



2020-2021 District 3 Board of Directors

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CPRS District 3 Annual Awards Program

Dear CPRS District 3 Member:

The **CPRS District 3 Annual Awards Program** is designed to recognize those who assist us in our critical role to facilitate and create community: professionals, collaborative partners, and businesses, as well as outstanding facilities, parks, programs, and special events. We hope that your agency will use this opportunity to celebrate and strengthen the relationships critical to parks, recreation and related services in your community.

The **CPRS District 3 Annual Awards Program** recognizes excellence of agencies, individuals and professionals in the Park and Recreation field who demonstrate the spirit of "Parks Make Life Better!®" and the missions of parks and recreation by:

- promoting participation in recreational experiences
- strengthening community image and sense of place
- strengthening safety and security
- promoting health and security
- fostering human development
- increasing cultural unity and promoting diversity
- protecting environmental resources
- facilitating community problem solving

Please read through the enclosed information and submit applications as appropriate. Please note that the criteria match those of the CPRS Awards of Excellence, simplifying your application for D3 if you already applied for a CPRS Award. If you have any questions, please contact me at twhitney@sanramon.ca.gov

Sincerely,

Tamara Whitney

CPRS District 3 President

DATES TO REMEMBER:

Tuesday, February 15, 2022 5:00pm: ENTRIES DUE VIA EMAIL

All Entries must be received with proof of payment to be eligible for Awards.

Tuesday, March 1, 2022: Awards and Installation

LOCATION TBA

*CPRS District 3 advances the profession of the administration of recreation,
parks, and community services in Alameda and Contra Costa Counties.*

www.cprs.org

**Parks
Make
Life
Better!**

AWARD CATEGORIES

AGENCY SHOWCASE AWARDS

Competitive/Agency submits

Up to six (6) Agency Showcase winners will be chosen by the District 3 Awards Committee:

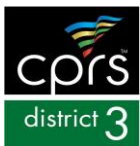
- **Outstanding Recreation Program/Special Event**
Please note that this category is comparable to the CPRS Awards of Excellence category *Creating Community Award of Excellence*.
- **Justice, Equity, Diversity, & Inclusion (JEDI) Impact Award**
- **COVID Related Programming**
- **Outstanding Facility/Park**
Please note that this category is comparable to the CPRS Awards of Excellence category *Creating Community Award of Excellence*.

LIFETIME ACHIEVEMENT

Professional Service Award in Parks & Recreation

Non-competitive/Agency submits

This award will honor a retiree's career achievement. Agencies may recognize as many as appropriate. Please note that this category is comparable to the CPRS Awards of Excellence category *Professional Awards of Excellence - Honorary Member*.



ELIGIBILITY & AWARD DESCRIPTIONS

Eligibility

All California Park and Recreation Agencies (City, County and Districts) located in CPRS District 3 (Alameda & Contra Costa Counties) are eligible to submit entries for all of the awards. Additionally, all outstanding balances to District 3 must be resolved. All programs, partnerships and projects must have been active during or completed in 2021.

Submission Information

Send one (1) email for each award entry with all files attached to cprsd3@gmail.com. The subject line of the email must include the Award Category/Subcategory (e.g. Agency Showcase – Outstanding Facility/Park). Emails must be time/date-stamped no later than Tuesday, February 15, 5:00 p.m.

Entry Fees and Payments

For the 2021 Awards Entrants, there is no entry fee for any award applications. Awards will continue to be competitive as noted.

Photo Requirements

Digital photos (minimum 1MB JPG) are *encouraged* with each application. We recognize that this year photos may have been difficult due to staffing and safety challenges. See the individual award criteria for specific photo requirements. Each photo must have the agency name or project title as the file name. Photographs required with the award entries may be used in the Awards Ceremony at the CPRS District 3 Awards and Installation Luncheon.

Award Committee

Awards will be considered for each category indicated on the Application Form by a committee made up of past and present members of the CPRS District 3 Board of Directors. Awards will be given only if the CPRS District 3 Award Committee and Board determine all eligibility criteria are met and the award entry information is complete. The Award Committee reserves the right to relocate an entry to a more appropriate category without notifying the nominee (agency or individual). An entry may be disqualified if the submission criteria are not met and/or the entry application is incomplete. The Award Committee decisions are final, and no judging information will be released.

Award Committee Chair

For information regarding the CPRS District 3 Awards Program, contact Tamara Whitney, City of San Ramon at twhitney@sanramon.ca.gov.

Applicant Notification

All applicants will be notified of Award Application status **February 21, 2021**, or earlier. All winners will be recognized at the Annual Awards and Installation to be held on **Tuesday, March 1, 2022** location to be determined based on health and safety precautions.

AGENCY SHOWCASE AWARD OUTSTANDING RECREATION PROGRAM OR OUTSTANDING SPECIAL EVENT (COMPETITIVE)

This Award recognizes the top Recreation Program(s) and/or Special Event(s) that best exemplify for 2021 the spirit of “Parks Make Life Better!®” in District 3. The Recreation Program or Special Event is expected to be a model that embodies and embraces the values and mission of the profession and moves the agency towards a stronger position or role within the community.

Agencies may submit as many applications as applicable. Up to six (6) Agency Showcase Award winners (Outstanding Facility/Park and/or Outstanding Recreation Program/Special Event) will be chosen by the District 3 Awards Committee.

NOMINATION STATEMENT (same for both categories):

Include all Mandatory Criteria and examples of all of the Selection Criteria in your statement.

Mandatory Criteria (all must be met):

Include the following mandatory criteria within your Selection Criteria word count requirements:

- A. Name:** Name of Recreation Program or Special Event.
- B. Community:** Participant group(s), ages served, and total number of community served.
- C. Primary Area of Service (select one):** Aging Well; Arts and Cultural Services; Community Health and Wellness; Economic Vitality; Environmental Stewardship; Management Innovation; Neighborhood/Community Building; Park and Facility Maintenance Management; Serving the Underserved; Youth Development
- D. Operation:** The Recreation Program or Special Event was in operation and open to the general public in 2018.

Selection Criteria (all must be met):

- A. Challenge:** Describe the significant issue, problem or concern that the entry addressed and the desired outcomes you were looking to achieve. [250 word maximum] (20 points)
- B. Resourcefulness:** Extent to which the entry demonstrated the use of creative or innovative approaches and the role community partners or stakeholders played in addressing the challenge. [400 word maximum] (25 points)
- C. Execution:** Extent the entry utilized various strategies, tools, resources and outreach efforts to address the challenge, including the use of non-traditional fiscal or community resources (grants, sponsorships, volunteers, etc.) and the communication efforts used to inform or seek feedback from the community, policy makers or partners. [400 word maximum] (20 points)
- D. Accomplishment:** Extent to which the entry created a substantial community benefit, improved operational efficiencies, created new or increased value in the community, or significantly enhanced the provision of park and recreation services through measurable results. [400 word maximum] (25 points)
- E. Mission:** Extent to which the entry supported the mission of the profession and / or the Parks Make Life Better!® campaign. [250 word maximum] (10 points)

SUBMISSION REQUIREMENTS:

Send one (1) email per entry with all files to cprsd3@gmail.com (see page 3 for details).

- ☐ **Completed Award Application Form (PDF):** See page 10.
- ☐ **Description Statement (PDF):** 150 words or less, to be read at Awards Ceremony.
- ☐ **Nomination Statement (PDF):** See requirements above.
- ☐ **Photos (JPG):** 1 to 2 photos (1 MB) depicting the Recreation Program or Special Event, labeled with agency and name of Recreation Program/Special Event.

**AGENCY AWARD
JUSTICE, EQUITY, DIVERSITY, & INCLUSION (JEDI)
IMPACT AWARD (COMPETITIVE)**

This Award recognizes agencies that demonstrate exemplary leadership in advancing justice, equity, diversity, and inclusion in their communities and/or amongst their staff. Demonstrating leadership could be in the areas of new/updated programs, events, policies and procedures, staff/volunteer training and/or other similar activities.

Up to three Award winners will be chosen by the District 3 Awards Committee.

NOMINATION STATEMENT:

Include all Mandatory Criteria and examples of all of the Selection Criteria in your statement.

Mandatory Criteria (all must be met):

- A. Community: Who was impacted? The community, volunteers, staff, etc. How many were impacted?
- B. The impact must have occurred during 2021.

Selection Criteria (all must be met):

- A. Challenge: Describe the significant issue, problem or concern that the community/agency was facing and the desired outcomes you were looking to achieve. [250 word maximum] (30 points)
- B. Execution: Extent the entry utilized various strategies, tools, resources and outreach efforts to address the challenge and the communication efforts used to inform or seek feedback from the community, policy makers or partners. [400 word maximum] (35 points)
- C. Accomplishment: Extent to which the entry created a substantial community/agency benefit, improved justice, equity, diversity, or inclusion in the community, created new or increased value in the community, or significantly enhanced the provision of park and recreation services through measurable results. [400 word maximum] (35 points)

SUBMISSION REQUIREMENTS:

Send one (1) email per entry with all files to cprsd3@gmail.com (see page 3 for details).

- ☐ **Completed Award Application Form (PDF):** See page 10.
- ☐ **Description Statement (PDF):** 150 words or less, to be read at Awards Ceremony.
- ☐ **Nomination Statement (PDF):** See requirements above.
- ☐ **Photos (JPG):** 1 to 2 photos (1 MB) depicting the Recreation Program or Special Event, labeled with agency and name of Recreation Program/Special Event. [Optional]

AGENCY AWARD COVID RELATED PROGRAMMING (COMPETITIVE)

This Award recognizes agencies and programs that demonstrate exemplary programming related to or as a result of COVID-19 Shelter-In-Place or county health orders. Programs could be in the areas of new/updated programs, events as a result of COVID-19.

Up to three Award winners will be chosen by the District 3 Awards Committee.

NOMINATION STATEMENT:

Include all Mandatory Criteria and examples of all of the Selection Criteria in your statement.

Mandatory Criteria (all must be met):

- A. Community: Who was impacted? The community, volunteers, staff, etc. How many were impacted?
- B. The impact must have occurred during 2021.
- C. How was this program/event changed in-light of COVID-19

Selection Criteria (all must be met):

- A. Challenge: Describe the significant issue, problem or concern that the community/agency was facing and the desired outcomes you were looking to achieve. [250 word maximum] (30 points)
- B. Execution: Extent the entry utilized various strategies, tools, resources and outreach efforts to address the challenge and the communication efforts used to inform or seek feedback from the community, policy makers or partners. [400 word maximum] (35 points)
- C. Accomplishment: Extent to which the entry created a substantial community/agency benefit, improved justice, equity, diversity, or inclusion in the community, created new or increased value in the community, or significantly enhanced the provision of park and recreation services through measurable results. [400 word maximum] (35 points)

SUBMISSION REQUIREMENTS:

Send one (1) email per entry with all files to cprsd3@gmail.com (see page 3 for details).

- ☐ **Completed Award Application Form (PDF):** See page 10.
- ☐ **Description Statement (PDF):** 150 words or less, to be read at Awards Ceremony.
- ☐ **Nomination Statement (PDF):** See requirements above.
- ☐ **Photos (JPG):** 1 to 2 photos (1 MB) depicting the Recreation Program or Special Event, labeled with agency and name of Recreation Program/Special Event. [Optional]

AGENCY SHOWCASE AWARD OUTSTANDING FACILITY, OUTSTANDING PARK, OR OUTSTANDING AQUATIC FACILITY (COMPETITIVE)

This Award recognizes excellence in design of completed park, recreation and/or cultural facilities intended for public use. The project may be either new construction or a rehabilitation project that demonstrates high standards of planning, design, community involvement, operation and maintenance, quality of aesthetics, usability, accessibility and versatility.

Agencies may submit as many applications as applicable. Up to six (6) Agency Showcase Award winners (Outstanding Facility/Park and/or Outstanding Recreation Program/Special Event) will be chosen by the District 3 Awards Committee.

NOMINATION STATEMENT (same for all categories):

Include all Mandatory Criteria and examples of all of the Selection Criteria in your statement.

Mandatory Criteria (all must be met):

- A. **Name:** Name of Facility, Park, or Aquatic Facility.
- B. **Community:** Participant group(s), ages served, and total number of community served.
- C. **Operation:** The Outstanding Facility, Outstanding Park, or Outstanding Aquatic Facility was in operation and open to the general public as of November 1, 2021.

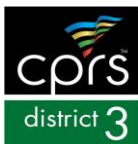
Selection Criteria (all must be met):

- A. **Challenge:** Describe the organizational challenge or compelling community need the entry addressed. [250 word maximum] (20 points)
- B. **Resourcefulness:** Extent the entry demonstrated the use of unique architectural elements or responded to challenging environmental, cultural or site constraints or integrated "green" construction materials, systems, management or maintenance practices. [400 word maximum] (25 points)
- C. **Execution:** Extent the entry utilized various strategies, tools, resources and outreach efforts to address the challenge, including the use of non-traditional fiscal or community resources i.e., grants, sponsorships, foundations, volunteers and the communication efforts used to inform, engage and receive feedback from the community, policy makers or stakeholders. [400 word maximum] (20 points)
- D. **Accomplishment:** Extent the entry provided a substantial community benefit, improved operational efficiencies, created new or increased value in the community or significantly enhanced the provision of park and recreation services through measurable results. [400 word maximum] (25 points)
- E. **Mission:** Extent to which the entry supported the mission of the profession and / or the Parks Make Life Better!® campaign. [250 word maximum] (10 points)

SUBMISSION REQUIREMENTS:

Send one (1) email per entry with all files to cprsd3@gmail.com (see page 3 for details).

- ☐ **Completed Award Application Form (PDF):** See page 10.
- ☐ **Description Statement (PDF):** 150 words or less, to be read at Awards Ceremony.
- ☐ **Nomination Statement (PDF):** See requirements above.
- ☐ **Photos (JPG):** 4 to 6 photos (1 MB) including at least 2 interior and 2 exterior photos (facility only); before and after photos if a rehabilitation project; each photo labeled with entry and agency name.



LIFETIME ACHIEVEMENT PROFESSIONAL SERVICE AWARD IN PARKS & RECREATION

This Award recognizes retirees in 2021 who have given significant levels of service to the profession over their lifetime or career. For many, they have been mentors, advocates and true professionals in “Creating Community through People, Parks and Programs” and “Parks Make Life Better!®” The honoree must have retired or ended full-time service in 2021 and must not have been previously recognized by CPRS District 3.

Agencies may recognize as many as appropriate. One (1) meal at the Awards Ceremony and award are included in each entry fee. CPRS District 3 proudly co-sponsors this award that recognizes retirees who have given such valuable service to the profession.

NOMINATION STATEMENT:

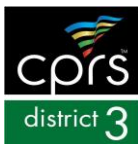
Provide in 300 words or less:

- The honoree’s name
- Biographical information
- List of employers/dates of employment/job titles held
- CPRS positions held (if any)
- Awards
- Professional affiliations
- District honors and any other applicable information

SUBMISSION REQUIREMENTS:

Send one (1) email per entry with all files to cprsd3@gmail.com (see page 3 for details).

- ☐ **Completed Award Application Form (PDF):** See page 10.
- ☐ **Description Statement (PDF):** 150 words or less, to be read at Awards Ceremony.
- ☐ **Nomination Statement (PDF):** See requirements above.
- ☐ **Photos (JPG):** 2 photos (1 MB) depicting the honoree, labeled with nominee name & nominator name. [Optional]



CPRS D3 Award Application Form 2021
Submit one application form per award entry
DUE TUESDAY, FEBRUARY 15 AT 5:00 PM

Name of Nominee: (individual/business/group)	Title/Position:
Agency Name:	
Agency Administrator:	Title:
Agency Address:	
City:	Zip:
Agency Contact Name:	Phone (include area code)
Email address:	Fax : (include area code)
Name of individual using meal included with entry:	

AWARD CATEGORY (Check the appropriate Award Category):

Agency Showcase Awards

- ☐ Outstanding Recreation Program or Outstanding Special Event
- ☐ Outstanding JEDI Program or Event
- ☐ Outstanding COVID-19 Program or Event
- ☐ Outstanding Facility or Outstanding Park

Lifetime Achievement

- ☐ Professional Service Award in Parks & Recreation

SUBMISSION INFORMATION

Email submissions, must be time/date-stamped no later than February 15, 2021 at 5:00 p.m. Send one (1) email for each award entry with all files attached to cprsd3@gmail.com. The subject line of the email must include the Award Category-Subcategory (e.g., Agency Showcase – Outstanding Facility/Park).

I understand that: Award entry materials will not be returned. The Award Committee reserves the right to relocate an entry to a more appropriate category without notifying the nominee (agency or individual). An entry may be disqualified if the submission criteria are not met and/or the entry application is incomplete. The Award Committee decisions are final, and no judging information will be released.

Administrator Signature: _____ Date: _____