

Regional Parks Friends Group Handbook

A Guide to Resources and Requirements



The Friends of Black Mountain Society worked with students in the Outdoor Education program at Rutland Senior Secondary to build new trails at Black Mountain / sntsk'il'nten Regional Park.

Welcome Regional Parks Friends



Thank you for your interest in serving as a Regional Park Friends Group for the Regional District of Central Okanagan (RDCO)! We truly value all of our community partners. Each of our Friends Groups helps to make our wide variety of parks and programs successful. The following pages offer Friends Groups the guidelines and support to successfully get underway and start making an impact at the park they've chosen to support. Whether you are considering establishing a new Friends Group or you're a member of an existing Group that wants to revitalize its planning and goals, I encourage you to take the time to read through these materials as you grow your Friends Group with RDCO Regional Parks. Establishing an open line of communication and an effective working relationship between RDCO Regional Parks and your Friends Group will benefit both organizations, and the park will benefit immensely.

This RDCO Regional Parks Friends Group Handbook is a collection of best practices, resources, and responsibilities. Specifically, it covers roles and expectations, program planning, recruiting, and legal requirements.

People contribute to RDCO Regional Parks for a variety of reasons. Often a group of people is interested in and committed to the preservation of our environmental resources, or someone's life has been touched by the park and this inspired them to serve. Whatever the reason, time is generously donated for the park's benefit and preservation. We appreciate your commitment to working to provide our community with safe and enjoyable experiences.

RDCO Regional Parks values our Friends Groups. We welcome you, and thank you for your service!



A handwritten signature in black ink, appearing to read "Murray Kopp".

Murray Kopp
Director, RDCO Regional Parks
Regional District of Central Okanagan

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Introducing the Friends Groups and RDCO Parks

What are Friends Groups?

For more than 25 years, the Regional District of Central Okanagan's (RDCO) Regional Parks Friends Groups have supported, enhanced, and advocated for Regional Parks, facilities, and services. Friends Groups are individuals who come together to provide ongoing operations, programming, maintenance, and/or fundraising support at a park, facility, or specified program, and who work closely with RDCO Regional Parks staff to develop projects and plans.

What guides Friends Groups?

Friends Groups establish missions, visions, goals, and objectives as a part of their formation process guiding their plans and projects. These central themes should determine what types of projects the Friends Groups should pursue. Each Friends Group works closely with RDCO Regional Parks staff to achieve the goals and objectives of the Friends Group, the RDCO, and RDCO Regional Parks.

About RDCO Parks

The Regional District of Central Okanagan Regional Parks maintains over 2,100 hectares of parkland throughout the Central Okanagan. RDCO Regional Parks strives to provide opportunities for people of all ages and abilities to be active and experience the natural environment.

What Guides RDCO Parks

Our Mission:

RDCO Regional Parks inspire our residents and visitors to discover, enjoy, celebrate, and, protect the places and experiences that help to define our special Okanagan sense of place.

Our Vision:

RDCO Regional Parks strives to provide a legacy of parks and community recreation amenities while conserving the unique ecological and cultural values of the Okanagan region.

What we Value:

We value creating the organizational excellence to deliver exceptional, professional services that respect our environment, value teamwork with our community, and value the enjoyment of our parks.

Roles & Responsibilities between Friends Groups and RDCO Regional Parks

Friends Groups and RDCO Regional Parks work hand in hand to improve the park system of the RDCO. The partnership promotes a cooperative working relationship between the Friends Groups and the RDCO Board members and staff in order to represent the views of the community. The partnership also promotes coordination and communication and offers services to the community, thereby improving both parks and services.

Friends Groups can look to Regional Parks staff for assistance working on projects and events. Regional Parks staff can also assist with the formation of new Friends Groups as well as many other aspects of the partnership. We recognize the importance

of supporting Friends Groups and look forward to continuing our efforts to strengthen these relationships.

RDCO Regional Parks encourages Friends Groups to form, grow, and support parks, facilities, and programs. RDCO Regional Parks may grant Friends Groups permission to use park names, provide services, and conduct activities in park spaces. RDCO Regional Parks is committed to providing resources to Friends Groups to help them advance their missions.



Volunteers with the Friends of Kalamoior Society at Kalamoior Regional Park during a FireSmart clean-up event.

Setting up a Friends Group: Where to Begin

Getting Started

Get a core group or committee together

Get your group together and identify community support. These resources may include community members, neighbours, park visitors, corporate groups, existing stakeholder groups, or, local organizations who share an interest in parks or the services provided by RDCO Regional Parks.

Consult your resources

Existing resources you may consider:

- Visit RDCO Regional Parks online (rdco.com/parks) to research Regional Parks in the Central Okanagan as well as past and current projects.
- Reach out to existing Friends Groups to learn how they work and any information they can share with you (See Appendix A for a list of Friends Groups).
- Contact the RDCO Regional Parks head office to be directed to the appropriate staff member, parks@rdco.com.
- Consider input from both the park's neighbours and the larger community.

Hold interest meetings

There are two basic ways to begin: You can launch the group with the initial committee OR simply schedule a meeting in a local public place, invite everyone you know, and announce the meeting any way you can think of. Use the meeting as an open forum to discuss the park and what ideas people may have about it, what they'd like to have done, or what needs to be done. Be sure to invite the appropriate RDCO Regional Parks staff to provide information or background on the park and ongoing needs, budget, etc.

First meeting suggestions

- Appoint one person to moderate the meeting and keep it focused.
- Have an agenda and take notes.
- Ask attendees to sign in and provide their contact information and park interests.
- Foster engagement by having attendees introduce themselves at the beginning of the meeting.
- Review the Memorandum of Understanding (MOU) requirements and the guidelines laid out in this Handbook.
- You may want to consider becoming Parks volunteers until the group is established and ready to apply for Friends Group status. Information about becoming a Parks volunteer is available online: rdco.com/parksvip.
- Develop a list of tasks to be accomplished by the next meeting and identify who is to be responsible for each task.
- Set up your next meeting time and location.
- Expand potential membership by encouraging attendees to bring someone with them to the next meeting.
- Ensure you've included surrounding residents who may be affected by activities at the park.

Second meeting suggestions

Focus on some initial key priorities and getting down to business. Topics may include:

- Choosing a group name.
- Establishing a mission and a vision.
- Setting up a plan for first-year goals.
- Setting up a Facebook page or simple website.
- Organizing your first Friends Group program and/or event with the public.
- Setting up a community outreach plan.
- Coordinating with RDCO Regional Parks.

Once your group has met and is ready to move forward, you must fill out a Friends Group application form (Appendix F).



Members of the Gellatly Nut Farm Society completing a cabin clean-up project at Gellatly Nut Farm Regional Park.

Initial Planning

Defining a Mission & Vision Statement

Effective groups have a clear understanding of their purpose and what they want to accomplish. The mission, vision, goals, and objectives of the group should align with those of RDCO Regional Parks. If you clearly define your mission, it may be easier to convince others to help you because they will know exactly what you're about. Specific items to work on include:

- The **mission** is a clear, concise sentence or two that voices the primary goals of the group. Your mission may be about physically improving the park, providing interpretive programming for the park, or increasing awareness about usage of the park.
- The **vision** is an image of your park in ideal circumstances. It creates the focus of what collaboration can accomplish. Vision is what motivates and requires partners to act. The vision guides decision-making and evaluation, and creates the boundaries for the partnership.
- **Strategic objectives or goals** are the methods for carrying out the mission to reach your vision. They should be small tangible steps and tasks that help you achieve the mission. Those steps and tasks will eventually become the annual plan. The following forms can help to help keep it simple: the Annual Planning Form and the Annual Reporting Form (Appendices D and E). These forms will prove helpful in your group's planning process and in communicating your plans with RDCO Regional Parks staff, potential members, and possible financial supporters.

Examples:

Short-Range Goals (smaller, simpler items to help get you started)

- Host a park clean-up day in the spring to remove winter trash build-up.
- Hold an open house at the park to let others know about the Friends Group.

Mid-Range Goals (as your group expands and develops)

- Buy tools and supplies you may need for upcoming projects.
- Solicit contributions from local neighbourhood businesses.

Long-Range Goals (once your group has stabilized)

- Host regular environmental education and restoration projects.
- Start charging membership fees to provide a revenue source to your group.

Some additional considerations to keep in mind in establishing your goals and objectives:

- First, consult your resources. Before you get too far into the planning effort, make sure you have consulted the site's Management Plan as well as RDCO Regional Parks staff to learn what opportunities exist, what plans are in the works, what's been done, and what projects may be needed. Available Park Management Plans can be found online at rdco.com/parks under "Planning and Resources".
- Be realistic. Don't expect to renovate an old rundown structure like an historic barn or restore a stream bank next week. You could, however, host a cleanup as a public event and get the word out about your group, your goals, and the

project. Many groups break their goals into short, mid, and long-range goals. Remember that you're not just helping your park; you're growing a community group. As your group gains experience and sophistication, your effectiveness in the park will grow too.

- Start slowly, be successful, and build upon the group's successes and momentum. If you become lost and start losing focus, revisit your mission, vision, goals, and objectives. Don't hesitate to reach out to RDCO Regional Parks staff and ask them what they feel the park needs.

Setting up the Organizational Structure

Here are some things to consider when establishing your Friends Group identity:

- Establish a name and a logo:
A name makes your group official, while a logo looks great on flyers, in newspaper articles, and letterheads. It is most typical to insert the words 'Friends' in the title somewhere as it helps people to have a standardized understanding of the relationships among the group, RDCO Regional Parks, and your community.
- Set up regular meetings:
Setting up meetings on a regular schedule can ensure that group leaders can report to the general membership and ask for their input. Meetings that involve everyone regularly keep your organization from turning into a one-person effort.

Make sure you have an elected leadership: A well-functioning, well-organized, and dynamic board is important for creating and sustaining a successful organization. While the overall success of the Friends Group is a partnership effort, the Board of

Directors manages and supervises activities. Though the general membership usually votes for the natural leaders anyway, elections ensure that your group is democratic, and that one person is not calling all the shots. Regular elections also mean that a leader can pass on the torch before s/he burns out. While your Friends Group can have as many general members as the group wants, a board can have no fewer than 3 directors and no more than 11. On the board, there are 4 essential positions to consider: president, vice president, secretary, and treasurer.

The president is the chair of the board and is responsible for supervising the other directors in the execution of their duties. The president helps the group achieve its goals, sets agendas, conducts meetings, and acts as the group leader, ensuring the group's smooth operation. The president should act as a good facilitator, ensuring positive discussions that involve all members of the group.

The vice president is the vice-chair of the board and is responsible for carrying out the duties of the president if the president is unable to act.

The secretary ensures all group members are fully informed and that they feel involved and included. The secretary prepares the group's paperwork and agendas for group meetings, takes meeting minutes, maintains the group's records, and supports the president.

The treasurer is responsible for doing, or making the necessary arrangements for, receiving and banking monies collected from the members or other sources, keeping accounting records with respect to the Group's financial transactions, preparing financial statements, and making tax filings.

Other positions you may want to consider when setting up your Friends group leadership include:

- **Event coordinator:** Manages event budget effectively, arranges to hire vendors, and books venues. Coordinates event set up, technical specifications, site plans, and health and safety requirements.
- **Marketing and communications coordinator:** Aims the objectives of the group to the wider community, including the local news, radio, and other media outlets. Arranges a variety of public relations initiatives on behalf of the group to promote the group's most recent achievements in projects, funding, and activities. May develop or coordinate the group's communication to include email blasts, newsletters, and social media marketing.
- **Membership coordinator:** Maintains and updates information on existing members, works to solicit new members and, for new members, provides welcome information and specifies what these new members may need to know.
- **Webmaster:** Designs and maintains the group's website and social media efforts; inserts information, content, and images. Modifies the site by updating new content and links web addresses to other programs and other web directories.

These core members are critical and need to work together to help establish the credibility of the group and inspire other members. If there are stakeholders with something to contribute who do not easily fit a board role, consider setting up Advisory Groups so as to allow them to contribute their talents and areas of specialization. When recruiting board members, it's important to look for people with the ability to raise funds or who can comfortably

approach others for donations. The sustainability and success of a Board of Directors is closely tied to the culture it creates. Nurturing relationships is as important to board function as it is for overall collaboration. Board members who don't know each other may have difficulty working together. Set aside time for board members to learn about each other. Some key areas leaders can work on to move towards a well-functioning unit include:

- Giving everyone a job
- Nurturing relationships
- Expecting accountability
- Honouring diversity
- Becoming well educated (being familiar within the group's governance and goals; being familiar and understanding of RDCO Regional Parks, coming to meetings prepared to ask questions).

Legal Requirements

Bylaws

Once the leadership and record-keeping structures are established, it may be a good time to draft your bylaws. Bylaws are the internal, written rules that govern your group, and define how the organization will be managed and run. Bylaws must comply with the British Columbia Societies Act so please seek legal advice if you require assistance in drafting or changing bylaws.

Bylaws should address:

- Name and purpose of the Group
- Membership
- Board of Directors – role, size, terms, meetings and notices, elections, election procedures, quorum, officers and their duties, dealing with vacancies, resignation, termination and absences, standards of conduct and dues

- Committees –defines and outlines what is established, i.e. executive, finance, and budget.
- Fiscal policy/definition of the annual accounting year
- Liability and limitations
- Dissolution statements
- Miscellaneous

Bylaws should fit your organization and you should ensure members are aware of and knowledgeable about them. It is a good idea to review them annually and have them on hand for your meetings as a reference.

Copies of bylaws, and updated bylaws, should be provided to the province of British Columbia in accordance with the BC Societies Act.

Non-profit Status and Incorporation

To incorporate as a not-for-profit organization, a group must follow the process established by the BC Societies Act. Any group that partners with Regional Parks must be a registered not-for-profit organization in good standing in British Columbia.

There are seven items required for incorporation: a name for the society, applicant information, society designation, a constitution, bylaws, directors' information, and the address of the registered office. Please see Appendix A for a link to the BC Societies Act.

Insurance

Friends Groups are not protected by the RDCO Volunteer Insurance program, which only covers individuals who volunteer for the RDCO. It will be necessary to consult with an insurance professional to obtain appropriate insurance coverage, such as general liability and directors' and officers' insurance. Insurance ensures that the Friends Group and its directors and officers are protected in the course of their meetings and activities.

Memorandum of Understanding

A Memorandum of Understanding (MOU) is a document that describes the broad outlines of an agreement between two or more parties. An MOU communicates the mutually accepted expectations of all parties involved.

Managing & Maintaining a Friends Group (So you've signed an MOU... Now what?)

Working Together

Just as every park is unique, every park group is unique, and you must find the structure that works best for the members of your group. Here is a general list of tips to keep in mind:

- *Be inclusive.* Parks are shared public spaces and parks groups should include people with different interests and perspectives.
- *Engage your community.* Present your ideas to your community at public meetings, online, or in print. Work transparently and document or share community response.
- *Partner with your Parks Staff.* RDCO Regional Parks staff are a resource to your group. They will help support your initiatives and help your group to develop goals and plans that align with the RDCO Regional Parks goals and plans for your site or program. Working together is a win for all involved.
- *Focus on important needs.* You can't do it all. Select those things that can be successfully accomplished to make the biggest difference. Work to maintain that shared vision.
- *Expect to negotiate.* In any healthy park group, there may be competing interests. Advocate for something that the group feels passionate about, but expect to compromise.
- *Get together.* Shared dinners, events, and lively meetings are the lifeblood of any group. People need to see each other to provide meaningful support. Maintain momentum by gathering regularly.

- *Share responsibility.* Don't burn out. Invite those extra-energy members to help and participate in the responsibilities of the group.
- *Keep recruiting.* The more people you have, the more you'll get done and the more attention you'll get from everyone!
- *Pursue the 'yes' initiatives.* Some park groups get bogged down in keeping things out of their park. Over time, rallying around the 'no' can be tiring. Use 'yes' initiatives to spread the word around your group's goals and passion.
- *Communicate!* Don't think everyone knows or sees things the same way. Keep your working team, your membership, and RDCO Regional Parks staff connected on happenings. Use the network of other Friends groups across the RDCO to share success stories and collaborate on events and programs.

Record Keeping

You should set up files to preserve your important documents, reports, and other official records. If your group is to continue to exist through the years as leadership changes, you must have a way of passing on important information. There should be files filled with letters you've written and received, meeting minutes, and agendas, budgets, annual plans, and reports to RDCO Regional Parks, as well as newspaper articles, flyers, photographs, legal documents, membership lists, and business cards; essentially, all correspondence. After the MOU has been signed, RDCO Regional Parks requires copies of any incorporation changes, nonprofit determination changes, annual proof of insurance, and Annual Planning and Reporting documents.

Record Keeping (continued)

Refer to the Canada Revenue Agency (CRA) Guidelines on what is specifically required on their end in regards to record keeping and filing of a nonprofit organization information return. Your Friends Group, as a non-profit organization, will have to file an information return if it received taxable dividends, interest, rentals, or royalties totaling more than \$10,000 in the fiscal period, and/or if the total assets of the organization were more than \$200,000 at the end of the immediately preceding fiscal period. For a link to CRA guidelines for non-profit organizations please see Appendix A.

You may want to consider setting up generic Friends Group email accounts for officers in your group that can be easily transferred as your volunteer roles change in the future. This should help with document retention and sharing knowledge as your leadership changes.



Members of the Gellatly Bay Trails and Parks Society staining a new bridge at Glen Canyon Regional Park.

Planning as a Friends Group

Program/Project Planning

Start by looking at your annual goals and objectives. Begin small to do this well. Be sure to include Regional Parks staff in your discussions and planning. They can often help with resources for your group.

Set up a simple programming, activity, and events calendar (see Appendix C) that coincides with your goals to keep everyone on track.

Types of Events/Programs to Consider:

Service Days/Open Houses

These are a great starting point and provide exposure to your group while helping your park. You may consider having a table at a local community or neighbourhood event to help inform people about your group and attract prospective members. Always talk to Regional Parks staff and see what assistance they need and also what assistance they may be able to provide for the outreach event.

Community Programs / Fun Events

These are proven to attract the community to your park. Neighbourhood pot lucks, picnics, or dances are a great way to get people out to meet others and learn about your group. Take advantage of the holidays and bring the community together. Get your ideas organized and talk to RDCO Regional Parks staff for help on what they have scheduled or what they've tried in the past.

Physical Improvement Projects

These are great projects and can fulfill tremendous needs for a park, providing great tangible satisfaction for your group. These are larger projects that need to be planned with – and approved by – RDCO Regional Parks Staff. Working with the Parks Director and reviewing the Park's

Management Plan (if available) is imperative to ensure your project can be accommodated within the overall vision for the park.

Larger capital projects take more planning time. Capital projects vary, but most have a defined process where your group will work closely with staff who oversee your park. Below are some general steps and considerations when embarking on a larger project with RDCO Regional Parks staff and another partner:

- Identify the project team and its various roles.
- Establish the partnership.
- Identify, consult, and involve people – gain input and community support.
- Understand the site location.
- Secure the funding.
- Appoint the design consultant or gain permission to use Parks staff.
- Develop a scope of work and the formal proposal (may include drawings).
- Work with Parks Planning staff to develop a detailed proposal.
- Acquire appropriate approvals and permits and / or include Parks staff for help with this.
- The contract is awarded; or, depending on the project, Parks staff will be used.
- Construction begins (ground breaking – great press opportunity).
- Turn over to Operations and secure maintenance plan.
- Grand opening to public – another press opportunity.
- Evaluate the process – lessons learned, celebrate successes.
- Keep the momentum going and look toward what's next.

Consideration for events:

- Have you looked at what's already been offered or is happening in and around the park?
- Demographics – what type of event would be most appropriate for your community?
- Timing – is it scheduled when most people can attend?
- Permits – have you obtained necessary permission and / or support?
- Frequency – is this a one-time event, or do you want an ongoing series of events, such as a summer concert series?
- Budget – what is needed and how will funding be secured to cover expenses?

Basic Day-of-Event reminders:

- Arrive with enough time to prepare the site for the day's event.
- Set up a Welcome Station for the members/ volunteers that are helping, and also for the public that may be interested in learning about or joining your group.
- Once everyone arrives, make sure they have signed in. Provide them with details of your project and expectations, and delegate tasks to helpers and volunteers. Let everyone know approximate finish times and where to meet once tasks have been completed.
- Make sure your volunteers know where the restrooms are and where they can get water.
- At the end of the day, always thank your helpers and contributors.

Funding Assistance & Grant Opportunities

As a Friends Group, you may be able to apply for funding and grants that are not available to governmental organizations. These funds and grants can then be used for projects in your park. Additionally, being a Regional Parks Friends Group will potentially give your grant application the clout it needs in order to be successful. RDCO Regional Parks can often match, either in-kind or in funds, the fund amount offered by many types of grants. Discuss grant opportunities with RDCO Regional Parks staff and how to best maximize potential funds.

Friends of Parks Capacity Building Funding Grant

Your planned activities, programs or events in Regional Parks may be eligible for funding support through the Friends of Parks Capacity Building Funding Grant. Your liaison will discuss the eligibility for this matching grant from Regional Parks for up to \$2000 per year per Friends group. These funds are to be matched by donations, grants or in-kind volunteer hours.

Appendix A: Additional Resources

Friends Groups & Partner Groups:

Central Okanagan Land Trust:
coltrust.ca

Friends of Black Mountain / sntsk'il'ntən:
friendsofblackmountain.com

Friends of Mission Creek:
missioncreekfriends.ca

Central Okanagan Naturalists' Club
okanagannature.org

Friends of Woodhaven Nature Conservancy
friendsofwoodhaven.ca

Gellatly Bay Trails and Parks Society
westsidetrails.ca

Gellatly Nut Farm Society:
(no website available)

Friends of Kalamoior Society:
(no website available)

Peachland Sportsmen's Association:
peachlandsportsmens.com

Community Recreational Initiatives Society:
adaptiveadventures.ca

Other Links:

RDCO Regional Parks:
rdco.com/parks

RDCO Volunteers in Parks (VIP):
rdco.com/parksvip

RDCO Parks Planning & Resources
(Management Plans, Current Initiatives,
Long-Range Planning, Etc.):
regionaldistrict.com/your-services/parks-services/planning-and-resources.aspx

British Columbia Societies Act:
gov.bc.ca/gov/content/employment-business/business/not-for-profit-organizations/societies

CRA Guidelines for Non-profit
Organizations:
canada.ca/en/revenue-agency/services/tax/non-profit-organizations.html

Appendix B: RDCO Parks Governance and Management

Board of Directors

The Regional Board meets in a regular session twice a month, managing the wide range of issues that arise as part of local governance. RDCO Regional Parks reports to the Regional Board and submits its departmental budget and capital improvements projects plans to the Board for approval. Often Friends Groups will work with RDCO Regional Parks staff to gather information in a timely manner for Board reports.

2021 Regional Board:

Gail Given, Chair
(Councilor, City of Kelowna)

Gord Milsom, Vice Chair
(Mayor, City of West Kelowna)

Mark Bartyik
(Director, Central Okanagan East Electoral Area)

Wayne Carson
(Director, Central Okanagan West Electoral Area)

Colin Basran
(Mayor, City of Kelowna)

Cindy Fortin
(Mayor, District of Peachland)

James Baker
(Mayor, District of Lake Country)

Maxine DeHart
(Councilor, City of Kelowna)

Charlie Hodge
(Councilor, City of Kelowna)

Brad Sieben
(Councilor, City of Kelowna)

Luke Stack
(Councilor, City of Kelowna)

Loyal Woodridge
(Councilor, City of Kelowna)

Stephen Johnston
(Councilor, City of West Kelowna)

Jordan Coble
(Westbank First Nation Council Appointment, Non-Voting)

Strategic Plan

The RDCO Strategic Priorities Plan provides direction for our Board and our staff, ensuring we focus our energies on what is really important. It's our way of combining everything that we currently do and envisioning a future that will enhance and strengthen our services, our people, our communities, and ultimately our region.

Strategic Priority 1

Provide Proactive and Responsive Government

Strategic Priority 2

Ensure Asset, Service, and Financial Sustainability

Strategic Priority 3

Nurture Responsible Growth and Development

Strategic Priority 4

Protect and Promote Our Environment and Lifestyle

Further information on the Regional District of Central Okanagan and the Strategic Priorities Plan is available at rdco.com.

Appendix C: Sample Events Calendar

Use this events calendar as a template for programming and activities. Lay out your group's desired events and activities for the year and identify actions that need to be taken and who will be responsible for completing those actions. This simple tool is an effective way to keep everyone on track and hold members accountable.

Date	Event or Activity	Actions to Take	Who is Responsible	Comments
Monthly	Board Meetings	Secure venue and refreshments / Prepare and send out agenda	Secretary	Meeting dates to be agreed upon at first meeting
February	Annual Meeting	Secure venue / Agenda / Invitations	Secretary / Board of Directors	January – send newsletter with info and soliciting payment of dues
April 5	Spring Park Clean up	Recruit volunteers / Gather equipment / Liaise with Regional Parks staff	Event Committee / Members / Regional Parks Staff	Arrange for Regional Parks staff to remove debris
At various events – June 1, August 20, September 14	Volunteer Sign-up	Provide Friends Group info & sign-up sheet at identified events	Event Committee / Members / Public	Create display visuals
June 24	Summer Fun Community Event	Obtain sponsors	President / Event Committee	Set budget / Hire live entertainment
October 1	Fall Open House	Secure venue / Distribute event posters	Event Committee / Members	Send invitations to the community

Appendix D: Annual Planning Form

Name of Friends Group:	Date:
Major Goals & Objectives for the coming year:	

Please list the major activities to be carried out by your group:

Quarter	Event/Activity/ Project Name & Park Location	Date	Projected # of Attendees	RDCO Resources Needed (staff, supplies, etc.)
1				
2				
3				
4				

Submitted by: _____
Friends Group member

Submitted to: _____
RDCO Regional Parks staff member

Appendix E: Annual Reporting Form

Name of Friends Group:	Date:
Planning Goals and Objectives Summary (based on original submission):	

Summary of Programmed Events/Activities/Projects carried out by the Friends Group:

Date	Event/Activity/ Project	Attendance	Net Revenue (if applicable)	Total Volunteer Hours	Notes
Total:					

Total Donation (if applicable): \$_____

Submitted by: _____
Friends Group member

Submitted to: _____
RDCO Regional Parks staff member

Appendix F: Friends Group Application Form

Name of Proposed Friends Group:	
Name of Park to be supported:	
Person Submitting application:	
Address:	
Phone/Email:	
Proposed Activities:	
Name of Initial Director: Contact Phone/Email:	
Name of Initial Director: Contact Phone/Email:	
Name of Initial Director: Contact Phone/Email:	
Name of Initial Director: Contact Phone/Email:	
Name of Initial Director: Contact Phone/Email:	

Signed by: _____
 (Friends Group Signor) (Position) (Date)

Received by: _____
 (RDCO Regional Parks staff member) (Date)

Approved by: _____
 (Parks Director) (Date)

