

California Parks and Recreation Society – District 11

Parks Make Life Better!

January 17, 2018

Dear CPRS District 11 Member:

The California Park & Recreation Society District 11 Annual Awards and Installation Banquet will be held on Thursday, March 29, 2018 at the Eastvale Community Center. At that time, CPRS District 11 will honor outstanding individuals for their professional and volunteer contributions to the fields of Parks, Recreation, and Human Services. Attached you will find information and applications for the following CPRS District 11 awards:

The Lifetime Achievement Award: It may be presented to a professional who has demonstrated leadership and incentive and has made significant contributions to CPRs and the field of Parks, Recreation, and/or Community Services.

The Community Champion Award: It may be presented to a contributor of any Parks and Recreation agency within District 11. This award can be given to a couple or group, as well as an individual. Limit two recipients per agency.

The Professional Service Award: It may be presented to a professional who has made an outstanding contribution to the field of Parks, Recreation, Human Services, or Parks and Recreation Education. The individual must also have demonstrated a continued membership and sustained interest in CPRS District 11.

Professional Development Scholarship: A total of four \$300 stipends are awarded for professional development in the Parks and Recreation field. These stipends are offered to full time mid-management professionals, part-time professionals, and full-time students with a major in a Parks or Recreation related field. The stipends are used for CPRS membership, dues, Mini conference registration and or the CPRS Conference registration.

A review committee chaired by District 11 board members will review submittals to ensure applicants meet award criteria. Recipients will be recognized at the Awards and Installation Banquet on Thursday, March 29, 2018. Completed applications are due no later than Friday, **March 1st at 5:00 p.m.** If you have any questions or need additional information, please feel free to contact me.

Sincerely,

Candice N. Smith

Candice N. Smith, CPRS District 11 Board Secretary
(909) 395-2507
csmith@ontarioca.gov



Lifetime Achievement Award

The Lifetime Achievement is District 11's highest award. It may be presented to a professional who has demonstrated leadership and incentive and has made significant contributions to CPRS and the fields of Parks, Recreation and/or Human Services. Each agency in District 11 may submit one nomination for the Lifetime Achievement Award. Please review the selection criteria and complete the nomination form without the candidate's knowledge.

A selection committee chaired by a CPRS District board member will review nominations and select a recipient. Agencies submitting nominations will be notified of the selection committee's decision no later than Thursday, March 1st, 2018.

SELECTION CRITERIA

1. The candidate must be a current member of CPRS.
2. Contributions or service must have positively affected the profession at the district, state and/or national level, and must have been performed beyond the scope of the individual's normal job duties.
3. Typical contributions of the successful candidate might include, but are not limited to:
 - a. Significant contribution through CPRS District 11 committee work.
 - b. Active support of CPRS or other local, state, or national professional groups that furthers the cause of the Parks, Recreation and Human Services professions.
 - c. Research, design or development of programs and facilities that have had a significant impact in providing leisure opportunities on a district, state and/or national level.
4. The candidate's Agency or direct Supervisor must approve nomination.



Lifetime Achievement Award

Nomination Form

NOMINEE'S NAME: _____

AGENCY: _____ Full-Time ☐ Part-Time ☐

Nominee's CPRS Member #: _____ Year joined CPRS: _____

On a separate page, please write a brief explanation (250 words or less) of why you feel this individual should receive this award. In addition, submit five pictures representing the individual's professional experience (on CD or via email in .jpg format). Consider the individual's professional experience and training; their involvement in CPRS and other professional organizations; any significant contributions to the fields of Parks, Recreation, and/or Human Services; and any letters of endorsement. Each nomination should be submitted with a check for \$50.00 payable to "CPRS District 11" to cover the cost of the plaque and recipient's meal.

PERSON SUBMITTING NOMINATION: _____

AGENCY SUBMITTING NOMINATION: _____

AGENCY ADDRESS: _____

CITY: _____ ZIP: _____

PHONE NUMBER: _____ FAX: _____

EMAIL ADDRESS: _____

AGENCY SIGNATURE: _____

- Enclosures:
- ☐ Support Material
 - ☐ 5 digital pictures/files (on CD or via email in .jpg format)
 - ☐ Check for \$60 for nominee
(Checks payable to: CPRS District 11)
 - ☐ Registration form for additional Guests (if applicable)
 - ☐ Payment for additional Guests (\$30 per person)
(Checks payable to: CPRS District 11)

Return to: Candice N. Smith, CPRS District 11 Board Secretary
City of Ontario
1265 S. Palmetto Ave.
Ontario, CA 91762
(909) 395-2507 or (909) 395-3671 (fax)
csmith@ontarioca.gov

Application Deadline: Thursday, March 1st, 2018



Community Champion Award

The Community Champion Award may be presented to a contributor of any parks and recreation agency within District 11. This award can be given to a couple or group, as well as an individual. Each agency is limited to no more than two nominees and nomination must be approved by Agency or direct Supervisor.

The recipient(s) should have distinguished himself/herself/themselves as a contributor(s) to any Park and Recreation agency within District 11. This award can be given to a couple or group, as well as an individual. All nominees will be recognized during the awards ceremony.

Examples of services to be recognized are:

1. Outstanding contribution to the field of Park and Recreation as a Commissioner, City Council Member, or Board of Education Member.
2. Voluntary leadership in a Park and Recreation program.
3. Support of Park and Recreation programs and participants in social, cultural, service, or fraternal organizations.



Community Champion Award

Nomination Form

RECIPIENT'S NAME: _____
(Please print name, as you would like it to appear on plaque)

Along with the Community Champion Award Recipient Information Form, please send a one-page, double-spaced typed written script (200 words or less) and five pictures (submitted on a CD or emailed as .jpg files). The script should coincide with the five digital pictures or files. Each Recipient Information Form should be submitted with a check for \$60.00 payable to "CPRS District 11" to cover the cost of the plaque and recipient's meal. Guests of the Community Champion Award Recipient may attend for an additional \$30.00.

PERSON SUBMITTING NOMINATION: _____

AGENCY SUBMITTING NOMINATION: _____

AGENCY ADDRESS: _____

CITY: _____ ZIP: _____

PHONE NUMBER: _____ FAX: _____

EMAIL ADDRESS: _____

AGENCY SIGNATURE: _____

- Enclosures:
- ☐ Recipient Information Form and one page script
 - ☐ 5 digital pictures/files
 - ☐ Check for \$60 for nominee
(Checks payable to: CPRS District 11)
 - ☐ Registration form for additional Guests (if applicable)
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Community Champion Award

Script Guidelines

1. Along with the Community Champion Award application, please send a one-page, double-spaced typed written script (200 words or less) and five pictures (on CD or via email in .jpg format).
2. The script should coincide with 5 digital pictures or files. Please number the pictures/files in order, as they will be presented with script information for the presentation.
3. Please keep the script as brief as possible, one page at 12-font size (for easy readability).

EXAMPLES OF INFORMATION: These are just a few ideas to help you with your script.

- A. Describe past involvement of the individual or group with your agency, i.e., volunteer for the past ten years, commissioner of eight years, etc.
 - B. Describe the importance of the project/program to your agency (community), i.e., number of participants.
 - C. If the winner is a group, describe its role in the community, i.e., Kiwanis, largest club in the city/district.
 - D. List past awards the individual/group received from your agency (city, county or district).
 - E. List any major awards they may have received for civic work or involvement.
 - F. List any project/programs that this individual or group may be assisting with in the future, if known.
 - G. Describe any humorous incident that may have taken place while the project/program was being planned or implemented.
 - H. Add any information that may assist in making the presentation interesting.
4. Please include the name of the presenter who will be attending the ceremony.



Professional Service Awards

A nominee shall have made an outstanding contribution to the fields of Parks, Recreation, and/or Human Services. The nominee must also have demonstrated a continued membership and sustained interest in CPRS District 11; nomination must be approved by Agency or direct Supervisor.

Example of activities for which this award may be given:

1. Provide an outstanding service through a program or activity benefiting District 11 or parks and recreation in general.
2. Shown an outstanding leadership in District 11 through committee membership, committee chairmanship, and/or service as an officer.
3. Made an outstanding contribution to a recognized publication regarding the field of Park and Recreation (not publicity).
4. Introduced a new idea of general benefit to the field of Park and Recreation in District 11.
5. Conducted research in the field of Park and Recreation and reported this research to the CPRS District 11 and professional agencies.
6. Performed outstanding service in conducting a CPRS District 11 program (in-service training, workshop, etc.).
7. Accepted varied responsibilities and performed services over and above that normally required of members.



Professional Development

Nomination Form

NOMINEE'S NAME: _____

AGENCY: _____ Full-Time ☐ Part-Time ☐

Nominee's CPRS Member #: _____ Year joined CPRS: _____

Please submit a brief narrative (250 words or less) and five pictures (on CD or via email in .jpg format) for the Professional Service Award supporting your nomination. Consider the individual's professional experience and training; their involvement in CPRS and other professional organizations; any significant contributions to the fields of Parks, Recreation, and/or Human Services; and any letters of endorsement. Each nomination should be submitted with a check for \$60.00 payable to "CPRS District 11" to cover the cost of the plaque and recipient's meal.

PERSON SUBMITTING NOMINATION: _____

AGENCY SUBMITTING NOMINATION: _____

AGENCY ADDRESS: _____

CITY: _____ ZIP: _____

PHONE NUMBER: _____ FAX: _____

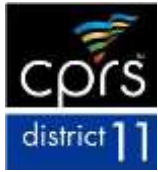
EMAIL ADDRESS: _____

AGENCY SIGNATURE: _____

- Enclosures:
- ☐ Support Material
 - ☐ 5 digital pictures/files (on CD or via email in .jpg format)
 - ☐ Check for \$60 for nominee
(Checks payable to: CPRS District 11)
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Professional Development

Scholarship Program

Introduction

To assist and encourage individuals pursuing a career in parks and recreation, District 11 of the California Park and Recreation Society has established a program to provide scholarships for selected individuals.

A maximum of four recipients are selected each year and formally recognized at the Annual Awards and Installation Banquet in March.

The purpose of this program is to provide for professional development through continuing education, professional memberships, workshops, or conferences. These opportunities are meant to encourage the recipient to make professional contacts and to support their efforts toward increased knowledge of the Parks and Recreation professional.

Scholarship Fund Distribution

A \$300 stipend will be awarded to a maximum of four recipients this year. Two stipends will be awarded to students majoring in Parks, Recreation, or a related field, or to part-time employees working within the profession. Two stipends will be awarded to a fulltime parks and recreation professional up to the mid-management level (see definition). If no qualified applicants are received for the mid-management stipend, it will be awarded to a qualified student or part-time applicant. This stipend may be used for one or all the following purposes:

CPRS Related Activities

- Membership dues (available if agency does not pay annually)
- 2018 Conference registration
- 2017 Mini Conference registration
- Other Board approved CPRS Events

Meetings and conferences must be attended for the recipient to receive the stipend. Recipients should submit requests in advance for Board approval and must fulfill the intent stipulated on their application.



Criteria for Professional Development Scholarship

To be considered for the award, the applicant must submit an application and letter of recommendation to the Scholarship Committee by the established deadline and meet the following criteria:

Mid-Management

- Applicant must be a full-time employee in the parks and recreation profession, in a supervisory position or lower, within his or her agency's organization chart. Mid-management applicants may not use the stipend for payment of CPRS dues. Applicant must be a current member of CPRS.

Part-Time / Student

- Applicant must be a part-time employee within the parks and recreation profession. For the purposes of this scholarship, part time is defined as working less than forty (40 hours) per week.
- Or
- Applicant must be a full-time undergraduate student in an accredited university, college or community college, with a major in Parks, Recreation or a related field.

Residency

Applicants must meet one of the following residency requirements:

1. Live within the boundaries of CPRS District 11.
2. Work for an agency within the boundaries of CPRS District 11.
3. Currently attend school within the boundaries of CPRS District 11.

Applications

1. Must be complete and identify proposed use of stipend.
2. Must contain a letter of recommendation from an immediate supervisor or college instructor.

Application Procedures

The attached application and a letter of recommendation must be submitted to the Scholarship Committee by 5:00 p.m. on March 1st. Applications will be reviewed, and qualified individuals will be invited to an interview on March 7 or 8, 2018. Special consideration will be given to individuals who have demonstrated one or more of the following:

- An interest in becoming an active member of CPRS.
- A commitment to the field of parks and recreation as an employee or student.
- Development of a unique procedure, program or idea that has been successfully implemented.



Professional Development Scholarship

APPLICATION

Name: _____ Telephone: (____) _____

Address: _____

City: _____ Zip: _____

Email: _____

Are you a CPRS member? YES ☐ Membership #: _____ NO ☐

Scholarship Category you are applying for? ☐ Mid-Management ☐ Part-Time/Student

Educational Background

Educational Institutes Attended	Major Subjects/Courses	Dates Attended	Units Completed or Degree

List any accomplishments or commendations:

Employment Background

(List all professional positions paid or volunteer)

Employer: _____	Full time or Part time: _____
Title: _____	From: _____ To: _____
Duties: _____	



Professional Development Scholarship APPLICATION

Employer: _____ Full time or Part time: _____

Title: _____ From: _____ To: _____

Duties: _____

Employer: _____ Full time or Part time: _____

Title: _____ From: _____ To: _____

Duties: _____

Employer: _____ Full time or Part time: _____

Title: _____ From: _____ To: _____

Duties: _____

Does your agency pay your membership dues? YES ☐ NO ☐

Does your agency provide or pay for any professional training? YES ☐ NO ☐



Professional Development Scholarship APPLICATION

Provide a summary of your involvement in CPRS or other organizations: *You may attach additional sheets if necessary.*

How will you use the scholarship stipend? *You may attach additional sheets if necessary.*

What are your professional goals? *You may attach additional sheets if necessary.*

How will this scholarship help you in attaining your goals? *You may attach additional sheets if necessary.*

Why do you consider yourself a deserving candidate for this scholarship? *You may attach additional sheets if necessary.*

References: *(Preferably CPRS District 11 Members)*

Name: _____ Title: _____

Agency: _____ Phone: _____

Name: _____ Title: _____

Agency: _____ Phone: _____

Applicants signature: _____ Date: _____

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