



**City of Riverside  
Parks, Recreation and Community Services  
Parks Advisory Group Requirements**

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Effective Date: 07/01/2018

Review Date: 07/20/2020

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Approved:

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Adolfo Cruz, Director

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**SUBJECT:**

Parks Advisory Group Requirements Policy

**PURPOSE:**

Parks Advisory Groups are a way for members of a community to become more actively involved in supporting the mission of the Parks, Recreation and Community Services Department (PRCSD). The purpose of this policy is to establish PRCSD's standards and requirements for recognizing and engaging with parks advisory groups. This policy clarifies the relationship of PRCSD and the parks advisory groups; and defines the responsibilities of each entity.

**POLICY:**

- I. PRCSD will permit one parks advisory group per park. Parks with advisory groups in excess of one prior to the approval of this policy are in exemption of this requirement.
- II. Anyone seeking to organize a parks advisory group must submit a request addressed to the PRCSD Director. Request should contain the following:
  - a. Purpose for forming advisory group
  - b. Goals or focus of the group
  - c. Time frame for establishing group
- III. The request will be reviewed within one month of the receipt and a written response indicating approval or denial to proceed will be provided.
- IV. If approval to proceed is granted, the following documents and information must be submitted within the next three months:
  - a. Copy of bylaws
  - b. Proposed meeting dates and times
  - c. Organizational Chart and list of members of advisory group

- V. Once group has submitted required documentation, approval and formal recognition by the Park and Recreation Commission will be sought by the PRCSD Director.

## **RESPONSIBILITIES:**

- I. Parks advisory group responsibilities:
- a. Obtaining 501 (c) (3) status is highly recommended and a copy of the approval letter from IRS should be given to the Department Liaison.
  - b. Create parks advisory group bylaws containing, but not limited to the following:
    - i. Name
    - ii. Purpose
    - iii. Advisory Group Organizational Make-up
    - iv. Term Limits
    - v. Meeting Schedule
    - vi. Member Eligibility
  - c. Conduct all meetings in an orderly, friendly and welcoming manner.
  - d. Ensure all original members and subsequent members of the advisory group complete the City volunteer application and adhere to all volunteer requirements including being subject to background checks.
  - e. Submit minutes of meetings to PRCSD Liaison monthly.
  - f. Submit a financial standing to PRCSD Liaison annually on a fiscal year basis.
  - g. Submit request of co-sponsored events with PRCSD annually after the first meeting of the calendar year for PRCSD approval.
  - h. Submit Facility Rental Applications to PRCSD for dates that facilities are needed for meetings and events, for approval by PRCSD. Requests must be submitted at least three months in advance to ensure availability.
  - i. Request marketing approval for any information to be disbursed to the public prior to disbursement.
- II. PRCSD Responsibilities:
- a. Accept and approve/deny advisory group requests.
  - b. Propose and recognize advisory group with the Park and Recreation Commission.
  - c. Provide facility space for monthly advisory and event meetings.
  - d. Provide PRCSD Liaison at each meeting
    - i. Liaison to attend all meetings
    - ii. Accept reports, minutes, and requests for co-sponsored events on behalf of the Department
    - iii. Liaison to forward all information received to Recreation Supervisor and Executive Staff for review
  - e. Review and approve co-sponsored events and resources to be donated to each event. Notification of approval will be sent within four weeks after submission to Executive Staff.