

Policy and Procedures Manual

National Association of Recreation Resource Planners (NARRP)

December 8, 2009

MISSION AND OBJECTIVES

The recreation resource planning profession works to protect natural and cultural resources while providing sustainable recreation access. It is dedicated to the proposition that the welfare of the Nation's citizens, visitors, communities, environment, and economy will be enhanced through opportunities for the public to experience and enjoy the Nation's lakes, rivers, forests, wilderness, open space, greenways, parks, marine preserves, wildlife refuges, historic sites, heritage areas, and other special outdoor places.

The mission of the Association is to advance the recreation resource planning profession. The objectives of the Association are to (a) provide a professional support network for recreation resource planners across the nation, (b) serve as a conduit for information and technology transfer, (c) advance educational and professional development, and (d) promote the scholarship and advancement of students and young professionals.

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Policies

ADVOCACY

As set forth in National Association of Recreation Resource Planner's (NARRP) Articles of Incorporation, no substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

In the event that advocacy actions are taken by NARRP, the following policies apply:

1. Any political or judicial positions (e.g., Land and Water Conservation Fund (LWCF) support letter to congress, a "friend of the court" brief) should be written and approved by the Board.
2. All written advocacy statements should be accurate, fair, objective, science-based, and clearly state that the document represents the position of the NARRP Board.
3. Board members should clearly represent themselves as advocating the interests of NARRP and not their person or employer.
4. All NARRP members are empowered to advance any NARRP advocacy statement, but caution is advised that members clearly understand the policies and rules of the organization in which they are employed.
5. All NARRP advocacy statements will be promptly posted on the website for membership disclosure.

ANTI-TRUST

Members of the Board will comply with the Sherman Act and the Federal Trade Commission Act. Because trade associations are comprised of competitors they do need to be sensitive to the restrictions of the antitrust laws. The antitrust laws are intended to foster and protect competition. The laws prohibit particular anticompetitive activities, and more generally those that are deemed to unreasonably restrain trade, such as price fixing, group boycotts, or division of customers or markets. Violations of antitrust laws may result in both criminal and civil penalties.

ACCOUNTING PRACTICES

Each year the President, with the approval of the Board, shall appoint a three-member audit committee to audit the Association's financial records from the previous fiscal year. The audit committee shall report their findings in writing to the Board. The annual audit report shall be made a permanent record, shall be made available to any member upon written request, and shall be summarized in the Association's Annual Report.

ANNUAL REPORT

Under the direction of the Communications Committee Chair, NARRP will provide an annual report to the membership that summarizes the Association's activities from the previous calendar year. The report is intended to be an executive summary-type document. The report is to be completed early in the new calendar year and included in the spring newsletter.

AWARDS & RECOGNITION

Each year NARRP recognizes and honors individuals for their outstanding accomplishments in the field of recreation and park planning, management and administration, as well as service to NARRP.

A call for nominations is distributed annually with the conference registration materials. The deadline for submitting a nomination is six weeks prior to the scheduled NARRP Annual Conference. The Vice President for Operations serves as the Chair of the Nominations Committee. The person submitting the nomination must be a member. Members of the NARRP Board of Directors cannot be nominated or receive an award during their term with the exception of the board recognition for outgoing members.

National Recreation Resource Leadership Award

This award is the most prestigious recognition presented by NARRP. It recognizes the significant contributions of other political, scientific, educational and organizational leaders in both the public and private sectors. It is presented annually to one individual who has demonstrated leadership for, or in the field of, parks, recreation and natural resources management, and has made significant and sustained contributions in the fields of parks, recreation or natural resources management. Nominees need not be members of NARRP.

Distinguished Service Award

This award is presented annually to up to three recipients who have made significant contributions to the profession of recreation resource planning. A determining factor shall be the degree of sustained contribution and proficiency or the excellence of a single achievement or contribution. The achievement may be in the areas of policy development, administration, public affairs, resource planning and design, program, finance, research, education, or other areas in the recreation resource management profession. Nominees need not be members of NARRP.

Excellence in Planning Award

This award is presented annually to not more than four eligible recipients, including not more than two individuals and two agencies or organizations, public or private. It is awarded primarily for professional achievement in the field of parks and recreation planning contributing to the advancement of the profession or park and recreation programs. The determining factor shall be the degree of sustained proficiency or excellence of a single achievement or contribution made by the nominee. The achievement may be in the area of policy development, SCORP planning, administration, public affairs, physical planning/design, program, finance, research, education, intergovernmental relations, volunteerism or other related areas. Primary consideration shall be given to achievements furthering recreation planning. Nominees need not be NARRP members.

Board Recognition

Outgoing board members will be formally recognized for accumulated service to NARRP with a plaque of acknowledgment and appreciation. No additional gift will be presented by NARRP. The plaque will be consistent with the specifications determined by the Board of Directors. If an outgoing board member is a candidate for an additional office, they will not be recognized until the outcome of that race is determined.

COMPENSATION POLICY

It is the norm and expectation that NARRP Board officers, members, and committee members will serve without salary compensation.

In the event that the Board determines that there are unusual, specific and compelling reasons to compensate a Board officer, member or committee member, there are several necessary considerations.

1. The Board member who will be compensated must have current and signed conflict of interest disclosure form on file with the Association.
2. All compensation arrangements must be detailed in writing for Board discussion and vote in advance of any payment or form of compensation.
3. The amount of compensation should be reasonable, not excessive, and comparable to what other similar organizations may compensate for the services in questions. Comparable organizations to NARRP may include the National Recreation and Parks Association, the Society of American Foresters, and the National Association for Interpretation.
4. The Association Board meeting minutes should include (a) the compensation arrangements, (b) a justification for the compensation and the comparable sources used to develop the compensation arrangements, and (c) the names of each Board member and their vote on the issue of compensation (i.e., support, oppose, abstain).

CONFERENCE SPEAKER SUPPORT

Speakers are generally expected to pay the conference registration fee and cover their own expenses. Registration fees may be waived for speakers who make a presentation but do not attend any other conference functions. The Conference Committee may recommend the waiver or financial support of speakers who will have some extraordinary benefit to the success of the conference such as increased attendance, credibility, visibility, sponsorships and other compelling reasons.

The Board must approve all waivers or financial support with due respect to the financial soundness of the conference and available funds.

DISSOLUTION

The duration of NARRP is intended to be perpetual until dissolution. The Association may not be dissolved except by the vote of no less than 80 percent of the membership, and voting procedures shall be those provided for in the Bylaws. Upon dissolution and following the payment of all debts incurred by the Association prior to its dissolution, the remaining assets, funds, and property of the Association shall be assigned and conveyed by the Board to one or more organizations with similar purposes and objectives.

EXTERNAL THIRD PARTY CONTRACTS

Third party contracts may be utilized to perform the Association's business functions. These functions can include, but are not limited to, the following services: website maintenance, mail service, accounting, legal advice, fundraising, grantsmanship, newsletter, strategic planning, Board development, and membership management.

FILLING A BOARD MEMBER POSITION MID-TERM

In the event that an elected member of the board is unable or unwilling to complete his/her term (due to retirement, resignation, etc.) the board may declare that a vacancy exists and that the remainder of the term may be completed by another member of the association. Within 14 days of this determination the current President or his/her proxy shall announce the vacancy and solicit candidates via email communication to the full membership. Members will have a 14 day period to apply for the Board position. Prospective candidates will be asked to submit no more than a one page resume and statement explaining what talents or assets they could contribute to NARRP. Fourteen days from the President's email request, board members will receive copies of the prospective candidates resume and statement. Within 7 days of distributing the candidate's materials the board of directors shall vote either via email or special conference call. The candidate receiving the majority of votes from the current Board members will determine the winner. In the event that no candidate receives a majority on the first ballot, a runoff election will immediately take place between the two candidates receiving the most votes. The elected individual will complete the current term but must resubmit his/her desire to run for any future elected positions.

FINANCIAL POLICY

NARRP's fiscal year begins on June 1 and ends on May 31. All deposits are credited to the fiscal year in which they are received. All expenses will be charged to the fiscal year in which they are incurred. The fiscal year shall be referred to as such: FY xx-xx (example: FY 08-09).

It is the policy of NARRP to maintain sufficient cash reserves to pay for two years' of operating expenses without additional income. This does not include conference.

The Treasurer shall be chairman of the finance committee. The finance committee will be responsible for submitting a budget for approval to the Board of Directors. The finance committee shall also make recommendations to Board of Directors on fiscal policy of the Association. The Treasurer shall have custody of all Association funds and securities and shall keep in books belonging to the Association full and accurate accounts of all receipts and disbursements; he/she shall deposit all money, securities, and other valuable effects in the name of the Association in such depositories as may be designated for that purpose by the Board of Directors.

The Treasurer shall disburse the funds of the Association as may be ordered by the Board subject to maintaining a complete and accurate record of such disbursements. The Treasurer shall have the authority to expend up to \$250.00 at any one time for Association purposes without specific authorization of the Board, provided that such expenditure is approved by the President.

The Treasurer shall submit to the Board an annual listing of all income and expenses. However, the treasury books may be examined by the Board at its pleasure, or by an individual member upon showing of good cause made to the Board of Directors.

NARRP GIFT ACCEPTANCE POLICY

The Board of Directors of the National Association of Recreation Resource Planners (NARRP) understand the importance of diversifying the organization's financial portfolio through soliciting and securing gifts from individuals, corporations, foundations, and others entities.

The purpose of these policies is to govern the acceptance of gifts by NARRP and to provide guidance to prospective donors and their advisors.

General Operating Policies

1. NARRP will only accept gifts which complement and advance the mission and programs of the organization.
2. NARRP will not accept gifts that are too restrictive in purpose, those that are outside its mission, gifts that expose NARRP to adverse publicity, or those that require an unreasonable amount of dollars or time to evaluate, transfer or administer.
3. NARRP reserves the right to decline any gift that it believes is not in the best interest of the organization. This may include but not be limited to unexpected responsibilities because of the gift source, condition or purpose.
4. All decisions about a gift acceptance (e.g., restrictions, uses, investments, distribution, and disbursement) require the final approval of the NARRP Board of Directors, unless that authority is delegated elsewhere in this Gift Acceptance Policy.
5. NARRP will only accept gifts if all incidents of ownership are transferred to NARRP with no ownership interest, benefit, assignment, or endorsement inuring to any party other than NARRP.
6. The determination of the fair market value of a gift or the lawful amount of a tax deduction is the responsibility of the donor and their legal advisors. Furthermore, any costs incurred to determine the fair market value of a gift (e.g., appraisals) or the lawful amount of tax deduction (e.g., tax attorney fees) is the responsibility of the donor. NARRP can provide written verification and description of a gift.
7. Donors may commit the use of their gifts to one of a variety of Board-approved programs, needs, or initiatives. Donor commitments should be made in writing such as on a pledge form, in a letter, or in a more formal gift agreement when dealing with a complex gifting arrangement. NARRP pledges to honor the donor's wishes. The use of the funds can be changed if both parties mutually agree.
8. Donors are not permitted to have control or decision making authority as to the investment, disbursement, or distribution of their gifts beyond the initial agreement.
9. NARRP will maintain a current and accurate gift giving database which includes donor name and contact information, dollar amount, purpose of gift, and other information central to operating an effective fundraising program. This database is confidential, will only be used for internal NARRP use, and donor information will be purged after seven years of no additional gift giving.
10. NARRP may periodically and publicly recognize donors and their gifts, unless specifically requested by the donor to not do so. Typical recognition venues include, but are not limited to, the NARRP newsletter, annual members meeting program, website, and the banquet.
11. All communication with donors and their advisers, and information concerning donors and prospective donors, shall be held in strict confidence by NARRP.
12. All gifts of cash of \$1,000 or less may be accepted by the Development Committee Chair or Membership & Communications Manager if the gift is judged to be consistent with this NARRP Gift Acceptance Policy. In instances of some question, the decision of acceptance passes to the Executive Committee. Gifts greater than \$1,000 should be approved by the Executive Committee.
13. Gifts of real property intended for the annual NARRP conference auction may be accepted by the Development Committee Chair or conference auction coordinator if the gift is judged to be consistent with this NARRP Gift Acceptance Policy. In instances of some question, the decision of acceptance passes to the Executive Committee

14. Whereas gifts of cash or items for the NARRP auction are relatively simple transactions, other forms of gifts (e.g., land deeds, insurance policies, equipment, securities) can be complex and incur costs to evaluate (e.g., appraisal, title search), transfer (e.g., brokerage fees, property taxes), or to administer over time (e.g., monthly annuity payments). The NARRP Board should be due diligent to obtain legal and/or financial counsel on complex gifts or gift-giving arrangements. Expenditure of funds to obtain such counsel needs pre-approval of the NARRP Board. Final acceptance of non-cash gifts (exclusive of NARRP auction items discussed in #13) requires approval of the NARRP Board.
15. It is a general policy of NARRP that non-cash gifts (e.g., land, equipment, securities) will be liquidated within a reasonable time after their acceptance and receipt by NARRP, unless there are compelling legal, financial, or programmatic reasons to retain possession till a later time as agreed to by the NARRP Board.
16. The NARRP Development Committee will provide leadership on behalf of the NARRP Board to (a) to recommend fundraising strategies, activities, programs, and priorities for implementation, (b) to develop and implement a fundraising plan of action, (c) identify potential contacts and prospects, (d) review and/or recommend changes to this NARRP Gift Acceptance Policy, and to (e) review and recommend the acceptance or rejection for any complex gift or gift-giving arrangement upon request of the NARRP President.

Uses of Gifts to NARRP

The NARRP Development Committee will recommend categories to where a donor may assign or commit the use of their gifts. These categories may vary for different development campaigns or initiatives, or some categories may be given priority in some cases.

Typical gifting categories include, but are not be limited to, conference sponsorship, student scholarships, student internships, professional development, endowment, honorariums, memorials, special research and policy projects, general operating, staff training and executive loan program.

Types of Gifts to NARRP

A gift is defined as any transfer of personal or real property of financial value made voluntarily and without consideration.

Ordinary gifts to NARRP include cash (U.S. currency or gold) and real property intended for the annual NARRP auction.

NARRP may also accept gifts of securities (e.g., stocks, bonds, mutual funds), land or other real property, personal property (e.g., works of art, historic artifacts), life insurance policies, gifts in-kind, and bequests (e.g., wills, trusts). Acceptance of these type of non-cash gifts require careful review and due consideration as addressed in #14 and #15 in the general operating policies section of this Gift Acceptance Policy.

At this time NARRP does not have the capability to accept gift annuities without the mutual agreement and support from a third-party entity (e.g., financial institution).

Transfer of Gifts to NARRP

Gifts may be transferred to NARRP at a specific point in time, by installments, by reoccurring payments, or deferred to some agreed upon point in time (e.g., death, maturation). Cash gifts may be accepted via on-line, or by cash, personal check, bank check, or credit card.

Donor Naming Opportunities

One or more donors may establish “named” endowments to memorialize and honor special people, places, events, efforts, or other purposes pursuant with the mission of NARRP and these Gift Acceptance Policies.

Donor “named” endowments and their principal funds are intended to exist in perpetuity. The earned interest-income may be awarded annually or thereafter based upon the agreed minimum-award amount, or otherwise the interest is added back into the endowment fund. The minimum amount to establish a named endowment fund is \$20,000 based upon a projected investment performance of 7-10%.

Depending upon the agreed level of financial management activity, 1-2% of the annual investment performance may be assessed for administration. Details of the endowment must be mutually agreed in writing and approved by the NARRP Board.

Donors shall receive reports annually that identify the endowment funds investment performance, distribution and current value of the fund.

LIABILITY INSURANCE

NARRP will purchase Directors and Officers Insurance coverage each year, as well as Special Events coverage for liability associated with the conference.

LIAISON POLICY

NARRP recognizes the importance of maintaining a strong national network of recreation planning professionals to help ensure that its programs are best serving the profession. The NARRP Board strives to accomplish this, at least in part, by the assistance of a group of professional associates referred to as NARRP Liaisons.

NARRP Liaisons can serve many important functions, including but not limited to:

Serving as the primary conduit between NARRP and organization they represent.

- Providing counsel to NARRP of its strategic plan, programmatic initiatives, and membership program.
- Assisting in the planning and program development of the annual recreation planning conference, including input regarding theme development, speakers, agency case studies, and the electronic distribution of conference announcements.
- Helping to increase the awareness and participation in NARRP and its annual recreation planning conference among recreation planners and administrators in their agency.
- Supporting NARRP by forwarding relevant information, studies, reports, special events, professional contacts, suggestions, partnership opportunities, and opportunities for consideration by the Board and to share with membership where appropriate.
- Participating in one annual teleconference with the NARRP Board in order to discuss ideas and to make suggestions for the growth and development of NARRP, and serving as their agency host at the annual NARRP recreation planning conference.

NARRP Liaisons are typically senior and high-ranking recreation professionals associated with a federal, state, or local agency, private industry, or special interest organization. These individuals are involved with, or oversee, the recreation planning functions of their organization. As such, their

time and effort should be carefully conserved and used by the NARRP Board. NARRP Liaisons will be maintained and cultivated based upon the following operating standards:

- The President, or their designee, should consult early with a newly appointed Liaison to decide the type and level of internal NARRP information that is of interest and appropriate, and if the Liaison has a special interest or strength to contribute to NARRP. A brief statement of understanding should be put in place and shared with the NARRP Board, including who on the Board should be NARRP's primary point of contact.
- The effective utilization of a Liaison requires cultivation. The President, or their designee, should occasionally visit with each Liaison to help them identify where they could be of service to NARRP and to get feedback.
- NARRP Board members and their management director must be careful to not burden the Liaisons with excessive or inappropriate information. Involving Liaisons in the regular business of running the Association is not a good use of the Liaison's time. It is not appropriate to routinely include the Liaisons on all internal email lists and communications. Too much internal NARRP communication or too much internal detail may damage the relationship.
- A special NARRP Liaison email list will be created to broadcast NARRP information from the President or their designee. The NARRP President should approve all use of this list.
- Liaisons are not expected to participate in the routine administrative meetings and matters of NARRP. The agendas for the NARRP Board meetings should be forwarded for informational purposes. Liaisons are welcomed to participate, as they so desire. When an issue of importance to the Liaisons is scheduled for a board meeting, the liaison(s) will be asked to attend.
- NARRP Liaisons are volunteers who have added this role to an already full-time position. Thus, NARRP will seek out ways to express appreciation (e.g., photo/bio recognition on the website, in conference materials or newsletters; via thank you-letters to supervisors; introductions at the annual banquet; modest travel support if necessary to participate in the annual conference or to attend a special Board/Liaison meeting or reception).
- NARRP Liaisons will be offered a first-year complimentary membership.

The Liaison's agency or organization may have standards of ethical conduct that govern their official participation. The Liaison will check with their agency or organization in regards to their policy regarding who is responsible for paying travel expenses.

MEMBERSHIP CATEGORIES AND DUES

The Bylaws establish three primary membership categories: individual, institutional, and student/retiree. The Board may establish additional membership categories for clear and compelling reasons.

Dues for membership in the Association shall be set by the Executive Committee to ensure fiscal soundness of the organization. The amount of the annual membership dues should be targeted to cover the majority of the Association's operating costs, exclusive of the annual conference. The membership dues should be reviewed annually.

The Executive Board shall have the authority to raise membership dues. The Board shall not raise membership dues more than 10% in any given year unless approved by a two-thirds majority of the NARRP membership voting in a ballot measure.

The membership dues are:

Individual	\$70
Institutional/Business	\$70 for the first member and \$65 for each additional member
Student/Retiree	\$33

The membership year will start in the month that dues are paid and will be active for 12 months.

MEMBERSHIP LIST

It is the policy of NARRP to maintain a listing of members of the Association. This listing will be provided at least annually in a membership directory at no charge to members. The membership list is not for sale and will not be posted for general public access.

The Board may agree to share the listing of members to organizations or businesses who are partnering or cooperating with NARRP on a Board-approved function or special project. A proposal to use the NARRP membership list must be made in writing for Board approval and clearly specify (a) the purpose for contacting the NARRP members, (b) the time period when members would be contacted, (c) the total number of contacts to be made in that time period, (d) the nature of the contact to be made in terms of phone, fax, email, mail or other, (e) and a sample of the content of the communications to be sent to the members. The NARRP Board may charge a modest fee to cover expenses incurred for sharing/processing the mailing list.

MEMORIALS AND DONATIONS

The NARRP Board of Directors must approve all memorials and donations to individuals, organizations, and non-political causes on behalf of the Association. Political campaign donations will not be permitted.

NON-DISCRIMINATION POLICY

NARRP does not discriminate on the basis of sex, race, color, religion, age, ancestry, sexual orientation, or disability.

PRIVACY POLICY

Members may opt out of receiving Association communications and can request that their name not be provided to partner organizations (see Membership List Policy).

PROFESSIONAL BEHAVIOR POLICY

NARRP Board members are expected to behave professionally and be good ambassadors for the Association. The professional behavior policy is detailed by the NARRP Professional Code of Ethics (Code) and the NARRP Conflict of Interest (COI) policy.

All NARRP Board members, and other NARRP members serving on Board committees, shall annually sign a statement which affirms such person:

1. Has received a copy of the Code and COI policy.
2. Has read and understands the Code and COI policy.
3. Has agreed to comply with the Code and COI policy.
4. Understands the purpose of NARRP is charitable and educational, and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish its tax-exempt purposes.

NARRP Professional Code of Ethics (Code)

1. Each member of the Board will abide by the regulations of the Association and ensure their membership in the Association remains in good standing at all times.
2. The Board will conduct the Association's business affairs in good faith with honesty, integrity, due diligence and reasonable competence.
3. As the Board may require, no Board member shall share, copy, reproduce, transmit, divulge or otherwise disclose, except as required by law, any confidential information related to the affairs of the Association and each member of the Board will uphold the confidentiality of the Board of Directors.
4. The Board will exercise proper authority and good judgment in its dealings with its staff, suppliers and the general public, and will respond to the needs of its members in a responsible, respectful and professional manner.
5. No member of the Board of Directors will use any information provided by the Association, except for the performance of his or her Board duties. Further, no member of the Board of Directors will misuse Association property and will at all times keep such property secure and will not allow any other person not authorized by the Board of Directors to have and use such property.
6. Each member of the Board of Directors will use their best efforts to participate in professional development and will perform his or her assigned duties in a professional and timely manner according to the Board's direction.
7. Upon termination of service, a retiring Board member will return to the Association within 30 days, all documents, reference materials, and other property entrusted to the member for the purpose of fulfilling his or her job responsibilities, such return will not abrogate the retiring member from his or her continuing obligations of confidentiality with respect to information acquired during the course of his or her relationship to the Board of Directors.
8. The Board of Directors dedicates itself to serving the needs of the Association and leading by example so that in all things the members of the Association are provided with service excellence in both attitude and action.
9. Above all else, the Board of Directors must act in the best interests of the Association and not for personal gain or financial enrichment and when encountering potential conflicts of interest, Board members will identify the conflict and, as required, remove themselves from the discussion and the vote on the matter.

NARRP Conflict of Interest (COI) Policy

Article 1: Purpose

The purpose of the conflict of interest policy is to protect NARRP's (henceforth referred to as Association) tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, director or committee member of the Association or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article 2: Definitions

1. Interested Person

Any director, officer, or member of a committee with governing board (henceforth referred to as Board of Directors) delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Association has a transaction or arrangement,
- b. A compensation arrangement with the Association or with any entity or individual with which the Association has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Association is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article 3, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article 3: Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board of Directors.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board of Directors meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the Board of Directors meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the Board of Directors shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Board of Directors shall determine whether the Association can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of Directors shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Association's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the Board of Directors has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board of Directors determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article 4: Records of Proceedings

The minutes of the Board of Directors shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board of Director's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article 5: Compensation

1. A voting member of the Board of Directors who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the Board of Directors or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article 6: Annual Statements

Each director, officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

1. Has received a copy of the conflicts of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands the Association is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article 7: Periodic Reviews

To ensure the Association operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Association's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article 8: Use of Outside Experts

When conducting the periodic reviews as provided for in Article 7, the Association may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

RECORD KEEPING

The maintenance of the Association archive is necessary to support ongoing business and preserve our intellectual capital. A majority of the Association's records will be maintained in an electronic format; however, some paper records may need to be maintained. The Secretary, or the Association's management director, will maintain and store the archive. The preferred format is Adobe pdf; however some working documents (such as budgets) may be stored in their original format.

It is the responsibility of all board members to ensure that new Association records are stored in the archive. Records should be promptly transferred to the archive. Prior to completing their term in office, board members will ensure that their records have been transferred to the archive. This is especially critical for the Secretary, Treasurer and Conference Chair.

As a service to the membership, all newsletters and the last 12 months of board meeting minutes will be available on the website.

It is important to maintain a specific set of documents to serve future association needs. At a minimum, the following records will be produced and archived:

- General records: Board meeting minutes, annual member roster, bylaws, policies, strategic plans, insurance declarations/coverage, award nominees, resolutions, surveys and results, newsletters, reports, membership letters, and pamphlets.
- Treasurer's records: Fiscal year financial statement, tax returns, audit reports, and IRS communications.
- Conference records: Request for proposals, program, final financial report, attendee roster, evaluation summary, and partnership agreements.
- Student scholarship records: student names, university, amount of scholarship, and any final report or correspondence.
- Donations and gifts: donor names, addresses, contributions, date. The record does not need to include the donated items for the annual silent auction unless retail value exceeds \$250.00

REFUNDS

Cancellations must be received in writing via postal service or email. Conference cancellation requests received more than 14 days prior to the start of the conference will receive a refund. All cancellations will be charged a \$25 cancellation fee. No refunds will be given for cancellations received within 14 days of the start of conference. If minimum attendance numbers are not met, NARRP reserves the right to cancel any activity. Refunds will be issued within 30 days after the Conference.

Membership fees are non-refundable.

REIMBURSEMENTS (NON-TRAVEL)

Whereas Board members will be expected to cover modest expenses incurred as part of their service and contribution to NARRP (e.g., routine office supplies, telephone service), Board members may occasionally incur substantial expenses to fulfill their responsibilities to the Association. Board members should not assume that their expenses are reimbursable, and it is their responsibility to gain prior approval by the Executive Committee.

Real, reasonable and substantial expenses may be reimbursed for general operating expenses such as long distance telephone calls, conference calling services, copy services, printing supplies, and other routine and general expenses. Reimbursement for local travel, meal expenses, or entertainment expenses is not normally acceptable, but may be permitted with prior approval by the Executive Committee based upon compelling and unusual circumstances.

Reimbursement pre-approvals, which include a requested maximum amount, should be submitted in written format to the Executive Committee prior to the planned expenditure. Invoices for reimbursement should be in a written format accompanied by receipts and submitted to the Treasurer. Pre-approved expenses may be accumulated over several months in order to reduce the burden on the Treasurer, but should be billed out within the same fiscal year.

A record of all reimbursements should be maintained by the Treasurer.

This reimbursement policy will also apply to non-Board members of the Association who are serving on a standing or ad hoc committee at the request of the Board.

ROLES AND RESPONSIBILITIES

The NARRP Board members and committees have certain defined responsibilities and expectations which are important to the organization's efficiency and effectiveness. The Board shall ensure the fulfillment of these responsibilities and expectations.

Board of Directors

All members of the Board of Directors are expected to participate in two face to face meetings a year, including a mid-year board meeting and a meeting at the annual conference. In addition, board members will participate in monthly conference calls, typically two hours in length.

As attendance at the annual conference is expected of all board members, financial assistance may be provided. See board travel policy for details.

President

The President shall be the presiding officer of the Association. The President may appoint standing or temporary committees and call meetings of the Board of Directors or Executive Board to conduct the business of the Association. The President will chair the Audit Committee. The President serves a two-year term.

Vice President for Operations

The Vice President for Operations is a member of the Executive Board. In the absence of the President, the Vice President for Operations shall discharge the duties of the President. The Vice President for Operations is responsible for oversight and coordination of committee activities and administration of the association. The Vice President for Operations serves a two-year term.

Vice President for Development

The Vice President for Development is a member of the Executive Board. The Vice President for Development is responsible for oversight of fundraising, conference planning and scholarship functions. The Vice President for Development serves a two-year term.

Treasurer

The Treasurer serves a two-year term and is a member of the Executive Board. The Treasurer oversees the management of the organization's finances. He/she will provide periodic reports to the Board of Directors regarding account balances. The Treasurer will also prepare a detailed financial report at the close of the fiscal year. The Treasurer is responsible for filing the appropriate forms with the IRS. The Treasurer will supervise the invoicing of members and/or agencies for memberships and conference registration.

Upon prior Board approval, NARRP will pay for any necessary accounting training for the Treasurer. NARRP will pay for costs incurred if a newly elected Treasurer needs to meet personally with the out-going Treasurer, in order to receive materials, review account status, and otherwise exchange information needed to successfully carry out the duties of the position.

Secretary

The Secretary serves a two-year term and is a member of the Executive Board. In the absence of the President and Vice President for Operations, the Secretary discharges the duties of the President.

The Secretary is responsible for keeping a correct record of all proceedings of meetings of the Board of Directors and the Executive Board and submitting a written summary of those meetings to the Board members in a timely manner.

The Secretary oversees the editing, publishing, and distribution of the Association's communications, such as the electronic newsletter, annual report, conference request for proposals and registration materials, election ballots, and annual awards information. The Secretary will chair the Student Scholarship Sub-committee. The Secretary is responsible for ensuring that appropriate records are filed in the Association archive.

At-large Board Members

Six At-large Board Members will be elected by the membership and serve two year terms. At-large board members are expected to serve on committees and special projects as assigned.

Committees

Committee members should be members of the Association. Non-Board members of the Association may serve on any standing or ad-hoc committee at the request of the Board. Additional committees can be created and dissolved by the Board.

Audit Committee

The President will chair the Audit Committee. A three-member committee, which includes the Vice President for Operations and Vice President for Development, will review the Association's financial records from the previous year. The committee will report their findings in writing to the Board of Directors.

Awards Committee

The Vice President for Operations has overall responsibility for awards process and will serve as the chair if one has not been appointed by the President. The chair will open the award nomination process no later than three months before the annual conference. Nominations will close 4-6 weeks before conference. A committee of 2-3 members will review applications and make recommendations to the Board for approval. Awards are presented at the annual conference.

Communications Committee

The Vice President for Operations has overall responsibility for the Communications Committee and will serve as the chair if one has not been appointed by the President. The Committee will

include members of the Association. The committee is responsible for developing a strategy and schedule for association communications.

Conference Committee

The Vice President for Development has overall responsibility for the planning and execution of the annual conference and will serve as the Conference Chair if one has not been appointed by the President.

The committee has the following responsibilities:

- Develop the conference theme and program.
- Develop a budget that incorporates a net profit of at least 20% of the gross conference proceeds. Conference fees will be approved by the Board of Directors.
- Solicit conference sponsorships and exhibitors.
- Develop a marketing and communications strategy for Board approval.
- Develop a registration system and track registration.
- Negotiate contracts and services.
- Organizing, promoting and implementing silent and live auctions.

Development Committee

The Vice President for Development has overall responsibility for the Development Committee and will serve as chair if one has not been appointed by the President. The Committee will be responsible for creating a fundraising plan; developing strategies, activities, programs, and to set priorities for implementation; identifying potential contacts and prospects; and other activities deemed to have merit by the committee

Finance Committee

The Treasurer shall be chair of the Finance Committee. The Finance Committee will be responsible for submitting a budget for approval to the Board of Directors. The finance committee shall also make recommendations to Board of Directors on fiscal policy of the Association.

Membership Committee

The Vice President for Operations has overall responsibility for the Membership Committee and will serve as the chair if one has not been appointed by the President. The Committee will include board members and active members of the Association. The committee is responsible for developing strategies to recruit and retain members, and recommending member services and benefits. They will maintain a descriptive profile of NARRP members and will track trends in membership. The committee, in coordination with the Management Director, shall keep an accurate account of the membership. The committee will oversee the development of the member directory.

Nominations Committee

The Vice President for Operations has overall responsibility for nominations process and will serve as the chair if one has not been appointed by the President. The committee will nominate officers and at-large board members for association elections. Candidates for nomination will be identified no later than six weeks before the annual meeting. The Secretary will provide ballots to the membership at least two weeks prior to the annual meeting. When the Secretary is up for election, another board member will be assigned to collect the ballots and count the votes.

Scholarship Committee

The Scholarship Committee is chaired by the Secretary and includes a member of the Finance Committee, the Higher Education liaison, and at least one active member. The Scholarship Committee oversees all NARRP scholarship programs. The committee's responsibilities include

promoting, advertising, selecting recipients, and maintaining accurate records of all recipients and funds disbursed. Individual scholarship programs are reviewed by the Scholarship Committee on an annual basis.

SCHOLARSHIP POLICY

NARRP believes that promoting and fostering recreation and natural resource planning education is tantamount to helping develop the recreation planners of the future. As such, NARRP helps cultivate tomorrow's leaders with scholarship programs that encourage and support appropriate educational opportunities and allow recipients to cultivate relationships with today's leaders.

The Scholarship Committee oversees all NARRP scholarship programs. The committee's responsibilities include promoting, advertising, selecting recipients, and maintaining accurate records of all recipients and funds disbursed. The Scholarship Committee is chaired by the Secretary, and includes a member of the Finance Committee, the Higher Education liaison, and at least one active member. Individual scholarship programs are reviewed by the Scholarship Committee on an annual basis (any significant changes to an individual scholarship program must also be reviewed and voted on by the Board).

The broader NARRP scholarship policy is reviewed every 3 years. As with individual programs, the Scholarship Committee is responsible for a 3-year review, though the Board can review and vote on changes to the scholarship policy at any time.

All proceeds from the live and silent auctions at the annual conference are used to fund scholarships.

For each scholarship program, the Scholarship Committee will develop an appropriate scholarship description. At a minimum, the scholarship description will include the following:

- Funding Source/Mechanism
- Criteria
- Process
- Sample Scholarship Form

Scholarship descriptions (once developed by the Scholarship Committee and approved by the Board) will be appended to the existing scholarship procedures.

STRATEGIC PLAN

NARRP will maintain a current strategic plan based upon the Association's Articles of Incorporation, Bylaws, and this Policy and Procedures Handbook. The strategic plan will detail the key activities and actions for the organization for the forthcoming 3-year period. The plan should be reviewed, progress reported, and updated annually at the annual fall Board work session.

TRAINING AND SUPPORT

NARRP recognizes that there are special skills and information which Board members, committee members, or staff may need to fulfill their responsibilities. Members and staff may request financial support for training associated directly with their current and future functions. It is expected that any financial support for training will result in real and meaningful improvements to NARRP in the near future.

While all Board members are eligible for training and support, this policy is particularly relevant for the technical aspects of organizational management such as financial accounting, web-based

communications, newsletter development, grantsmanship, fund-raising, computer software, and other technical areas.

TRAVEL & REIMBURSEMENT

Members of the Board may travel to attend official meetings of the Board and on other official Board-approved travel such as for training, coordination with liaisons or partner organizations, fundraising, and special projects.

All NARRP travel, including a maximum allowance for reimbursement based on an estimate of total expense, must be pre-approved by the Executive Committee.

Board members are expected to keep travel costs at the lowest level practical; for example, at or below federal *per diem* prices for coach airfare, lodging, rental cars, and other major expense items.

Board members are reminded that travel expenses incurred on behalf of NARRP may be tax deductible; therefore, Board members are encouraged to consider paying for travel expenses as part of their contribution and service to NARRP. In any event, Board members are expected to pay out of pocket for minor travel costs such as meals, tips, and incidentals.

NOTE: This policy also applies to NARRP liaisons and NARRP members (non-board members) serving on committees at the request of the Board.

Travel for Board Meetings

Members of the Board are expected to attend a minimum of two in-person Board meetings per year. In typical years, the two meetings are the annual Association conference and the mid-year Board work session.

For attending the conference, it is expected that the Board member will request travel support from their employer, the organization they represent, or pay for the cost personally as part of their contribution and service to NARRP. If the Board member's employer or organization will not pay for the member to attend the conference, the Association may help pay costs of travel.

For attending the mid-year Board work session, all Board members are eligible for travel support. Liaisons are not eligible for travel support unless specifically invited to attend. Any financial support requested must be pre-approved by the Executive Committee.

Reimbursement

Reimbursement requires submittal of receipts to the Treasurer.

Procedures

AWARD NOMINATION PROCESS

1. The Awards Chair will open the award nomination process no later than three months before the annual conference.
2. Only members can submit nominations.
3. Nominations will close 4-6 weeks before conference.
4. A committee of 2-3 members will review applications and make recommendations to the Board for approval.
5. Awards are presented at the annual conference.

BAD EMAIL OR ADDRESS PROCESS

Since most Association communications are via email, it is critical that each active member's profile include a functioning email address. The Management Director will make every effort to update bad email and postal addresses of active members.

Undeliverable addresses of inactive members will not be updated unless they connect NARRP with important constituencies, such as NASPD, American Trails and SCORP planners.

BOARD NOMINATION/ELECTION PROCESS

1. The Vice President for Operations serves as the Nominations Committee Chair.
2. Prior to being accepted as a candidate: members must consent to being nominated; expectations and responsibilities of board service will be explained; and the candidate will get approval from their supervisor. The narrative statement entitled Service on the NARRP Board should be provided to each interested person.
3. The committee will seek candidates through personal contact and announcement to the membership at least four months before the annual members meeting.
4. Candidates for nomination will be identified no later than six weeks before the annual meeting.
5. The Secretary will provide ballots to the membership at least two weeks prior to the annual meeting.
6. Ballots will be provided at the annual conference.
7. When the Secretary is up for election, another board member will be assigned to collect the ballots and count the votes.
8. The election results will be announced at the annual business meeting that occurs at the conference.

BUDGET DEVELOPMENT AND APPROVAL PROCESS

The annual budget is a working budget that may be altered by a vote of the Board.

1. Board approves strategic plan in fall.
2. Finance Committee solicits budget needs for next fiscal year from committee chairs.
3. Finance Committee submits draft annual fiscal year budget in first quarter of the new fiscal year.
4. Board receives and approves annual budget.
5. Approved budget is attached to the annual report and posted on the NARRP website.

COMMUNICATION STANDARDS

1. The Management Director will forward mail, phone requests, invoices, and other communications received to the appropriate Board member(s) with 2 working days of receipt.
2. NARRP correspondence, board minutes, and other archival items will be sent to the Management Director for filing in the electronic archive as soon as the document is finalized.
3. The Management Director will send an Excel version of the current membership directory to the Board quarterly.

CONFERENCE PLANNING SCHEDULE

These are general guidelines and milestones to assist conference planners.

1. Solicit membership, state park directors, and other prospects to serve as conference host: no less than 24 months out.
2. Identify conference site and conference committee: no less than 15 months out.
3. Secure materials from previous conference committee (e.g., budget, marketing plan, organizational structure, timetable, program, speakers): no less than 12 months out.
4. Sign contract for hotel and meeting space: no less than 12 months out.
5. Develop conference theme and the basic structure and organization: no less than 9 months out.
6. Develop a conference budget for Board approval: no less than 9 months out.
7. Develop a marketing plan for the conference: no less than 9 months out.
8. Develop promotional package for distribution to sponsors and exhibitors: no less than 8 months out.
9. Distribute a "Mark your calendar" announcement: no less than 8 months out.
10. Distribute a request for presentations: no less than 6 months out.
11. Post and update conference program: no less than 3 months out and updated monthly.
12. Post on web the conference registration procedures: no less than 3 months out.
13. Distribute student scholarship announcement to universities and post on website: no less than 3 months out.
14. Open early bird conference registrations: no less than 2 months out.

CONTACT PROCESS FOR MEMBERSHIP RENEWAL

1. 45 days from membership expiration, member is contacted by renewal email #1 by Management Director.
2. 15 days prior to membership expiration, member is contacted by renewal email #2 by Management Director.
3. On expiration date, member is contacted by renewal email #3 by Management Director.
4. Within two weeks of expiration, member is contacted by phone by Management Director.
5. Upon expiration, member's status is changed to Inactive.

JOB POSTING PROCESS

1. Job postings will be sent to the Management Director.
2. The Management Director will send an email to the membership that includes the job posting content.
3. The announcement will also be posted on the website in the Job Bank.

MEMBER REQUESTS FOR ASSISTANCE

1. Management Director emails the request to the membership.

MEMBER RENEWAL PROCESS

1. The Management Director receives new member applications by US mail, FAX and online vendor. Online vendor generates an auto email to Management Director and Treasurer.
2. The Management Director confirms that the payer is the new member. In some cases, the payer may not be the new member.
3. If this is an Institutional Membership, the Management Director will contact the paying member to get full information on the other members if information is incomplete.
4. The Management Director records the new member in the member database.
5. Within 5 working days of receipt, the Management Director sends the member an acknowledgement email and a receipt.
6. Management Director deposits check within 7 days of receipt. Management Director notifies Treasurer of deposit.

NEW MEMBER ENROLLMENT PROCESS

1. The Management Director receives new member applications by US mail, FAX and online vendor. Online vendor generates an auto email to management director and treasurer.
2. The Management Director confirms that the payer is the new member. In some cases, the payer may not be the new member.
3. If this is an Institutional Membership, the Management Director will contact the paying member to get full information on the other members if information is incomplete.
4. The Management Director records the new member in the member database.
5. Within 5 working days of receipt, the Management Director sends the member an acknowledgement email and a receipt.
6. Within 10 working days, the Management Director sends the member the following information in a pocket folder by US mail:
 - a. Welcome letter from the President.
 - b. Hardcopy of latest newsletter.
 - c. Conference information or flyer.
 - d. Membership benefits sheet.
 - e. NARRP pamphlet
7. A board member is assigned to welcome the new member with an email message.
8. Management Director deposits check within 7 days of receipt. Management Director notifies Treasurer of deposit.

NEWSLETTER

The Management Director will send e-newsletters to active members on an as-needed basis, but no more than once per week. The e-newsletter will include a variety of content sent from members and news from the Association.

A formatted newsletter will be developed that reports on the business of the association from the previous calendar year. The newsletter will be published in the early spring.

1. Management Director will solicit content from board members for the spring newsletter.
2. Management Director will arrange newsletter.
3. Management Director will work with Secretary to edit and refine newsletter.
4. Once the draft is close to final, it will be shared with the Board for edit and comment.

5. Management Director will post the newsletter on the website and send message to membership that newsletter is available for download.

PROSPECT LIST

1. Inactive members and conference attendees.
2. Sponsorship List: industry vendors
3. National Association of State Park Directors
4. American Planning Association planning consultant list
5. NRPA national accredited university list
6. National Society for Park Resources membership list
7. List of SCORP planners from NPS regions
8. Attendee lists from related conferences

REVENUE RECEIPT DEPOSIT

1. Check or credit card payment arrives at Management Director's office.
2. Within 7 days of receipt, Management Director deposits check or processes the credit card payment.
3. Management Director sends a receipt to the payer.
4. The Management Director will send a summary of transitions to the Treasurer at the end of every month.
5. Treasurer enters deposit into QuickBooks.

SCHOLARSHIP PROCEDURES

Current NARRP scholarship procedures (also referred to as programs) are described in the table below. Note, while the Professional Development Grant is available to recreation planning professionals (as opposed to students), it is included in the table below because it falls under the purview of the Scholarship Committee.

	Professional Development Grant	Special Projects Scholarship	Student Conference Scholarship
Purpose of program?	To provide financial support to professionals for advancement of their recreation planning knowledge, skills, and professional leadership	To provide financial support to higher education students for advancement of their recreation planning knowledge, skills, and professional leadership	To provide financial support to higher education students for advancement of their recreation planning knowledge, skills, and professional leadership
Who is Eligible?	Full-time professionals in the recreation management, planning profession or closely related fields with a substantial recreation component	Undergraduate or graduate students enrolled full-time in an NRPA accredited recreation management, planning or closely related degree program	Undergraduate or graduate students enrolled full-time in an NRPA accredited recreation management, planning or closely related degree program
Types of supported activities?	Graduate coursework, attend trainings or conferences, policy analysis, special studies, sabbaticals, work exchanges	Special studies, attend off-campus special training and workshops, graduate research projects, internships, work study, professional mentoring	To attend and participate in NARRP's annual national recreation planning conference
Amount of support?	Variable, but typically less than \$1,000 per applicant.	Variable, but typically less than \$1,000 per applicant.	Up to \$500 per applicant, a conference fee waiver and a one-year student membership.

	Professional Development Grant	Special Projects Scholarship	Student Conference Scholarship
Selection criteria?	<ul style="list-style-type: none"> • A clear and compelling statement of career goals related to the recreation planning profession • Degree that the grant will help the person achieve their career goals • Degree that the grant will be for an activity of consequence to the recreation planning profession • Quality of past work performance and future potential as judged by the current immediate supervisor • Extent of other contributing financial support or in-kind contributions from other sources (e.g., personal, employer, third party organizations) • Degree that the requested financial support is appropriate and reasonable 	<ul style="list-style-type: none"> • A clear and compelling statement of career goals related to the recreation planning profession • Degree that the scholarship will help the person achieve their career goals • Degree that the scholarship will be for an activity of consequence to the recreation planning profession • Quality of past academic performance and future potential as judged by university advisor • Extent of other contributing financial support or in-kind contributions from other sources (e.g., university, university, third party organizations) • Degree that the requested financial support is appropriate and reasonable 	<ul style="list-style-type: none"> • A clear and compelling statement of career goals related to the recreation planning profession • Degree that the scholarship will help the person achieve their career goals • Quality of past work performance and future potential as judged by university advisor • Extent of other contributing financial support or in-kind contributions from other sources (e.g., university, personal, third party organizations) • Degree that the requested financial support is appropriate and reasonable

	Professional Development Grant	Special Projects Scholarship	Student Conference Scholarship
Selection process?	<ul style="list-style-type: none"> • Information about the Professional Development Grant posted on the NARRP website. • Applications may be received at any time, although committee review will be on a quarterly basis • Scholarship Committee members will independently review completed applications based upon selection criteria and then convene a meeting (e.g., conference call) to discuss and decide upon course of action based upon a majority vote • If the application is not supported, the Chair will inform the applicant and may suggest ways to strengthen for future consideration • If the application is supported, the Chair will forward a recommendation to the NARRP Executive Committee along with the recommended amount of support and disbursement schedule for final approval • The Scholarship Committee Chair communicates back the applicant as to the disposition of their application, typically within 30 days 	<ul style="list-style-type: none"> • Information about the Special Projects Scholarship posted on the NARRP website. • Applications may be received at any time, although committee review will be on a quarterly basis • Scholarship Committee members will independently review completed applications based upon selection criteria and then convene a meeting (e.g., conference call) to discuss and decide upon course of action based upon majority vote • If the application is not supported, the Chair will inform the applicant and may suggest ways to strengthen for future consideration • If the application is supported, the Chair will forward a recommendation to the NARRP Executive Committee along with the recommended amount of support and disbursement schedule for final approval • The Scholarship Committee Chair communicates back the applicant as to the disposition of their application, typically within 30 days 	<ul style="list-style-type: none"> • Scholarship Committee updates the scholarship announcement and newsletter announcement at least 5 months before the annual conference. • Webmaster posts announcement on website at least 5 months before the annual conference. • Scholarship Chair sends email announcement to all academic and university institutions who are current NARRP members at least 4 months before the annual conference. • Deadline for submission of applications is 8 weeks before conference. • Scholarship Committee reviews submissions based upon the selection criteria. • Committee presents results and requests approval from Board. • Notice of award will occur 4 weeks before conference. • Treasurer pays the recipient the scholarship award at conference (minus the cost of an annual student membership).

	Professional Development Grant	Special Projects Scholarship	Student Conference Scholarship
Contents of application packet?	<p>An application packet is not considered completed until the following items have been received via email by the Scholarship Committee Chair:</p> <ul style="list-style-type: none"> • A letter from the applicant describing (a) the intended purpose for the support, (b) amount of financial support requested, (c) a statement of career goals, (d) an explanation for how the requested support will be helpful toward their goals, (e) other financial or in-kind service support available if any, and (f) how award might benefit recreation planning in their job responsibility arena or specific project. • Resume • Letter from immediate supervisor addressing quality of past performance and future potential 	<p>An application packet is not considered completed until the following items have been received via email by the Scholarship Committee Chair:</p> <ul style="list-style-type: none"> • A letter from the applicant describing (a) the intended purpose for the support, (b) amount of financial support requested, (c) a statement of career goals, (d) an explanation for how the requested support will be helpful toward their goals, (e) other financial or in-kind service support available if any, and (f) how award might benefit recreation planning in their job responsibility arena or specific project. • Resume • Current transcript • Letter from university advisor addressing academic performance and future potential 	<p>An application packet is not considered completed until the following items have been received via email by the Scholarship Committee Chair:</p> <ul style="list-style-type: none"> • A letter from the applicant describing (a) the intended purpose for the support, (b) amount of financial support requested, (c) a statement of career goals, (d) an explanation for how the requested support will be helpful toward their goals, and (e) other financial or in-kind service support available if any. • Resume • Current transcript • Letter from university advisor addressing academic performance and future potential
Accountability?	Recipient will be expected to produce a summary report or other document which explains how the support was used and what was learned or accomplished.	Recipient will be expected to produce a summary report or other document which explains how the support was used and what was learned or accomplished.	Recipient will be expected to attend and participate in NARRP annual national recreation planning conference and awards ceremony held during the conference.

Administrative Forms

CODE OF ETHICS AND CONFLICT OF INTEREST DISCLOSURE FORM

The National Association of Recreation Resource Planners

The purpose of this form is to ensure the understanding and conformance with the professional behavior policy set forth in the NARRP policy and procedures manual. The policy states:

PROFESSIONAL BEHAVIOR POLICY

NARRP Board members are expected to behave professionally and be good ambassadors for the association. The professional behavior policy is detailed by the NARRP Professional Code of Ethics (Code) and the NARRP Conflict of Interest (COI) policy.

All NARRP Board members, and other NARRP members serving on Board committees, shall annually sign a statement which affirms such person:

- a. Has received a copy of the Code and COI policy,
- b. Has read and understands the Code and COI policy,
- c. Has agreed to comply with the Code and COI policy, and
- d. Understands the purpose of NARRP is charitable and educational, and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish its tax-exempt purposes.

I hereby acknowledge the understanding and the conformance with the NARRP Professional Behavior Policy

Board Member Signature: _____

Date of Signature: _____

SERVING ON THE NARRP BOARD

Board service means different things to different people. At different stages in the evolution of a nonprofit organization there are different organizational needs. Thus, the purpose of this narrative is to help prospective and current NARRP Board members understand both the (a) benefits of board service and (b) their opportunities to contribute.

Benefits of Service to NARRP

- You have an opportunity to provide leadership and make important contributions about the future growth and development of the recreation planning profession.
- You have a unique vantage point to see across our professional landscape including local, state, and federal agencies, as well as private sector and nonprofit organizations.
- Service provides an expanded network of professional contacts that will pay dividends to you time and time again during your career.
- NARRP provides opportunities for professional growth and development as you participate and assume different responsibilities on the Board.
- Service on the Board is a prestigious and valued addition to your professional resume.
- NARRP provides a deep sense of personal self-fulfillment, pride, loyalty, and appreciation.
- Service is fun, rewarding, and provides for lifelong memories.

Opportunities to Contribute to NARRP

Time

- Preparing and participating in monthly board conference calls.
- Actively contributing on committees.
- Preparing and participating in the annual fall board work session.
- Attending the annual NARRP recreation planning conference.
- Working independently on special board projects.

Talent

- Contributing ideas to improve the effectiveness and efficiency of NARRP's operations and programs.
- Sharing your professional network and associations with NARRP.
- Serve as an ambassador for NARRP to advance its image and recognition among professionals and organizations.
- Marketing NARRP and encouraging new membership.
- Donating in-kind services to NARRP such as legal counsel, bookkeeping, grant writing, marketing, web support, conference planning, and other technical skills.
- Providing contact and entry for NARRP to approach foundations, businesses, individuals, and other organizations for the solicitation of grants, donations, scholarships, and conference sponsorships.

Treasury

- Maintaining an active membership.
- Paying for part or all of the travel costs to attend NARRP functions.
- Making an annual donation to NARRP (no minimum and anonymous) to ensure 100% board giving.
- Purchasing NARRP merchandise.
- Donating valued items for NARRP's annual auction (e.g., art, outdoor equipment, specialty foods).