



ORIENTATION MANUAL

**2013-2014**



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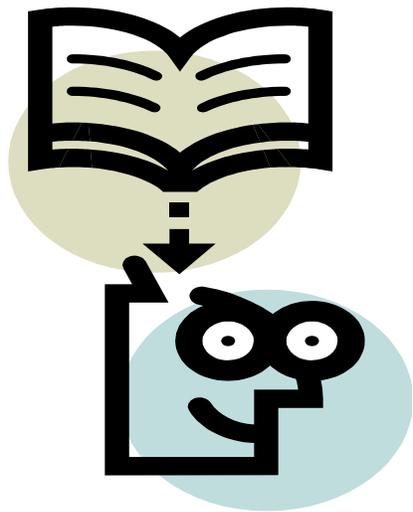
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# GENERAL INFORMATION



# **Columbus Recreation & Parks Community Recreation Council**

## *Mission Statement*

*The mission of the Community Recreation Council is to provide financial and human resources to support programs and events of the Columbus Recreation & Parks Department.*

## **GOALS 2013-2014**

- **To raise \$250,000 through grants, donations, fundraising and corporate sponsorships.**
- **To increase membership and encourage full participation of chapter members.**
- **To enhance the flow of communication between the CRC Executive Board, Chapter members and the Columbus Recreation and Parks Department.**
- **To enhance community awareness of the organization.**
- **To enforce the bylaws and guidelines of this organization.**



## HISTORY

Recognizing the need for a formal City-wide organization to replace the loose-knit local advisory councils at each of the recreation centers, the Columbus Recreation & Parks Community Recreation Council was formed in 1986. Since that time, the organization has grown from the original 25 chapters to 39 chapters today.

### PAST PRESIDENTS

<u><i>Year</i></u>	<u><i>President</i></u>	<u><i>Chapter</i></u>
1986-1987	Eugene Harper	Barnett
1987-1988	Ernest A. Smith	Thompson
1988-1989	Ralph Slocum	Sawyer
1989-1990	Frank Chaffin	Cooke
1990-1991	Frank Chaffin	Cooke
1991-1992	Robert Keck	Westgate
1992-1993	Robert Keck John	Westgate
1993-1994	Frank	Carriage Place
1994-1995	Ruth Scott	Barnett
1995-1996	Ruth Scott	Barnett
1996-1997	Robert Keck	Westgate
1997-1998	David Efaw	Aquatics
1998-1999	Sharon Gosnell	Brentnell
1999-2000	Sharon Gosnell	Brentnell
2001-2010	Chester Carr	Howard
2010- 2011	Robert Keck	Westgate
2011-2012	Richard Sammons	Schiller
2012-2013	Richard Sammons	Schiller
2013-2014	Richard Sammons	Schiller

## **CRC CONTRIBUTIONS**

CRC continues to provide a strong volunteer and financial support system for CRPD programs through the many dollars raised and endless hours donated on behalf of the individual chapters participating. CRC has provided items ranging from computers to pool tables, sports uniforms to athletic equipment all purchased and presented to the individual centers through the efforts of each local chapter.

Major contributions over the years have been:

- Provide volunteers for downtown festivals and neighborhood special events.
- Purchase awards for athletic teams and major sporting competitions.
- Purchase athletic, arts and drama equipment for recreation centers.
- Provide funds for facility improvements.
- Contribute funds for group program trips and activities for disadvantaged youths.
- Annually awards ten \$500.00 college scholarships using current application.
- Annually hosts 28 neighborhood Easter Egg Hunts for approximately 10,000 youths.
- Annually hosts City-wide Halloween and December Holiday Parties for families.
- Recipient of numerous grants from the Columbus Foundation and United Way for such site improvements as walking trails, playground equipment, landscaping, park benches, amphitheaters, and murals to recreation centers and City parks.
- Sponsorship of stocking City ponds for summer youth fishing program.
- Raised and spent over \$2.8 million since 1986 on behalf of CRPD programs.

# **Columbus Recreation & Parks Community Recreation Council**

## **Purpose of CRC Board Meetings**

- To hear about the progress in the achievement of goals and objectives of the organization.
- To disseminate important information.
- To make policy.
- To help motivate board members toward greater service.
- To coordinate.
- To organize.
- To plan.
- To acquaint board members from diverse CRC Chapters.

## **Chapter Membership Benefits**

- Liability insurance coverage of all fundraising events and all volunteers.
- Bonding of all chapter treasurers.
- Professional accounting service employed to issue quarterly financial reports.
- Annual federal tax preparation.
- Bi-monthly check writing service.
- Group purchasing discount for vending services.
- Providing opportunities for chapters to raise funds at large special events.

## **CRC CHAPTERS**

- Aquatics
- Barack
- Barnett
- Beatty
- Blackburn
- Boxing
- Brentnell
- Carriage Place
- Cheer & Dance
- CRC
- Dodge
- Douglas
- Driving Park
- EVRC
- Far East
- Feddersen
- Friends of Downtown Parks
- Glenwood
- Golf
- Gymnastics
- Howard
- Indian Mound
- Krumm
- Lazelle Woods
- Linden
- Marion Franklin
- Milo-Grogan
- Outdoor Education
- Schiller
- Sullivant Gardens
- Teen Council
- Tennis
- Therapeutic Recreation
- Thompson
- Tuttle
- Westgate
- Whetstone
- Whetstone Seniors
- Woodward Park

## **2012-2013 CRC EXECUTIVE OFFICERS**

**Richard Sammons**  
**225 E. Markison Ave.**  
**Columbus, OH 43207**  
**614-443-5842**  
**richsammons@gmail.com**

**President**

**Bob Keck**  
**308 Letchworth Rd**  
**Columbus, OH 43204**  
**614-279-2387**

**Vice President**

**Carolyn Young**  
**1069 Jaeger St.**  
**Columbus, OH 43206**  
**614-645-3156**

**Secretary**

**Marsha Temple**  
**8173 Ballach Court**  
**Dublin, OH 43017**  
**Vat8173@aol.com**  
**614-889-6006**

**Treasurer**

**Fundraising Chair**

## **2013-2014 MEETING DATES**

### **COMMUNITY RECREATION COUNCIL**

*Each Chapter should have a representative present at each meeting*

**Thursday, October 24, 7:00 PM @ Schiller** - Orientation training night.

(Please make sure your chapter President, Secretary and CRC rep. attends)

**Thursday, January 23rd, 7:00 PM @ Schiller**

**Thursday, April 17th, 7:00 PM @ Schiller**

**Friday, May 16, 6:00 PM @ Whetstone Shelter House Annual CRC picnic**

#### General Board (all chapters) meeting dates:

October-24-2013@Schiller

January-23-2014@Schiller

April-17-2014@Schiller

Picnic Friday May-16-2014@Whetstone Shelter House

#### Check writing dates Exec. Board meetings 2nd Thursdays:

October-10-2013

November-14-2013

December-12-2013

January-9-2014

February-13-2014

March-13-2014

April-10-2014

May-8-2014

June-12-2014

July-10-2014

August-14-2014

September-11-2014

**\*Inclement Weather Policy: If the Columbus Public Schools are cancelled, due to inclement weather the day of a scheduled CRC Meeting, the CRC Meeting will also be cancelled.**

# **Repair Contacts**

**Use these numbers if you are having a service problem or need maintenance.**

## **Cardinal Vending**                      **(614) 846-4300**

**Bob Keck**                                      **(614) 989-8729**

**Rich Sammons**                              **(614) 443-5842**

## **7up**

**Bob Keck**                                      **(614) 989-8729**

## **Gumball Machine**

**Rich Sammons**                              **(614) 443-5842**

## **Scoreboards**

**John Frissora**                              **(614) 645-3312**

# BOARD MEMBERSHIP

# **Columbus Recreation & Parks Community Recreation Council**

## **BOARD MEMBERSHIP**

CRC Board Members (Trustees) are selected or elected, one representing each Chapter. All board members are VOLUNTEERS.

### **Job Description**

- Be aware of the mission and goals of the organization.
- Know the policies, guidelines and rules of the organization.
- Attend scheduled meetings of both the CRC Board of Trustees and your local chapter.
- Be regular and punctual at board and committee meetings. If unable to attend, give early notice to designated alternate. Members should possess if not perfect attendance records, credible ones, which show a clear commitment to their responsibilities.
- Faithfully maintain open lines of communication between the board and chapters.
- Be involved at meetings. Ask (clarification) questions, discuss and participate in the decision making.
- Be informed about the background of issues in order to discuss them responsibly.
- Speak out on ideas you do not favor – silence is often interpreted as consent.
- Know and understand the roles and responsibilities of the board.
- Understand the financial statements presented.
- Maintain the confidentiality of board business when appropriate.
- Participate in recruiting new board members.
- Support and participate in fundraising efforts and help identify prospective donors.

# **Columbus Recreation & Parks Community Recreation Council**

## **PRESIDENT**

### **Job Description**

- Presides at all meetings of the Board of Trustees and of the Executive Committee.
- Performs all of the duties normally incumbent on the office of president including but not limited to:
- Calls meetings to order on time.
- Determines that a quorum is present.
- Announces, in proper order, the business to come before the meeting.
- Assigns committee members as needed (except nominating committee).
- Assigns committee chairpersons for all committees except for the nominating and finance committees.
- Assigns tasks and direction to committee members when it is not defined by the bylaws.
- Assigns the statutory agent.
- Serves as a member of all committees (except nominating committee).
- States and puts to vote all questions that legitimately come before the assembly.
- Announces the results of each vote and the effect of the action.
- Expedites business in every way possible without denying the members their rights.
- Enforces rules of debate, order, and decorum.
- Decides all points of order (subject to appeal).
- Refrains from voting, except to break a tie vote.
- At the proper time declares the meeting adjourned (by a vote of the assembly).
- Prepares a report to be given at the annual meeting.
- Performs all legal responsibilities of a corporation president under the laws of the State of Ohio.

## **VICE PRESIDENT**

### **Job Description**

- Performs all of the duties of the president in the absence of the president.
- Assumes responsibilities as assigned by the president.
- May have specific duties such as chairperson of a committee.

# SECRETARY

## Job Description

- Maintain an accurate membership list.
- Keep minutes of all meetings of the Board of Trustees and the Executive Committee.
- Prepares the agenda for meetings unless the president prefers to prepare it.
- Give notice of meetings and happenings of the organization.
- Take to each meeting: the minute's book, bylaws, rules, a list of members and a list of committee members, agenda, records, and any supplies that may be needed.
- Maintain a record of attendance at all meetings of the Board of Trustees and the Executive Committee.
- Call the meeting to order if the president and the vice president are absent, and preside until a temporary chairman is elected by the Board of Trustees.
- Work in close harmony with the president.
- Provide other officers information necessary for the conduct of their office.
- Pass on the records of the secretary to the new secretary after the election of new officers.
- All other duties normally incumbent on a secretary of a corporation including but not limited to:
  - Perform correspondence.
  - Purchase of supplies necessary to the business of the Council.
  - Maintain files of correspondence.
  - Renew the corporate charter when necessary.

# **Columbus Recreation & Parks Community Recreation Council**

## **TREASURER**

### **Job Description**

- Maintain monies, assets, securities, and other fiscal assets of the corporation in a prudent, safe, and wise manner acceptable to the Board of Trustees and Executive Committee.
- Disburse funds at the direction of the Board of Trustees and in a manner prescribed by the bylaws and the Board of Trustees or the Executive Committee acting on behalf of the board.
- Serves as chairman of the finance committee.
- Is responsible for preparing and presenting monthly reports regarding financial status. The treasurer's report should contain:
  - Balance on hand at the beginning of the period for which the report is made.
  - Receipts (money received).
  - Disbursements (money paid out).
  - Balance on hand at the close of the period for which the report is made.
- Presents the fiscal books for inspection and examination to the Board of Trustees or its representative as required by the board or by the Executive Committee.
- Provides information necessary to bonding if requested by the Board of Trustees or by the Executive Committee acting on behalf of the board.
- Will do posting of account action for all accounts and provide reports to the chapter treasurers in a timely and regular fashion so as to allow the treasurers to complete their responsibilities.
- Maintains a bank account in the name of the organization. Under NO circumstances should the funds of this organization be kept in a personal account or in an account identified by the name of the treasurer or other officers.
- The treasurer is responsible for the signature cards, properly signed and filed with the bank, prior to writing checks.
- Provides the secretary with necessary account information for dispersal to the members of the Board of Trustees and the chapters.
- Files I.R.S. and other legally required documents necessary to the operation of the corporation.
- Performs all duties incumbent upon the treasurer of a corporation and as agreed to by the president.

# Columbus Recreation & Parks Community Recreation Council

## FUNDRAISING CHAIR

### Job Description

- Oversees all chapter fundraising.
- Coordinates and approves fundraising requests from chapters and processes necessary paperwork.
- Follows up on reported income from fundraising.
- Is a leader in motivating and directing volunteers.
- Is involved in the development of a comprehensive fundraising plan.
- Sets up workshops and programs to aid chapters in fundraising and provides guidelines for highest profit-making activities.
- Supports new chapters during their first fundraisers.
- Is a (non-elected) member of the Executive Committee.



**BOARD  
COMMITTEES  
(As Needed)**

## **EXECUTIVE COMMITTEE**

The CRC Executive Committee consists of the Board of Trustees: President, Vice President, Secretary, Treasurer, Fundraising Chairperson, and such officers as the board may elect.

The Board of Trustees elects all executive officers from among its members for a term of one year at the annual board meeting.

- The two key roles of these directors are decision making and oversight.
- They transact the business of the Board of Trustees.
- They supervise the management of CRC activities by others.

### **Duties to the Organization**

- Care or competence in performing directional functions.
- Faithful pursuit of the interests of the organization which they serve.
- Fidelity to the CRC mission or charter.
- Has the sole authority and responsibility for:
  1. Filling vacancies in offices (except President).
  2. Temporarily filling vacancies in committee chairs.

### **Duties to the President**

- To counsel and advise, giving the benefit of its judgment, expertise and familiarity with the issues.
- Consult with the president on all matters, which the board is considering.
- Share all communications with the president.
- Provide support to the president in carrying out his/her duties.
- Support the president in all decisions and actions consistent with policies of the board and the standards of the organization.
- Hold the president accountable for the supervision of the organization.

## **FINANCE COMMITTEE**

- Must consist of at least three members of the Board of Trustees.
- The Executive Board Treasurer will designate a chairperson.
- Prepares a budget.
- Monitors financial activity of the organization.
- Reviews activities and programs for financial implications before they are approved by the Board of Trustees.
- Reviews and revises financial guidelines.
- Serves as an ongoing audit committee, reviewing the Board of Trustees or the Executive Committee acting on behalf of the board.

## **FUNDRAISING COMMITTEE**

- Shall consist of five board members.
- Coordinates fundraising activities of the Council and its chapters.
- Assists Fundraising Chair in activities required by their preceding guidelines including but not limited to:
  - Motivating and directing volunteers.
  - Development of a comprehensive fundraising plan.
  - Guiding Chapters in “high profit-making” activities.
  - Supporting new Chapters during their first fundraisers.
  - Review new fundraising proposals for financial implications.
  - Follows up on reported income from fundraising activity.
- Reviews and revises Fundraising Guidelines.
- Assumes duties as may be assigned by the Board of Trustees or the Executive Committee acting on behalf of the board.

## **BYLAWS COMMITTEE**

- Know the bylaws of the organization.
- Know the rules of parliamentary procedure.
- Review bylaws for necessary or suggested alterations.
- Research ramification of proposed changes.
- Notify Executive Committee of any proposals.

## **MEMBERSHIP COMMITTEE**

- Keeps a current and accurate membership list.
- Secures orientation for new members.
- Follows up on monthly board meeting absenteeism.
  - Goal is 100% participation.

## **PROJECTS COMMITTEE**

- Assists with the identification of prospective projects.
- Cultivates and solicits prospects when appropriate.
- Recruits volunteers for citywide CRC activities.
- Leads in motivating and directing volunteers.
- Has primary responsibility for the development of the CRC annual board meeting.
- Assumes duties as may be assigned by the Board of Trustees or the Executive Committee acting on behalf of the board.

## **PUBLIC RELATIONS COMMITTEE**

- Looks for opportunities to promote positive information about CRC activities.
- Nurtures relationships with the local media.
- Assumes duties as may be assigned by the Board of Trustees or the Executive Committee acting on behalf of the board.

## **NOMINATING COMMITTEE**

The primary responsibility of the Nominating Committee is to identify, recruit, and nominate persons to serve as members of the Executive Committee of the CRC – the Board of Directors.

- Annually prepares and presents a slate of qualified officers for the annual meeting.
- Consists of five board members.
- By February, the Board of Trustees shall nominate active trustees to serve on this committee.
- The CRC President can not serve on this committee.
- At the next monthly meeting, the slate of officers is presented and approved a vote.
- These persons are not eligible to be nominated for any office that year.

# FINANCIAL INFORMATION

# COMMUNITY RECREATION COUNCIL

## FINANCIAL GUIDELINES

1. Each CRC Chapter must submit a complete monthly Financial Report by the 10th of the month for the preceding month's transactions.

Reports must include:

- A. Discernments and Income i.e.: Fundraising and donations for the previous month.
  - B. Deposit receipts attached and source of deposit must be stated.  
**Note: Please send yellow copy. Chapters keep pink copy**
  - C. Purchase receipts attached.  
**Note: Please send copies. Chapters keep originals.**
  - D. Copy of donations if possible, especially checks. Source of donation MUST be reported for IRS purposes. See enclosed Quid Pro Quo statement.
  - E. **NO MONTHLY REPORTS = NO ACCESS TO CHECKING ACCOUNT FUNDS AND NO FUNDRAISING PRIVILEGES.**
2. Grace period is through the **third (3<sup>rd</sup>) Thursday** of the month.
  3. Completed monthly reports are to be mailed to:  
Columbus Recreation & Parks Community Recreation Council  
P.O. Box 163581  
Columbus OH 43216-3581  
or submitted through CRPD staff to 1111 mailbox for CRC.
  4. A current signature form must be on file with the CRC Board of Trustees Treasurer no later than the October Board Meeting in order to receive checks.
    - A. The two signatures for check requests must match those on your approved form.
    - B. **NO Center Director or City Employee shall sign off on a check request form (except EVRC).**
    - C. **NO person shall sign a check request for a check made payable to his/her self.**
    - D. Checks will be issued no later than 7 days after the bimonthly meetings of the C.R.C. (the Executive Board meets on the first Thursday, and the full C.R.C. meets on the third Thursday) Therefore, the checks will arrive no later than the second and fourth Thursdays. Check requests must be in by the bimonthly meeting time to be returned within the 7 days. Request may be mailed to our P.O. Box 163581, Columbus OH, 43216-3581 or may be left in the CRC mailbox at 1111 East Broad Street.



5. Receipts for purchases must be submitted in a **timely manner**, no later than the following month's statement.
6. Each Chapter may maintain a petty cash fund of \$200.00 (maximum).
  - A. All excess funds must be deposited as soon as possible.
  - B. A ledger must be kept on all petty cash transactions.
  - C. Petty cash will be reimbursed from your checking account - copies of receipts for purchases made must be attached to the check request.
7. Any reimbursement for expenses over \$100.00 to a single vendor or person should be paid by a CRC check.
8. All monies earned from Fundraising must be deposited in a **timely and regular manner, and are not to be used as a petty cash resource** (petty cash is reimbursed from checking Account).
9. **NO** Chapter is permitted to enter into any contract or other agreement, or apply for a grant of any kind without CRC Executive Committee authorization. All contracts, agreements and completed grant applications must be submitted to the CRC Executive Committee for review and approval at least two (2) weeks in advance of deadlines.
10. All unclaimed deposits in the CRC checking account will be held in a special account for the duration of that fiscal year, and for the following fiscal year. Any funds still left unclaimed will be absorbed into the CRC Executive Committee account at the commencement of the second fiscal year after the deposit was made.
11. **NO** Chapter shall, under any circumstances incur debt exceeding the amount of dollars in that Chapter's account.
12. All UN-cashed or voided checks must be returned to the CRC Executive Board Treasurer.

# CRC FINANCIAL REPORT FORM

CRC MONTHLY REPORT FOR: \_\_\_\_\_  
(Name of Chapter)

FOR THE MONTH OF: \_\_\_\_\_ (Month)  
(Year)

BALANCE BROUGHT FORWARD FROM LAST REPORT  
(From CPA Statement)

## WORKSHEET

### CREDITS - ADD (Deposits)

Total Donations \$ \_\_\_\_\_  
(Deposited)

Total Vendors \$ \_\_\_\_\_

Total Fundraising \$ \_\_\_\_\_

**Credit Total** \$ \_\_\_\_\_

### DEBITS - SUBTRACT

Total Checks \$ \_\_\_\_\_  
(Written)\*

\$ \_\_\_\_\_

**Debit Totals** \$ \_\_\_\_\_

**BEGINNING BALANCE** \$ \_\_\_\_\_

**ADD THE CREDIT TOTALS** \$ (+) \_\_\_\_\_

**SUBTOTAL** \$ \_\_\_\_\_

**SUBTRACT THE DEBIT TOTALS** \$ (-) \_\_\_\_\_

**ENDING BALANCE** \$ \_\_\_\_\_

**SEND ORIGINAL COPY OF THIS FORM TO THE C.R.C. TREASURER  
BY THE 10TH OF THE FOLLOWING MONTH!**

**KEEP COPIES OF THIS FORM, DEPOSITS, CHECK REQUESTS, AND RECEIPTS FOR YOUR  
RECORDS**



# OFFICERS SIGNATURE FORM

The signatures of the officers below are the names of those designated by

\_\_\_\_\_, Chapter of the Columbus  
Recreation and Parks Community Recreation Council, as those persons who may  
authorize the writing of a check drawn on the CRC account of that Chapter. Such  
authorizations require the signatures of two (2) officers of the Chapter

1. NAME: \_\_\_\_\_ PRESIDENT  
SIGNATURE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
  
PHONE #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

2. NAME: \_\_\_\_\_ VICE PRESIDENT  
SIGNATURE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
  
PHONE #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

3. NAME: \_\_\_\_\_ TREASURER  
SIGNATURE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
  
PHONE #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

4. NAME: \_\_\_\_\_ SECRETARY  
SIGNATURE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
  
PHONE #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**OFFICERS SIGNATURE FORM (*continued*)**

5. NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

OTHER  
AUTHORIZED

6. NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

DATED: \_\_\_\_\_

**The Columbus Recreation & Parks Community Recreation Council**  
***Check Request Form***

Chapter Name: \_\_\_\_\_

Date: \_\_\_\_\_

Check Payable To: \_\_\_\_\_

Amount of Check: \$ \_\_\_\_\_

For: \_\_\_\_\_

Circle the category that best fits:

- |                |                    |
|----------------|--------------------|
| Awards         | Office Supplies    |
| Event Supplies | Petty Cash         |
| Equipment      | Program Supplies   |
| Fund Raising   | Sporting Equipment |
| Grants         | Sporting Events    |
| Miscellaneous  | Sports Supplies    |

Authorized Signatures:

(Two signatures are *REQUIRED* to process your check request)

---

Authorized Signature

---

Authorized Signature

Receipts Attached—Yes / No

(Missing receipts must be forwarded no later than 30 days from this request)

\*revised 10-7-09

Check Number: \_\_\_\_\_

## **PROCEDURE FOR HANDLING CONTRIBUTIONS/DONATIONS**

### **THIS IS THE LAW**

*Solicitation or Receipt of 'Quid Pro Qua' (I give to you – you give to me)  
Contributions of \$75 or More.*

The law requires that we provide:

1. A written statement; in connection with the solicitation OR receipt of a gift; That informs the donor that their contribution is deductible for Federal Income Tax purposes. Only to the extent that the amount of the contribution exceeds the value of goods or services provided by the organization to the donor; and That includes a good faith estimate of the value of such goods and/or services provided.

*Acknowledgement to Donor of \$250 or More.*

The law requires the acknowledgement to include:

1. The amount of cash donated.
2. A description (but not the value) of any other property donated.
3. Whether the donee organization (us) provided any goods or services to the donor in consideration for their gift.
4. The donee organization's good faith estimate of the value of such goods or services.

Our organization considers a single acknowledgement system for all contributions of \$75 or more that satisfies both reporting requirements



## DONOR ACKNOWLEDGMENT

Today's Date: \_\_\_\_\_

With appreciation, the **Columbus Recreation & Parks Community Recreation Department** acknowledges the following contribution(s).

Donor Name: \_\_\_\_\_

### **Donations Received:**

Date donation is received: \_\_\_\_\_ Cash donated: \$ \_\_\_\_\_

Other goods/services donated (describe): \_\_\_\_\_

\_\_\_\_\_

### **Benefits Provided to Donor:**

For federal income tax purposes, your gift is deductible as a charitable contribution only to the extent that it exceeds the value of goods and/or services you receive in exchange for your gift.

(Check one of the lines below)

\_\_\_\_\_ The **Community Recreation Council** did not provide you with any goods and/or services in exchange for your contribution. Accordingly, your gift is fully deductible as a charitable contribution.

\_\_\_\_\_ Under Internal Revenue Service guidelines, the estimated value of the benefits you received is not substantial; therefore, the full amount of your gift is a deductible contribution.

\_\_\_\_\_ The **Community Recreation Council** provided the following goods and/or services to you in exchange for your contribution:

- We estimate that the fair market value of goods and/or services provided to you was: \$ \_\_\_\_\_

\_\_\_\_\_  
*Signature of CRC Representative*

\_\_\_\_\_  
*Chapter's Name      Officer Title*

# FUNDRAISING INFORMATION



# Columbus Recreation & Parks Community Recreation Council

## Fundraising Guidelines

1. The Representative from the Chapter should fill out the Fundraising Request form at least 30 days in advance of the proposed event.
2. The request form should be given to the Center Manager who will sign the form to acknowledge that they are aware of the event.
3. Two copies should be made. The Center Manager is to pass the original, completed and signed form on to the CRPD Liaison, on the work day following receipt of the form. The other copy goes to the CRC (P.O. Box 163581, Columbus, Ohio 43216-3581), or into the CRC mailbox at 1111 East Broad Street, Suite 103.
4. The CRPD Liaison and the CRC Fundraising Chairperson will either approve or disapprove the fundraiser within 7 days of receiving the request form.
5. Approved or disapproved copies of the form will be returned to the Center Manager or Chapter Representative.
6. Upon completion of the fundraiser, the Fundraising Report Form must be submitted within 10 days to the CRC Fundraising Chair.
7. For ongoing fundraisers, the CRC Fundraising Request Form must be submitted every 3 months.  
A fundraising Finance Report must be submitted every month during the length of the ongoing fundraiser.
8. No fundraiser may be undertaken unless this process has been completed.

# CRC FUND RAISING FINANCE REPORT FORM

(Due within 10 days after event is complete)

Name of Chapter: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

## INCOME

QUANTITY	ITEM	X	COST	= INCOME
_____	_____		\$ _____	\$ _____
_____	_____		\$ _____	\$ _____
_____	_____		\$ _____	\$ _____
_____	_____		\$ _____	\$ _____

TOTAL INCOME: \$ \_\_\_\_\_

## EXPENSES

QUANTITY	ITEM	X	COST	= EXPENSES
_____	_____		\$ _____	\$ _____
_____	_____		\$ _____	\$ _____
_____	_____		\$ _____	\$ _____
_____	_____		\$ _____	\$ _____

TOTAL EXPENSES: \$ \_\_\_\_\_

(Total of Income (-) Total of Expenses (=) Net Profits) NET PROFITS: \$ \_\_\_\_\_

LIST SOURCE FOR ANY DONATIONS:

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\_\_\_\_\_  
Signature of CRC Representative

# CRC Fundraising Request Form

(This request is due 30 days before the start of the event)

Name of Chapter: \_\_\_\_\_

Project Chair Person: \_\_\_\_\_  
Phone # \_\_\_\_\_

Project Treasurer: \_\_\_\_\_  
Phone # \_\_\_\_\_

CRC Representative: \_\_\_\_\_  
Phone # \_\_\_\_\_

Center Managers Signature: \_\_\_\_\_  
Phone # \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Description of Event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Event:  
\_\_\_\_\_  
\_\_\_\_\_

Projected Expenses for Event (list all costs for conducting the event)

Quantity	Item	x Cost	=	Expenses
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Do you need help from the CRPD?** (Special equipment permits, etc.)

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**CRPD Recommendations:**

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**CRC Fundraising Committee Recommendations:**

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**Approved by CRPD Liaison:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved by CRC Executive Board:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# BYLAWS



# **COLUMBUS RECREATION AND PARKS COMMUNITY RECREATION COUNCIL**

## **CODE OF REGULATIONS**

### **ARTICLE I: NAME**

The name shall be the Columbus Recreation and Parks Community Recreation Council (the "Council").

### **ARTICLE II: PURPOSES AND OBJECTIVES OF THE CORPORATION**

The purposes and objectives of the Council shall include, but not be limited to, the following:

1. To enhance Columbus Recreation and Parks community recreation center(s) programs by securing funding from public and private sources and encouraging donations and supplementary funds for equipment and programs consistent with the philosophy of this organization and the development of center programs.
2. To act in an advisory capacity by advising center personnel of the needs, interests, desires, and concerns of the community.
3. To assist in the recruitment of volunteers for centers.
4. To encourage and enhance community involvement and support of the centers by working with other community groups.

### **ARTICLE III: OFFICE**

The principal office of the Council shall be located in the City of Columbus, State of Ohio.

### **ARTICLE IV: MEMBERSHIP**

1. The general membership of the Council shall consist of the members of the various chapters of the Council; one such chapter shall exist for each Community Recreation Center. For purposes of this code of regulations a community recreation center or a center is any program, service or facility operated by the Columbus Recreation and Parks Department.
2. The members of each chapter shall be those persons genuinely sympathetic to the principles and objectives of community recreation for all people and who are guided by a sincere interest in helping promote a well-rounded, progressive recreation program for the community as a whole, and have met such requirements for membership as set by the Board of Trustees and this Code of Regulations.

## ARTICLE V: CHAPTERS

1. The Board of Trustees of the Council may authorize a chapter to be organized in each center upon receipt of a petition signed by nine or more persons interested in forming a chapter at a center without a chapter, who are qualified for membership in accordance with Article IV of the Code of Regulations, and are willing to abide by this Code.
  - 1.1 A person becomes a member of a chapter when the majority of the members of that chapter vote to accept that person as a member. A new member may begin serving as a member of the chapter at the first meeting after being accepted as a member.
2. Chapters shall be designated in this manner: Center's name, the chapter of the Columbus Recreation and Parks Community Recreation Council.
3. **Chapters shall be governed by this Code of Regulations and any chapter bylaws consistent with the Articles of Incorporation of the Council and this Code of Regulations and approved by the Board of Trustees.**
4. Council chapter membership should not be less than five or more than 21.
5. Each Council chapter may have one member who has been appointed by that center's Teen Council or, in the absence of a Teen Council, has been elected by center's CRC chapter to serve, as a non-voting member.
6. Members should serve for a 3-year staggered term. Initially, 1/3 of a chapter's members shall serve for one year, 1/3 for two, and the last third for a period of three years; thereafter, successors shall serve for a term of three years. A member may serve successive terms if accepted by the chapter.
7. Each member is responsible for his/her attendance.
  - 7.1 A member shall be considered absent if he/she is not in attendance whether or not a representative is present. Unless the absence is excused, or unless a substitute who is a chapter member attends in his/her place.
  - 7.2 Council members who miss two consecutive meetings shall be contacted by the Council representative to confirm their ability to regularly attend future meetings.
  - 7.3 Council members who miss three consecutive regular meetings, or who are consistently absent without good reason acknowledged, shall be subject to the loss of membership and shall be replaced.
8. **The Center Manager shall serve as an Advisor to the chapter at which he/she is the current and Acting Manager, but shall not be a Voting member of the Council.**

9. Each chapter shall submit **5% of its deposits** to the Council general treasury; the remaining **95%** of said income will be utilized under the sole discretion of that chapter to further the purposes of that chapter, provided that no debts will be incurred by any chapter in excess of the discretionary amount remaining in that chapter's account. **For those chapters with no vending income there will be a semi-annual fee (February & July) of \$75.00 assessed.**
  - 9.1 The Council treasury shall consist of individual accounts for each chapter's use plus a general treasury.
    - 9.1.1 The Council's general treasury may be utilized for Cash advances to chapters, grants to chapters, Council investments, administrative expenses of the Council, and other such purposes consistent with the purposes of the Council and as authorized by the Board of Trustees.
    - 9.1.2 Disbursement of Council funds can occur only with the written consent of two officers of said chapter.
    - 9.1.3 Reports of all disbursements made by the executive committee, including cash advancements, grants and administrative expenses, shall be provided to every council member.
  - 9.2 Accounting of the individual chapter accounts and of the general treasury funds shall be the duty of the Treasurer in accordance with Article VII of this Code.
10. Chapters may create auxiliary volunteer groups for their individual centers with the approval of the Board of Trustees. Each such group shall have one representative who shall be a member of that chapter.

## **ARTICLE VI: BOARD OF TRUSTEES**

1. The management and government of the affairs of the Council shall be vested in a Board of Trustees which shall consist of one representative from each chapter, a representative from the Citywide Teen Council, and a maximum of four Trustees-at-Large. The board may include a teen representative appointed by the Citywide Teen Council or appointed as a trustee at large.
  - 1.1 The Recreation and Parks Department staff liaison(s) shall serve as an Advisor(s) to the Board of Trustees and committees.
2. Members of the Board of Trustees must be residents of the City of Columbus, except by special approval of the Board of Trustees. In no case shall the Board of Trustees consist of more than 20% non-residents of the City of Columbus.

3. The Board of Trustees shall have the power to own, accept, acquire, mortgage, and dispose of real and personal property and other assets, and to obtain and retain funds in advancing the purposes stated in Article II.
4. This Board shall have the power to do any lawful acts or things reasonable, necessary, or desirable for carrying out the Council's purposes, and to protect the lawful rights and interests of its members in connection therewith.
5. The duties of the Board shall be:
  - 5.1 To control and manage all property and assets, including all receipts, whether derived from said property and assets, or from any other source whatsoever.
  - 5.2 To order and direct the expenditure of said receipts.
  - 5.3 To control or recommend the investment or reinvestment of the capital funds of the Council which are not required for current operations or programs of the Council in safe income-producing investments.

#### **ARTICLE VII: OFFICERS**

1. The officers of the Council shall be President, Vice-President, Secretary, Treasurer, and such officers as the Board of Trustees may elect.
  - 1.1 All such officers shall serve without compensation.
  - 1.2 All officers shall be elected by the Board of Trustees from among its members for a term of one year or until their successors are elected and qualified.
2. Officers will be elected at the annual meeting. The Nominating Committee shall present a slate of nominees for offices to the Council and for four Trustees-at-Large. Nominations may also be made from the floor; election shall be by a majority vote of the members of the Board of Trustees.
3. Duties of President: It shall be the duty of the President to preside at all meetings of the Board of Trustees and, in general, to perform all duties usually incident to such office or which may be required by the members or Trustees of the Council.
4. Duties of the Vice-President: It shall be the duty of the Vice-President to perform all the duties of the President in case of the latter's absence or disability, and to perform such duties as may from time to time be assigned by the Board of Trustees or the President.
5. Duties of Secretary: It shall be the duty of the Secretary to keep and distribute an accurate account of acts and proceedings of the meetings of the Board and its Executive Committee, give all notices of accounts and maintain books of record of the members and, at the expiration of his/her term of office, deliver all books, papers, and property of the Council in his/her hands to his/her successor to the President and, in general, perform all the duties incident to the Office.

6. Duties of Treasurer: It shall be the duty of the Treasurer to safely keep all money, assets, securities, and other valuable documents belonging to the Council, and to make all disbursements of funds of the Council under the direction of the Board of Trustees, to chair the Finance Committee, to keep accurate accounts of the finances of the Council in books specifically provided to him/her for that purpose, and hold same open for inspection and examination of the Trustees and any Finance Committee members appointed for such inspection, or at any other meetings when/if requested, to give bonds in such sums and with such security as the Board of Trustees may require for the faithful performance of his/her duties, and, on the expiration of his/ her term, he/she shall deliver all money or other property of the Council in his/her hands, to his/her successor or to the President and, in general, perform all of the duties usually incident to the Office.

### **ARTICLE VIII: MEETINGS OF THE BOARD OF TRUSTEES**

1. The Board shall meet at least quarterly, one meeting of which shall be the annual meeting in May.
2. The vote of a majority of those Trustees present at any duly called and held meeting of the Board shall constitute an action by the Board of Trustees.
3. A quorum shall consist of a majority of the members of the Board of Trustees.

### **ARTICLE IX: EXPULSION AND RESIGNATION**

1. Any member of this Board of Trustees may resign from membership by giving written notice of such resignation to the Board at any time, but such withdrawal shall not affect his/her, or its existing responsibilities, to the Council.
2. Any chapter which shall fail to send a representative to two consecutive regular meetings shall be subject to removal from the Board of Trustees by vote of a majority of the Trustees in attendance at a regular meeting. The President, however, may, in his/her sole discretion with the best interests of the Council in mind, excuse the absence two of any member who requests the same in writing at or before the second consecutive regular meeting he/she fails to attend, if the president determines that the inability to attend is not due to lack of interest in the affairs of the council:  
a) confinement, by reason of his/her ill health, in home or institution; b) absence from the State of Ohio on business or for educational training; c) or for other reason(s) which the Board feels is not motivated by lack of interest in the affairs of the Council; but no leave of absence shall be granted for a period of more than one year.
3. Any member of the Council may be expelled by the Board of Trustees at any regular or special meeting of the Trustees for violation of this Code of Regulations, of the Articles of Incorporation of the Council.
  - 3.1 Such expulsion shall take effect immediately on the completion of the vote of the Board of Trustees.



- 3.2 Any member of the Board of Trustees that has been expelled shall be given written notice of his/her expulsion and of the opportunity to appeal such expulsion to the Executive Committee as provided herein within one week of his/her expulsion.
- 3.3 Any member of the Board of Trustees may appeal to the Executive Committee by giving notice of same in writing to the President within 30 days after notice of such expulsion has been mailed to the former Trustee at his/her address shown on the records of the Council. An appeal from the expulsion will be heard at the next scheduled Executive Committee meeting at which time the expelled Trustee may be present and shall be given the opportunity to make his/her case for overturning his/her expulsion. The decision of the Executive Committee shall be in writing and mailed to the former Trustee within one week of the meeting at which the reinstatement was considered.
- 3.4 A chapter that has been removed from the Board of Trustees per Article IX, Sections 2, 3.1, and 3.3 shall forfeit all monies remaining in their individual account. Forfeited money will be turned over to the Executive Committee. This money will be used per the discretion of the Board of Trustees as decided upon by a majority vote of the members present, *to be spent in the designated community/program where it was raised*. Ongoing vending money will be directed into the Executive Committee's account and will be used per the discretion of the Board of Trustees as decided upon by a majority vote of the members present. Grant monies will be returned to their provider.
4. Any vacancy in the Board of Trustees shall be filled by the chapter whose representative's departure caused the vacancy. A vacancy caused by the resignation of a Trustee-at-Large shall be filled, if at all, by the Board of Trustees at any regular meeting.
5. Any vacancy in the officer positions of vice president, secretary, or treasurer, or committee chairmanships shall be filled by the president appointing a member to serve, subject to confirmation by the Board of Trustees at its next meeting.

#### **ARTICLE X: COMMITTEES**

1. The Board of Trustees may create committees, including an Executive Committee, to assist in the purposes and objectives of the Council; each committee to perform such functions and make such reports as the Board of Trustees shall determine and define. Committee actions are subject to approval of the Board.
  - 1.1 Subject to the approval of the Board of Trustees, the President shall annually designate the personnel of each committee, other than the Executive Committee and Nominating Committee, and, at the time of the appointment of a committee, shall designate its chairperson.
  - 1.2 Any committee may meet and ballot by mail, telephone, or otherwise as it may wish or as the President or Board of Trustees may direct. Standing Committees must meet at least monthly.
  - 1.3 Columbus Recreation and Parks Department Staff shall serve as non-voting members of the Council and all its Committees.
2. The Standing Committees of this organization shall be:
  - a) Executive Committee
  - b) Finance Committee

c) Fund-raising Committee

- 2.1 Standing Committees of this organization shall be: a) Executive Committee, may be composed of Council members or members of the Board of Trustees, and shall assume duties as may be assigned by the Board of Trustees. Only Board members may be chairpersons of Standing Committees.
- 2.2 The Standing Committees, with the exception of members of the Nominating Committee who shall be elected as hereinafter provided, shall be appointed at or immediately after each yearly election of officers to serve for one year and until their respective successors are appointed.
- 2.3 The Executive Committee shall consist of the officers and the chairmen of all committees. Each immediate Past President shall serve on the Executive Board. The Past President shall serve until his successor in the office of President has become a Past President. If the representative is the chapter representative, the Past President may have a vote on the Executive Board. If the Past President is not the chapter representative, the Past President may act as an advisor.
  - 2.3.1 The general duties of the Executive Committee shall be to serve as an advisory body for the President and to make recommendations to the Board on the business of the Council. The Executive Committee shall transact the business of the Council between regular meetings of the Board of Trustees. The Executive Committee shall have the sole authority and responsibility for: 1) filling vacancies in offices (except the office of President); 2) temporarily filling vacancies in committee chairmanships.
  - 2.3.2 The Executive Committee shall meet at least 12 times during the year. Notice of the time and place of each Executive Committee meeting shall be given orally or in writing. A majority of the total number of the Executive Committee shall be necessary to constitute a quorum for any meeting of the Executive Committee.
  - 2.3.3 Minutes of the proceedings of the Executive Committee shall be kept. All actions of the Executive Committee shall be reported to the Board of Trustees at its next meeting following such action.
- 2.4 The Finance Committee of the Council will consist of the Treasurer as Chairman and at least four other members, one of whom will serve as Financial Secretary.
  - 2.4.1 The Finance Committee's duties will be to prepare budgets and monitor financial activities of the Columbus Recreation and Parks Community Recreation Council. To review activities and programs for financial implications before they are approved by the Council, and to review applications for loans and grants for recommendations to the Board.
- 2.5 The Fund-raising Committee shall consist of five Board members.
  - 2.5.1 Duties of the Fund-raising Committee shall be to coordinate fund - raising activities of the Council and any of its chapters or other affiliate.

## **ARTICLE XI: NOMINATING COMMITTEE**

1. The Nominating Committee shall consist of five Trustees. At least three months prior to the election of officers, the President shall request the Trustees to nominate, in writing, Trustees to serve on the Nominating Committee. The President shall not serve on the Nominating Committee. If the Trustees do not nominate at least five candidates, the Executive Committee shall nominate such additional candidates as may be necessary to increase the total number of candidates to five. At the next monthly meeting, these nominees shall be presented to the Trustees. A vote shall be taken, and the five nominees receiving the highest number of votes shall be elected to serve on the Nominating Committee. The Nominating Committee shall meet immediately thereafter to elect a Chairman from its members. Those persons elected to serve on the Nominating Committee are not eligible to be nominated for any office that year.
2. Duties:
  - 2.1 The Nominating Committee shall prepare a slate of qualified nominees for officers of the Board and four Trustees-at-Large.
  - 2.2 At the annual meeting, the Nominating Committee shall present a slate of nominees to be elected by the Board of Trustees.
  - 2.3 The Nominating Committee shall present to the Trustees, nominations to fill any midterm vacancies of the Trustees-at-Large.

## **ARTICLE XII: FISCAL YEAR**

1. The fiscal year of this Council, shall commence on the first day of July and shall end on the 30th day of June.

## **ARTICLE XIII: RULES OF PROCEDURE**

1. The rules of procedure at meetings of the Board of Trustees shall be according to Robert's latest book on parliamentary procedure, so far as applicable and when not consistent with this Code of Regulations.
2. The Rules of Procedure may be suspended at any meeting by a majority vote of the Board.

## **ARTICLE XIV: AMENDMENTS**

1. Alterations or amendments to the Code of Regulations shall be presented at any meeting of the members of the Full Board and become effective if a majority of those members vote in favor of such change in the Code of Regulations, provided that notice of the amendment change has been mailed by the secretary to all of the members of the Full Board at least 30 days before the meeting of the members of the Full Board at which the Code of Regulations is altered or amended.

## **ARTICLE XV: DISSOLUTION**

1. Upon the dissolution and winding up of the Council in any manner, after the payment of all bona fide claims (including those of each chapter to the balance of its account) and liabilities of the Council, any remaining assets of the Council shall be distributed to the City of Columbus, Recreation and Parks Department, in trust, to be distributed equally among the centers, share and share alike.