

Colorado Parks & Recreation Association (CPRA) Interest Section Team Guide

At CPRA, we are so pleased and grateful you have chosen to volunteer and support your CPRA Section. As a professional in Park and Recreation, we know your time is limited and thank you for contributing! The below guide is intended to help you navigate through your upcoming term and answer any questions you might have.

CPRA's Vision and Mission

CPRA is a dynamic, proactive organization that creates healthy residents and livable communities by promoting excellence in parks and recreation. Our mission is to promote the parks and recreation profession and its growth throughout the State of Colorado.

Role of CPRA Interest Sections

Section Role in the Association

Interest Sections and their leadership play an integral role in the delivery of service to CPRA members. Through professional development and networking opportunities, Sections serve CPRA members with unique needs and interests. Interest Sections also play an important role in guiding the work of CPRA and its Board by representing individual groups and their needs at board meetings and when important decisions are being made.

CPRA staff is responsible for the administrative support of all sections and the work that they do. For this reason, all sections are required to budget a set percentage to offset the costs of CPRA's administrative fees.

What is an Interest Section?

According to the CPRA Bylaws, an Interest Section is defined as a job-related interest group, which draws upon and serves a group of professionals with similar positions and interests as related to their duties and responsibilities in the field of parks and recreation. The only qualification for membership in any Interest Section is a current CPRA membership. A member of CPRA may select membership in as many Interest Sections as they wish.

Section Role in CPRA Governance

An Advisory Council to the CPRA Executive Board shall be made up of one representative from each section. This Section Representative shall serve a one year term, or as appointed/elected by their section. The Advisory Council shall meet with the CPRA Executive Board at regularly scheduled times and shall keep communication open between the CPRA Executive Board and Interest Section members. It is the Section Representatives role to report all pertinent

information and actions of their respective Interest Sections to the CPRA Executive Board, and keep their Interest Section members informed of the business affairs of CPRA.

Each Interest Section shall select their representative and such other officers in accordance with the CPRA Annual Meeting at the Annual Conference. New Advisory Council members will be recognized and sworn in at this annual meeting. To serve as Section Representative, or any other section leadership position, an individual must be a voting member in good standing with CPRA.

The Advisory Council plays an important role in helping the CPRA Executive Board ensure the overall health of the organization through active participation in CPRA Board meetings. These members play a critical role in assisting CPRA in offering high quality professional development opportunities.

Requirements of Interest Sections

It's Your Section!

There are few absolute requirements for sections. Interest Sections must adhere to the CPRA Bylaws, create a leadership structure within their own group, appoint or elect a Section Representative to serve on the Advisory Council, meet with CPRA Staff annually to discuss Section Goals, and support CPRA financially by helping to monitor their annual budget. This leaves each Section the room to tailor themselves and their services to meet the needs of the CPRA members they represent.

Typically, CPRA Interest Sections provide:

- Professional development opportunities specific to their section interests, in coordination with CPRA staff.
- Communication networks within their interest section, using CPRA tools as well as other effective communication methods.
- Networking and mentoring opportunities to advance CPRA members.
- Cultivation of leadership skills and camaraderie among section members.

Annual Section Goal Setting Process & Budget Overview

Section Goal Setting Meeting

Interest Section Board members are to meet annually with CPRA Staff each Fall and discuss Section goals and recommended changes for the following year. Section budgets will also be discussed and reviewed at this meeting as well.

Budget Planning and Overview

Section budgets will be drafted by CPRA staff and managed by the Professional Development Program Manager. Section events must be self-sustaining and cover all expenses for any

workshop, conference or event they host using 110% cost recovery guidelines, PLUS meet the following revenue requirements:

- When setting fees for your events, use the minimum goal of 110% cost recovery; this helps cover administrative fees incurred by the association (i.e. website, credit card processing fees, online registration fees, liability and Directors and Officers Insurance, staff time).
- Non-member rates must be a minimum of 20% higher than member rates.
- All requests for payment for CPRA must be submitted on the official Request for Payment Form and must include the required documentation (i.e. receipts, invoices, etc.).
- The fiscal year ends on December 15 annually. Payment requests received after December 15 will be credited to the next fiscal year (no exceptions).
- Sections must meet budget goals prior to any funds being allocated to any special use.

Annual budgets are based upon each section's annual plan, goals, and based upon the administrative support needed, on average over the last three years. Each section contributes to the overall operations – and existence – of the association. CPRA staff will lead the efforts to monitor and achieve these budget goals and regular assistance from Sections is critical to this effort. CPRA Sections support the membership and CPRA supports the sections in this endeavor.

- Budget reports will be sent to the Section Representatives monthly and include the previous month's activity.
 - It is the Section Representative's role to share the information with appropriate leaders within the section.
 - Review the budget report and contact the CPRA office with any discrepancies.
 - CPRA accounting represents the authorized and final figures for all accounts.
- Specific breakdowns of the income and expenses for your section and/or committee can be requested as needed.
- We also keep 7 years of past financial and registration records. Please let us know if you need any past records.

Allowable Expenses

While most expenses are allowed for sections to complete their work, there are some that are not permitted. CPRA does its best to accommodate all of the work the sections do and be as flexible as possible in how sections complete this work. However, there are some expenses that are NOT ALLOWED and will not be reimbursed.

Please beware of the following restrictions.

Without prior approval from CPRA, the following expenses will not be reimbursed:

- Toll Fees
- Meals for Section Meetings (that are not budgeted or sponsored)
- Mileage to and from Section Meetings or Events

Contact CPRA to provide justification and request an exception to these restrictions. Participation in sections is voluntary. In many cases the above expenses can be written off on individual income taxes and volunteer related expenses.

Registration Requirements

Registration Guidelines for Section Events

ANY transaction that includes money MUST be collected via our secure online registration system. This includes:

- Attendee registrations
- Ticket Sales
- Vendor / Exhibitor registrations
- Sponsorships

Registration Set-up

Please contact the CPRA office to set up your registration and secure online service(s) before your event. Please note, any services from CPRA may take up to **three weeks to complete** so please ask the CPRA Staff ahead of time.

Event & Registration Management

CPRA can receive and process your event registrations online, provide you with registration lists, name tags, name badge holders, and CEU forms. We'll even help you with check-in the day of your event and other logistics. Please let us know your needs **three weeks ahead of time** so we can help you make your event as efficient and successful as possible.

Onsite Registration Options

The majority of Section and CPRA professional development events require registration before the event date and CPRA discourages onsite registration due to limited resources and planning logistics. If onsite registration is the only option please adhere to the requirements below.

- Onsite registration must be paid via this online system; credit card, checks and/or cash.
- Contact CPRA if cash collection is the only option. These requests are handled on a case by case basis and require approval of Professional Development Manager or Executive Director.
- Onsite registration will incur a standard 10% higher fee.

Payment and Refund Policies

Payment Requests

You have three options for having expenses paid:

1. Pay the expense yourself and request a reimbursement using the request for payment form. Please include a receipt and use the appropriate account name for payments to be coded properly.
2. Have an invoice sent directly to the CPRA office to be paid. Invoices must include the

section name and contact so the expense can be coded to the correct account.

3. Request that CPRA pay your invoice using a CPRA credit card. Please contact CPRA Staff to set up this payment option and give notice of **at least two business days**.

- NOTE:

- CPRA is a tax exempt 501c3 organization. All Sections have been provided with the CPRA tax exempt information that must be used when purchasing CPRA related items. Tax will not be reimbursed (no exceptions).
- Remember, the fiscal year ends on December 15 annually. Payment requests received after December 15 will be removed from the next fiscal year budget (no exceptions).
- For reimbursement and invoice purposes, checks are written on the 15th and 30th of each month. Be sure to plan around this time frame.

Section Event Refund Policy (No Exceptions)

- Cancellation requests made 10 days prior to the event--full refund.
- Cancellation request made less than 9 days prior, but before the event--full refund less 15% service charge.
- Cancellation request made day of or after the event--no refund. Emergencies or extenuating circumstance refunds may be approved by the Executive Director.
- Substitutions of attendees may be made in most cases; notification of a substitution must be made to the Event Chair or CPRA office within 2 days prior to the event.
- All requests for refunds should be directed to the CPRA office.

Speaker & Presenter Compensation

Compensation for CPRA members

- In most cases, no compensation will be paid to CPRA members for speaker fees, meals, transportation or lodging.
- Event chairs may offer no cost registration or meals in lieu of payment for a speaker to attend the event they are speaking at.

Compensation for non-CPRA members (Prior approval by CPRA Professional Development Manager or Executive Director Required)

- Mileage may be paid at the current IRS approved rate.
- Meal expenses may be paid as outlined by current per diem rates.
- Airfare reimbursement will be coach rate unless the Board approves special circumstances.
- Lodging may be provided as applicable.
- Advance payment of speakers and other expenses must be approved by the Event Chair and/or the Executive Director.

Contractual & Exhibitor Agreements

Contractual Agreements

All contractual agreements with other parties for service, facility use or materials, must be reviewed and signed by the CPRA Executive Director or Professional Development Program Manager. Sections and committees do not have the authority to sign contracts for any services, facility usage or materials. This protects you and your agency!

Exhibitor Agreements

- Non-CPRA member exhibitor rates will be 50% higher than member exhibitor rates.
- Exhibitor registration can and should be done via our online registration system.
- Please confirm with the CPRA Admin Team if you need assistance with layout, recruitment or communication with exhibitors.

Section Scholarships & Awards

Section Scholarships and Awards are awarded annually to selected CPRA members. Scholarship and Award applications must follow CPRA's timeline and application process.

Scholarships

Each CPRA Section receive one \$500 Section Scholarship to award annually. These scholarship funds may be used to cover professional development expenses related to the recipients work in the Parks and Recreation field. To qualify for this scholarship, applicants must complete an application before the deadline, be actively involved in the Section and be a current CPRA member in good standing.

Awards

Sections are encouraged to give awards to outstanding professionals within their Section. The only CPRA requirement to this process is to time the selection of award recipients with the CPRA Annual Awards process (to be distributed at the Annual Conference). Sections should work with CPRA Staff annually to organize Section participation in the Annual CPRA Awards Banquet.

CPRA recommends finding corporate sponsors to offset the cost of the section award or to budget for any costs that are incurred by giving the award(s).

CPRA Membership Communications Resources

CPRA Connected Community

Though a platform called Higher Logic, CPRA has created a space for all members to engage and network with one another. CPRA Connected Community is a place where you can post about your current struggles, success stories, and research to share with the rest of the CPRA.

Website & Section Pages

Each Interest Section has its own webpage, calendar, and related pages. You are welcome to update this page yourself or touch base with the CPRA staff to update the Section's webpage as needed. We prefer that the webpage is checked monthly by the Section Board and any updates that are needed are done or passed on to the CPRA Staff to update. These updates may include, registration links, agendas or minutes from meetings, upcoming events, your Section Leadership lists, mission/purpose statement, section bylaws, etc. We'll post it if you'll send it to us!

Social Media

We have many social media resources including, the CPRA Facebook page, Instagram, LinkedIn, and Twitter! We try to update these periodically but would love to include your Section updates as well. For questions and further guidelines please refer to CPRA's Social Media Policy. You can find all CPRA happenings through your favorite social media outlet. If you have anything exciting to share from within your section, please share or tag us in it.

Twitter: @CPRA_tweets

Facebook: facebook.com/coloradoparksandrecreation

Instagram: @Colorado.Parks.and.Recreation.Association

LinkedIn: <https://www.linkedin.com/company/colorado-parks-&-recreation-association/>

CPRA Webletter

An emailed monthly newsletter is sent out to all members sharing information regarding events, hot topics, grant / scholarship opportunities, and contact information. Additionally, there is a "News You Can Use" email sent out monthly that provides articles and information to keep all parks and recreation professionals relevant in the field.

CPRA Byline

Currently a quarterly publication, the Byline Magazine is another resource to keep parks and recreation professionals knowledgeable in the industry. Update: it will now include a yearly buyers guide. The Byline Magazine includes a "Membership Spotlight" section. We would love to hear/brag about who is doing great things within your section. Interested in being published? Send us an email with your topic and we will provide guidelines and deadlines.

Additional Interest Section Services

The following additional services are offered to all CPRA sections and committees. Membership fees and section event revenues help offset the cost of these services. Please note, any updates and/or services from CPRA may take up to **three weeks to complete** so please ask the CPRA Staff ahead of time.

Section Member Lists

We have the most up-to-date list of CPRA members and what section they wish to participate in. Please use OUR list for all your section correspondence! We can send you a list in excel format, send out your correspondence on your behalf, or show you how to download the latest member list for your Section.

Online Meetings, Conference Calls & Webinars

We have a subscription to Zoom online meeting platform and it is available for all our sections, committees, task forces and boards! If your section is interested in hosting a conference call, online meeting or webinars using this service, we are happy to help.

Surveys, Online Voting & Evaluations

Our online system has many powerful features to help you reach your section members. Give the office a call to set up a section member survey, create an anonymous ballot for board members or collect feedback from your latest program offering.

Square Reader & Event Supplies

Square credit card readers can be checked out and used at your events and programs that require cash or donations on-site. We also own several event supplies such as, 6 LCD projectors. You are free to borrow them at any time for CPRA related events. Call ahead and let us know what supplies you need and if they are available.

CPRA Staff Is Here to Help!

Please contact the CPRA Staff at any time with questions, suggestions or concerns... we are YOUR support system!

CPRA office: (303) 231.0943, www.cpra-web.org

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Related Forms

Request for Payment Form

Tax Exempt Reference Card

Social Media Policy