

Illinois Park & Recreation Foundation Sponsorship for Educational Programs Policy

Illinois Park & Recreation Foundation (the "IPRF") serves to be a sustainable philanthropic organization benefiting members of Illinois Park & Recreation Association (IPRA). The IPRF is committed to the investment in students and professionals within the Illinois park and recreation profession by promoting and supporting their continuing education and professional development through the award of scholarships.

Currently the IPRF has several established scholarship programs where individual IPRA members can apply for various scholarship opportunities and be awarded the appropriate funds if scholarship pre- and post-rules are met.

There are opportunities where IPRA member groups or Illinois institutions of higher education with an established park and recreation curriculum ("institution") that conduct educational programs that need supplementary financial support. The IPRF's mission could be satisfied further by investigating its participation as a financial sponsor for those educational program events.

Possible financial participation by the IPRF could be considered provided, 1) the IPRA member group or institution falls within one of the funding priorities; 2) established guidelines are adhered to by the IPRA member group or institution requesting financial assistance and 3) the IPRF has the financial resources available at the time of the request.

The IPRF Funding Priorities:

- **Primary funding priority:** New educational programs that preferably would be offered to the membership for one to three years. The maximum level of sponsorship would be \$5,000 per year, up to a maximum of three years. For programs greater than one year in length, the IPRA member group or institution and a selected representative(s) from the IPRF will evaluate the educational offering after each year to consider and recommend the funding for the following program year. Should the educational program be successful and continue beyond three years, the IPRF Board will consider its continued financial support at the third priority funding level.
- **Second priority funding:** Short term educational programs that are planned for only one year may receive funding at a reduced funding rate determined by the IPRF Board upon the approval of the IPRA member group or institution educational program application by the IPRA Executive Director.
- **Third priority funding:** Long term, well established educational program that is currently being offered by IPRA member group or institution. The level of funding will be determined by the IPRF Board upon the approval of the IPRA member group or institution educational program application by the IPRA Executive Director, and

the IPRF has the financial resources available at the time of the request.

The guidelines for funding consideration are:

- Must be a recognized IPRA member group, Illinois institution of higher education with an established park & recreation curriculum, or an IPRA staff member presenting the request for financial assistance for the educational program.
- The IPRA member group or institution requesting financial support from the IPRF must present in writing the following:
 - 1) Name of group or institution, contact information of the key person(s) with the educational program, the program title along with the educational program details, including but not limited to, members to be served, estimated number of attendees, the educational purpose and program format, expected educational benefits/results for IPRA members or students attending, potential and or confirmed speakers, estimated budget for the event, and the suggested registration fee, if any, to be charged for IPRA members and students.
 - 2) With or without funding from IPRF, will other financial sponsorships be pursued.
 - 3) Should the IPRF approve the funding request, will the suggested registration fee provided in the application narrative, be reduced for IPRA members and students?
- All requests for financial assistance must be submitted to the IPRA Executive Director well in advance of the planned educational program. No funding consideration will be given to educational programs submitted less than 90 days out from the date of the planned educational event. The IPRA Executive Director will review the request using this policy document and make a funding recommendation to the IPRF Board of Trustees. The IPRF Board will either approve or deny the educational program application based upon the recommendation.

Tasks by IPRA member groups upon approved funding:

- The IPRA member group or institution will recognize the IPRF sponsorship on all marketing and educational materials. The IPRF name (spelled out) will be placed prominently on the educational program's front/title page with the IPRF logo along with the verbiage of "sponsored by", "sponsored in part", etc.
- The IPRA member group or institution will welcome an IPRF Trustee to speak to the assembled group at a joint agreed upon time to highlight the work and scholarship opportunities of the IPRF. Understanding time constraints of the program format, the opportunity to address the attendees will not exceed 5 minutes.
- At the conclusion of the IPRF sponsored educational program, the IPRA member group or institution will provide the following post program documents and/or materials within 30 days of the conclusion of the educational program to obtain the

sponsorship award. If the materials are not received within 30 days, the sponsorship award will not be issued:

- A testimony from four (4) attendees regarding the value and benefit of the educational program.
- Provide four (4) photos or screen shots taken during the program of the engaged attendees.
- At least one representative from the IPRA member group or institution will attend a IPRF meeting, in person and or virtual, to address the IPRF Board of Trustees providing a recap of the educational program. The date for attending the IPRF meeting will be agreed upon during the 30-day period after the conclusion of the program.
- At least one copy of all marketing materials associated with the program.
- A financial report summary on revenues and expenses of the educational program along with the final educational program roster of attendees along with their email addresses.

Once the post program documents and/or materials are received by the IPRF the approved sponsorship award from the IPRF Board will be provided within four (4) weeks.

Any waivers, exceptions, or changes to this policy document shall be made only upon the approval of the IPRF's Board of Trustees.”.

Approved on July 10, 2020 by the IPRF Board of Trustees

IPRF Chair: _____ Date: July 10, 2020

ATTEST:

IPRF Secretary: _____ Date: July 10, 2020

The ILLINIOS PARK AND RECREATION FOUNDATION GENERAL SPONSORSHIP FOR EDUCATIONAL PROGRAMS POLICY was reviewed on March 12, 2021 by the IPRF Board of Trustees. Revisions to the policy were made and approved by the IPRF Board of Trustees.

IPRF Chair: _____ Date: March 12, 2021

ATTEST:

IPRF Secretary: _____ Date: March 12, 2021