

**TRI-PAR ESTATES PARK & RECREATION DISTRICT
POLICY & PROCEDURE**

ITEM 3.2.14 RECREATION

The Trustee whose assigned area of responsibility is RECREATION shall have the responsibility and authority to manage the following operations, per Bylaws Article 5 and Procedure Item 3.1.

SATURDAY COFFEES:

1. Schedule dates and plans for Coffees, and promote on TV and in Newsletters.
2. Recruit volunteers to prepare and serve coffee and donuts.
3. Serve as master of ceremonies, or arrange for someone else to serve.

DINNERS, DANCES & PICNICS:

1. Schedule dates and plans for these community-wide events for which tickets are sold.
2. Assure that ticket sales income and costs of these events are separated and identified as they are not part of the District budget, but of the separate Social Fund.
3. Provide summary report of each event, income and expense, to office for file.

OTHER RECREATION ACTIVITIES:

1. Schedule dates and activities as desired and needed.
2. Purchase paper products, supplies, decoration material, etc. needed for park sponsored activities.

06/16/2015