



Glenview Park District

Application for Recognized Organization Status

The Glenview Park District recognizes that there are benefits to working with and providing support to groups that have, as their primary function, service to the community. To that end, the district has established a policy (#7.20 attached) governing the process of recognition and defining the parameters under which specific groups must operate. In order to apply for official recognition, applicants must complete this form and attached the following annually:

- A letter on organization letterhead requesting recognition.
- A certificate of insurance naming the Glenview Park District as additionally insured (if required by category of recognition applied for)
- A list of members/players of the organization and their home addresses. Please include a listing of board members.
- Proof of 501(c)3 or other non-profit status

To remain current, your application must be renewed yearly. You will receive a new application after the first of the year that you can update with any changes. Please send your application and required attachments to:

Tanya Trapani, Glenview Park District, 1930 Prairie Street, Glenview, IL 60025

Name of Organization: _____

Name of Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

E-Mail: _____

Category of Recognition being applied for: (Please mark one)

___ Associate ___ Sponsored Club ___ Affiliate Sports Club ___ Certified Support Group

Please describe the core services/activities of your group in the space below or attach a separate sheet:

Contact information: Tanya Trapani at 224-521-2286 or Tanya.Trapani@glenviewparks.org

Office use only: Date Reviewed: _____ ___ Approved ___ Not Approved

Reviewed By: _____ Title: _____

Classification of Recognized Organizations

Pol. #7.20

As adopted by the Glenview Park Board of Commissioners on August 10, 1978 and revised on February 20, 2003 and December 17, 2009

Purpose: To establish and categorize the various levels of recognition the Board of Park Commissioners may choose to assign an organization in order to define potential levels of district support and cooperation.

Background: Throughout its existence, the Glenview Park District has believed that it is of benefit to the community to work with outside groups in the provision of various services to the residents of the district. Such services vary widely from competitive or travel sports to local clubs, charitable and service organizations, special interest groups, and branches of regional or national organizations. The level of recognition for these groups has varied from a simple designation which provided reduced fees and early access to facility reservations, to comprehensive partnerships such as with youth sports groups who rely on significant facility access as well as staff support in the manner of land acquisition, field development and day to day maintenance. The consistent thread throughout the district's practices has been that the organization must bring value to the community and be a not-for-profit group.

Categories of Recognition

- A. Associate Group: An associate group will have access to early reservation opportunities and reduced rental fees (per individual facility policy as noted in annual recommendation documents). Groups must meet the following criteria for Associate level recognition.
 - 1. Have a defined membership with at least 50% +1 of its membership residing within the corporate limits of the Glenview Park District.
 - 2. Be a 501 (c) 3 charitable organization or other Section 501 (c) organization or possess a non-profit charter from a recognized regional or national organization.
 - 3. Have by-laws satisfactory to the District and harmonious with its purposes and a board of directors or other governing body.
 - 4. Have, as its main focus, specific goals and objectives that are deemed to be beneficial to the community.
 - 5. Not be in competition with the facilities or activities of Glenview Park District, its partners or other recognized organizations.
 - 6. Be able to demonstrate that it can operate within the general policies of the Glenview Park District and not be in conflict with local ordinances or laws.
 - 7. Apply for recognition on an annual basis by completing the forms provided by the Glenview Park District.

B. Sponsored Club: A sponsored club will have direct support from the Glenview Park District in the form of staff support, marketing assistance, administrative services, financial support and use of facilities for the purpose of delivering their approved services. Clubs must meet the following criteria for sponsored level recognition.

1. Provide a recreational program or service that meets the needs of the community within the approved policies and procedures of the Glenview Park District.
2. Organize as a non-profit corporation or under a district-approved set of by-laws, amendable only with approval by the Glenview Park District.
3. Develop an annual budget and have all funds held and managed by the Glenview Park District. Such funds would be carried over on a fiscal year basis (fund balance or deficit).
4. Elect a board of directors or other governing body (e.g., trustees) and communicate on a regular basis with the district appointed staff liaison.
5. Allow access to services on the same basis as all other district programs.
6. Be in compliance with all applicable district policies and practices.

C. Affiliate Sports Organization: An affiliate sports organization will enjoy all of the benefits of an associate group. In addition, the district may choose to assign a staff person to the organization to serve as a liaison. The district will also provide affiliate sports organizations with athletic facilities and support services such as field maintenance to support affiliate activities at a fee set annually. The District will generally recognize only one organization per specific sport and level of play. Sports organizations must meet the following criteria for affiliate level recognition.

1. Meet all of the requirements of associate level recognition as noted in section A.
2. Provide a certificate of insurance naming the Glenview Park District as additionally insured in the amounts as set forth annually by Park District Risk Management Association; the District's insurer.
3. Provide an athletic program, tournament or league that meets the needs of the community.
4. Organize under a formal set of by-laws, satisfactory to the District and harmonious with its purposes.
5. Develop an annual budget and manage funds in a responsible and professional manner.
6. Provide the district with semi-annual financial reports. It is recommended that an audit be conducted for any fiscal year where expenditures exceed \$100,000.
7. Provide bonding to all members authorized to be custodians of organization funds in the amount of the annual budget.
8. Meet all ADA requirements in the provision of programs and services.
9. Provide equal access to services to all residents of the Glenview Park District. Fees for services may not be higher for Glenview Park District residents than for any other participants.
10. Enter into a Memorandum of Understanding with the Glenview Park District. Such memorandum will be reviewed annually and may be amended as necessary.

11. Each affiliate sports organization shall contribute to the maintenance of sports fields through an "Annual Per-Player Fee". This fee will be set annually by the Park District and will be used to partially offset the cost of maintenance projects related directly to sports fields used by the various sports groups. This fee will not apply to any organization that does not use outdoor field space. Each organization will be responsible for paying the fee based on the number of children participating in their program annually. Children participating in more than one season for a particular organization will count as one participant.
12. The Park District will provide an annual accounting of funds expended for field maintenance to each organization. Guidelines for this report will be developed and shared with all organizations paying the fee to provide a clear understanding of the program's goals and objectives.
13. Criminal background checks must be performed annually on all Board members and volunteers who have direct contact with children. Specific volunteer positions included in this requirement include coaches, assistant coaches, trainers and instructors. All affiliate sports organizations must adhere to the same standard as required of the Park District (by state law) in determining whether a person would be banned from a paid or volunteer position. (See guidelines attached)

D. Certified Support Group: A certified support group may be organized to provide additional program services to park district activities. These services may include volunteerism, fundraising and/or providing program enhancements (such as, but not limited to tournaments, competitions, uniforms, participant parties, equipment, supplies etc...) not covered by the base program fee. Authorization for the creation of certified support groups will be at the sole discretion of the district. Support groups must meet the following criteria for certified level recognition.

1. Have as its focus, the direct support of a specific program or service currently provided by the district.
2. Organize under a corporate charter and/or set of by-laws that have been approved by the Board of Park Commissioners, amendable with approval of the Glenview Park District.
3. Elect an executive board or other governance structure that will act as the liaison to the district and work directly with the district through an assigned staff person to identify and address opportunities for program and/or activity support.
4. Act as a recommending body, understanding that decisions on programs, services and operations are made by the district.
5. Manage and account for funds according to criteria as specified by the District or have the district hold and manage funds for the support group.