and Parks Make Life Better campaign.
- Operate in a fiscally responsible manner.

**CALIFORNIA PARK AND RECREATION SOCIETY  
DISTRICT 7**

**JOB DUTIES AND RESPONSIBILITIES**

Duties of Officers

**A. President**

1. Attend District Board of Directors Meetings
2. Presides over the board meeting of the District
3. Prepares agenda for Board of Directors meetings and business meetings for the District
4. Represents the membership at the district level
5. Serves as ex-officio on all District committees, except the Nominating Committee
6. Submits Annual Reports to District members
7. Is responsible to the Board of Directors for the action of all officers and committees
8. Attend the CPRS District/Section Summit
9. Attend the CPRS District/Section Leadership Meeting
10. 3 year term (VP, President Elect, President)

**B. President-Elect**

1. Attend all District Board of Directors Meetings
2. Presides over the board meetings when the president is absent
3. Attend the CPRS District/Section Summit
4. Attend the CPRS District/Section Leadership Meeting
5. Serve as member of CPRS Legislative Committee and attend meetings when possible
6. Identify potential candidates and activity provides information regarding duties, responsibilities and requirements of Board positions
7. Annual review of Resource Manual for updates
8. 3 year term (VP, President Elect, President)

**C. Vice President**

1. Attend all District Board of Directors Meetings
2. Responsible for nominations and elections
3. Responsible for bylaws compliance and reviews
4. Serve as parliamentarian for the District Board of Directors using Sturgis' The Standard Code of Parliamentary Procedure as the parliamentary authority
5. 3 year term (VP, President Elect, President)

**D. Public Relations Coordinator**

1. Serves on the District Board of Directors Meetings
2. Serves as editor of the District newsletter
3. Updates District Facebook
4. Update calendar of events, library and shared folders on CPRS website
5. Send out E-mail blast for District meetings and events
6. 2 year term

**CALIFORNIA PARK AND RECREATION SOCIETY  
DISTRICT 7**

**E. Secretary-Treasurer**

1. Attend all District Board of Directors Meetings
2. Prepares minutes of official meetings and submits to board for approval
3. Maintains minutes file
4. Prepares correspondence as appropriate
5. Responsible for the annual financial statement that is sent to CPRS
6. Provides timely financial reports to the Board of Directors and District membership
7. Reconciles bank statements
8. Reviews and pays expenditures per Board policy
9. 2 year term

**F. Directors -at-Large**

1. Attend all District Board of Directors Meetings
2. Represent the general membership
3. Serves as a Committee Chair for at least one District event or project
4. 2 year term

**SECTION REPRESENTATIVES**

**Function:** To provide necessary information sharing between their section and the District 7 Board of Directors. The Section Representatives will serve as the liaison between Sections and District 7.

**Responsibilities:**

1. Attend all District 7 Board of Directors meetings
2. Maintain and encourage participation in the district through actively communicating the importance of CPRS and District 7
3. Attend conferences and trainings offered by CPRS and District 7 (i.e. CPRS Conference, Awards & Installation Banquet and any trainings or workshops in the district) whenever possible
4. Encourage members of your section and of the district to attend state-wide conferences and trainings through the CPRS & District 7 by distributing information to your Section Board and members
5. Assist in the development of conference trainings or session presentations for District 7
6. Operate as the communication link between your section membership and the District 7 Board of Directors
7. Provide the District Section Members with regular communication (via email/mail/phone) in order to provide support
8. Provide all incoming District/Section members with orientation information
9. Attend the CPRS Conference as a leader in CPRS and to assist in facilitating with education sessions, expo booth and networking event as needed
10. Members of the D7 Board may serve as a Section Representative as long as they are a member of that section

**Sections**

- Administrative
- Aging Services & Activities

**CALIFORNIA PARK AND RECREATION SOCIETY  
DISTRICT 7**

- Aquatics
- Development & Operations Section
- Educators
- Recreation
- Recreation Therapy
- Legislative Representative
- Student Representative

**WEBSITE & EMAIL RESPONSIBILITIES**

**Function:** To disseminate information and updates vital to the success of District 7 membership by maintaining the site with the most recent and current information. It will be the responsibility of all Board of Directors to review, update, amend, change, post, to the website.

**Responsibilities:**

1. Upon given access as a moderator, familiarize yourself with the website and the functions available to you
2. Learn how to upload and post to the following: email to group, blog posts, library, discussion forums, and other functions as necessary
3. Actively review and respond to blog postings, discussion forums, and email correspondence as a Board of Director
4. Prepare e-mail blasts on upcoming or important District 7 information to be approved by the President or President-Elect before being sent to the District 7 membership
5. Follow CPRS direction for membership communication. Please use the sample email signature below when representing District 7

First Last Name  
*CPRS District 7 (insert title)*  
Street Address, City, Zip  
Phone: (123) 555-1234  
Email Address  
(logo optional)

**SCHOLARSHIP PROGRAM COMMITTEE**

**Function:** Provide information to CPRS District 7 members in regards to the availability of professional development scholarships offered through District 7. The goal of these scholarships is to provide Parks & Recreation professionals and students the opportunity to participate in professional training that they would not otherwise have the opportunity or resources to attend.

**Responsibilities:**

1. Upon direction from the President, prepare announcements based upon the approved budget of available funds
2. Develop and prepare professional development scholarship application for distribution to the District 7 membership

**CALIFORNIA PARK AND RECREATION SOCIETY  
DISTRICT 7**

3. Conduct a review of all applications with the assistance of additional committee members that were submitted by the deadline
4. Rate and award scholarships to those applicants that meet all requirements and who show deserving of the professional development scholarship

**Scholarship Opportunities:**

- Student Scholarship to individual students within District 7 to participate in District 7 training/education opportunities
- Professional Scholarship to individual CPRS District 7. CPRS Conference Scholarship to individual
- If approved by the executive board, scholarship awards may be used for travel/lodging expenses to an approved training or conference

**Timeline: (Point of Discussion regarding the timeline)**

**September**

- Send the Student & Professional Scholarship announcement and application out to District 7 membership. Application period opens September 15 and closes October 14

**October**

- Receive completed Student & Professional Scholarship for award consideration. Applications reviewed between October 15 and October 22
- Award the approved amount for the Student & Professional Scholarships

**November**

- Send CPRS Conference Scholarship announcement and application to District 7 membership. Application period opens November 1 and closes November 30
- Receive completed CPRS District 7 Scholarships for award consideration. Applications reviewed between December 1 and December 15
- Award the approved amount of CPRS Scholarship money to the winning applicant(s)

**LEGISLATIVE REPRESENTATIVE**

**Function:** Serves as liaison between District 7 and the CPRS Legislative Committee.

**Responsibilities:**

1. Attend CPRS Legislative Committee monthly conference calls and in person Conference meeting
2. Bring legislative issues that affect the profession to the attention of the CPRS Legislative Committee
3. Bring legislative information that affects the profession to the District 7 Board of Directors.
4. Prepare updates on legislative efforts to the Board of Directors
5. Prepare articles for the District 7 Newsletter to update the members on legislative issues.
6. When needed, enlist District 7 members to correspond with their legislators
7. Prepare sample letter to legislators when needed to advocate any legislative changes.
8. Assist CPRS Legislative Committee in their duties

**CALIFORNIA PARK AND RECREATION SOCIETY**  
**DISTRICT 7**

## **BY-LAWS REVIEW**

**Function:** The Vice President will review the District 7 By-Laws and make recommendations to the Board of Directors for amendments to improve operations and business of District 7.

**Responsibilities:**

1. Shall review the District's By-Laws annually
2. Shall submit any suggested changes or additions to the Board of Directors for consideration
3. Upon Board of Directors approval, shall submit By-Law changes to CPRS Headquarters for comments and approval
4. Upon CPRS Headquarters approval, shall submit By-Law changes to the District 7 membership for comments
5. Shall prepare information to go out to the District 7 membership for a vote to amend the By-Laws as described

**Timeline:**

August

- Notify the Board of Directors and ask for recommendations for any amendments or additions to the By-Laws for consideration

September

- Provide the Board of Directors with a report on any proposed amendments or additions to the By-Laws for District 7 membership approval

November

- Prepare By-Laws ballot to be sent to CPRS Headquarters as part of the annual election and voting process for the District 7 membership to take action on

## **NOMINATIONS & ELECTIONS COMMITTEE**

**Function:** The President Elect will oversee the nomination and election process for Board of Director positions per the terms identified in the By-Laws or any vacant positions available.

**Responsibilities:**

1. Prepare and send information the District 7 membership identifying positions available and the process to take for nominations and elections
2. Secure nominations of at least two people for each vacant office in an attempt to have a slate of candidates for elections
3. Inform all candidates of the duties and responsibilities as identified in this manual for acceptance to run for office
4. Follow established procedures by CPRS Headquarters and the District 7 By-Laws for the election
5. Update the Board of Directors of all action taken to secure a candidate slate

**Timeline:**

October

**CALIFORNIA PARK AND RECREATION SOCIETY  
DISTRICT 7**

- Prepare and announce Board of Directors positions available as part of the nominations and elections process
  - Every two years: Vice President, Secretary, Treasurer, Public Relations Coordinator and Members at Large.
  - All other positions are appointed

November

- Secure a slate of candidates for Board of Directors approval
- D7 Board vote on the slate of candidates for elections

December

- Send approved slate of candidates to CPRS Headquarters for electronic election process to be conducted statewide

January

- Electronic voting sent out to all District 7 members through CPRS electronic voting system
- Notify & welcome new Board members, invite to next board meeting
- Email to non-elected candidates thanking them for their interest and encouraging them for future election & extend an offer to serve on any of the D7 committees.

**SUMMER LEADERS WORKSHOP (SLW) COMMITTEE**

**Function:** A Member of the Board will chair this committee and select board members or committee members outside the board.

**Responsibilities:**

1. Identify and work with possible District Representative(s) where the training will be held to secure the location
2. Report to the Board of Directors who will be the Co-Chair(s) and or Committee Members
3. Secure all presenters and speakers
4. Submit proposed budget to the President and Treasurer for update and board approval
5. Accept all registrations
6. Secure raffle prizes
7. Select the food vendor to provide lunch
8. Secure donations for breakfast items and any other items that will offset costs to the District 7 budget

**Timeline:**

Establish the co-chair(s) and begin location research 6-7 months out. The 1-Day Workshop should be held at the beginning of June.

January

- Finalize location and dates and prepare marketing reminder to email out to D7 members
- Determine “theme”
- Determine education focus
- Begin work on identifying a keynote speaker
- Submit proposed budget to the President and Treasurer for update and board approval
- Recruit additional committee members

February/March



**CALIFORNIA PARK AND RECREATION SOCIETY  
DISTRICT 7**

- Select keynote speaker and secure them
- Send Call for Education Sessions document to District 7 and neighboring District members, past speakers and any future speakers of interest
- Begin the process of contacting companies and obtain quotes for lunch

**April**

- Review and select education sessions speakers
- Contact all speakers and provide day of event details
- Update and prepare the flyer and registration forms
- Finalize and prepare flyer and information for release
- Market flyer via email to District 7, Region 3, other neighboring Districts and past participants
- Finalize lunch contract

**May**

- Send out reminder emails regarding registration. Registration should close at least two weeks before event.
- Continue to contact companies and secure sponsorships
- Finalize & print room signs, sponsorship signs, evaluations, raffle prizes
- Focus on day of event details: snacks, handout, room assignments, etc.

**PARK RODEO COMMITTEE**

**Function:** To provide a networking and training opportunity specific to for the Development and Operations Section within District 7. The focus of this event is built around games and informational booths relevant to the daily duties of maintenance personnel.

**Responsibilities/Timeline:**

**August/September**

- Identify location and secure date of event
- Seek out event sponsor to offset cost of event
- Submit proposed budget to the President and Treasurer for update and board approval
- Update vendor letter and vendor registration form with contact information, pricing and raffle prize request, deadline to register
- Identify park vendors to invite, update list to email letters to
- Identify/update Rodeo events, equipment needed for each event, who can provide equipment
- Consider offering educational session as part of Rodeo
- Update event flyer/registration form, email to Public Relations officers to distribute to members and post to CPRS website

**September/October**

- Confirm continental breakfast and lunch menus, secure caterer
- Confirm t-shirt design and color
- Contact Fresno State Recreation Association for day of event volunteers
- Begin collecting participant registration forms and payment
- Begin collecting vendor registration forms and payment
- Purchase Rodeo prizes for 1<sup>st</sup>-3<sup>rd</sup> place (plaques, trophy, safety vests)

**CALIFORNIA PARK AND RECREATION SOCIETY  
DISTRICT 7**

**November**

- Confirm facility logistics for event, # of tables and chairs needed, entry gates, set-up time
- Create/update vendor passport
- Create/update Rodeo event scoresheet and overall scoresheet
- Follow-up with previous vendors who have not registered
- Follow-up with vendors to confirm day of event set-up time
- Sort and bag t-shirts, group by teams to pass out at check-in table
- Purchase breakfast items, additional raffle prizes

**August – November**

- Provide event updates at Board meetings leading up to event and post event recap with revenue/expense report

**AWARDS PROGRAM COMMITTEE**

**Function:** The Awards Program Committee Chair will oversee the awards program for District 7 members or agencies to award outstanding professionals or programs in the industry.

**Responsibilities:**

1. Develop and prepare the Awards Program brochure with current year's information for distribution to District 7 membership
2. Conduct a review of all applications with the assistance of additional committee members that were submitted by the deadline
3. Rate and give award, one per category or as determined by the board, to applicants that meet all requirements and who show deserving of the award
4. Work with Treasurer on purchasing awards for each recipient and category

**Timeline**

**November**

- Update Awards Program brochure

**December**

- Send the Awards Program announcement and application to the District 7 membership. Application period opens December 1 and closes January 31.

**January**

- Receive completed Awards Program applications for consideration. Applications reviewed between February 1 and February 7
- Announce winners of Awards Program. Awards will be presented at the District 7 Awards and Installation Banquet to be held in March or April
- Order awards

**AWARDS & INSTALLATION COMMITTEE**

**Function:** The committee Chair will represent District 7 and work to solicit, organize and assist in the development, marketing, and creation of the Awards & Installation Banquet.

**CALIFORNIA PARK AND RECREATION SOCIETY**  
**DISTRICT 7**

**Responsibilities:**

1. Identify and work with District & Section Representative(s) where the banquet will be held
2. Report to the Board of Directors who will be the Co-Chair(s) in efforts to prepare the event
3. Submit proposed budget to the President and Treasurer for update and board approval.
4. Identify individuals for sub-committees (example):
  - Save the date flyer, program flyer, registration form & program brochure
  - Sponsorship
  - Registration
  - Power Point Presentation
  - Décor, set-up & break-down
  - Location & Caterer
  - Speakers/Presenters
  - Raffle prizes and/or Silent Auction
5. Collect registration
6. Follow-up with your assigned committee members and assist them as needed
7. Evaluate your efforts and report to the District 7 Board of Directors at each meeting

**Timeline:**

The Awards & Instillation Banquet should be held at the end of February.

**December**

- Finalize location and dates
- Prepare marketing reminder to email out to D7 members - "Save the Date" flyer
- Determine "theme"
- Begin work on identifying any speakers & or presenters
- Secure State Board member who will install new board
- Submit proposed budget to the President and Treasurer for update and board approval

**January**

- Select & finalize any speaker(s) and finalize location agreement
- Update and prepare the flyer and registration forms for release
- Submit article regarding Awards & Instillation Banquet for the Newsletter
- Start Power Point Presentation
- Market flyer via email to District 7 membership and independent email list
- Work with Awards Committee Head to ensure awards have been ordered

**February**

- Finalize food agreement/contract
- Finalize Presentation Power Point
- Secure raffle and/or silent auction items
- Finalize décor
- Registration opens 6 weeks before due date
- Continue to market and accept registration
- Finalize & print signs, sponsorship signs and awards program brochure
- Focus on day of event: centerpieces, raffles, set-up, day of assignments, etc.

**HOLIDAY SOCIAL COMMITTEE**

**Function:** Serves as liaison between District 7 Board of Directors and our District 7 members.

**CALIFORNIA PARK AND RECREATION SOCIETY**  
**DISTRICT 7**

**Responsibilities:**

1. Identify and work with District & Section Representative(s) where the social will be held
2. Report to the Board of Directors who will be the Co-Chair(s)
3. Submit proposed budget to the President and Treasurer for update and board approval
4. Identify individuals for sub-committees (example):
  - Save the date flyer, program flyer, registration form & program brochure
  - Sponsorship
  - Registration
  - Entertainment
  - Décor, set-up & break-down
  - Location & food arrangements
  - Speakers/Presenters
  - Raffle prizes and/or Silent Auction and/or gift exchange
5. Collect registration
6. Follow-up with your assigned committee members and assist them as needed
7. Evaluate your efforts and report to the District 7 Board of Directors at each meeting

**GENERAL MEMBERSHIP MEETING COMMITTEE**

**Function:** To host 1 annual networking event for District 7 members to attend.

**Responsibilities:**

1. Identify and work with District & Section Representative(s) where the general membership meeting will be held
2. Report to the Board of Directors who will be the Co-Chair(s)
3. Submit proposed budget to the President and Treasurer for update and board approval
4. Identify individuals for sub-committees (example):
  - Save the date flyer, program flyer, registration form & program brochure
  - Sponsorship
  - Registration
  - Entertainment
  - Décor, set-up & break-down
  - Location & food arrangements
  - Speakers/Presenters
  - Raffle prizes
5. Collect registration
6. Follow-up with your assigned committee members and assist them as needed
7. Evaluate your efforts and report to the District 7 Board of Directors at each meeting

**CPRS CONFERENCE SOCIAL COMMITTEE**

**Function:** Serves as liaison between District 7 Board of Directors and our District 7 members.

**Responsibilities:**

1. Identify and work with District & Section Representative(s) where the social will be held

**CALIFORNIA PARK AND RECREATION SOCIETY**  
**DISTRICT 7**

2. Report to the Board of Directors who will be the Co-Chair(s)
3. Submit proposed budget to the President and Treasurer for update and board approval
4. Identify individuals for sub-committees (example):
  - Save the date flyer, program flyer, registration form & program brochure
  - Sponsorship
  - Location
  - Entertainment
  - Décor, set-up & break-down
  - Food arrangements
5. Follow-up with your assigned committee members and assist them as needed
6. Evaluate your efforts and report to the District 7 Board of Directors at each meeting