

WELCOME

PARK ADVISORY COUNCIL MEMBERS!

Please sign in!
Grab a marker and take the
gallery walk!

INTRODUCTIONS

Erica Acosta, Chicago Parks Foundation

Tony Fitzgerald, Area Manager

Leonard Mc Gee, Dunbar Park Advisory Council

Melody Mitchell, Eckhart Park Supervisor

Vincent Patterson, Jr., Permits Coordinator

David Ramos, Smith Park Advisory Council

Maria Dmyterko Stone, Community Relations Manager

SCHEDULE

NETWORKING, GALLERY WALK

WELCOME REMARKS, INTRODUCTIONS

PANEL

ROUND TABLES

PANEL:

What is a PAC?

Roles and Responsibilities of PAC members

Working with your park supervisor

CPD Process

Special Events and Permits

What is Fiscal Sponsorship?



What Is A Park Advisory Council?

Park Advisory Councils (Park Group's) are the community voice for neighborhood parks, children's playgrounds, beaches or natural areas.

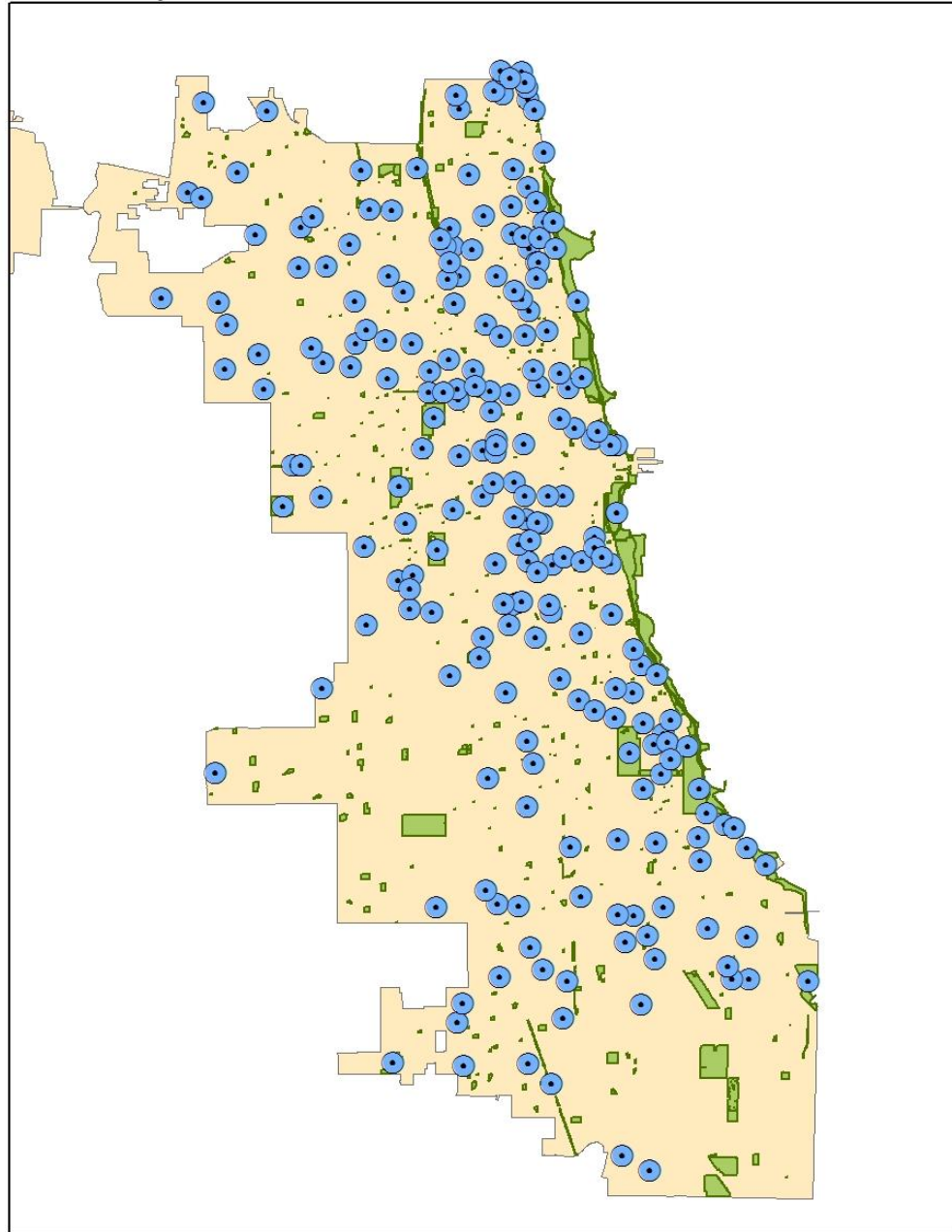
Self Governed

Park District Oversight

Community focused

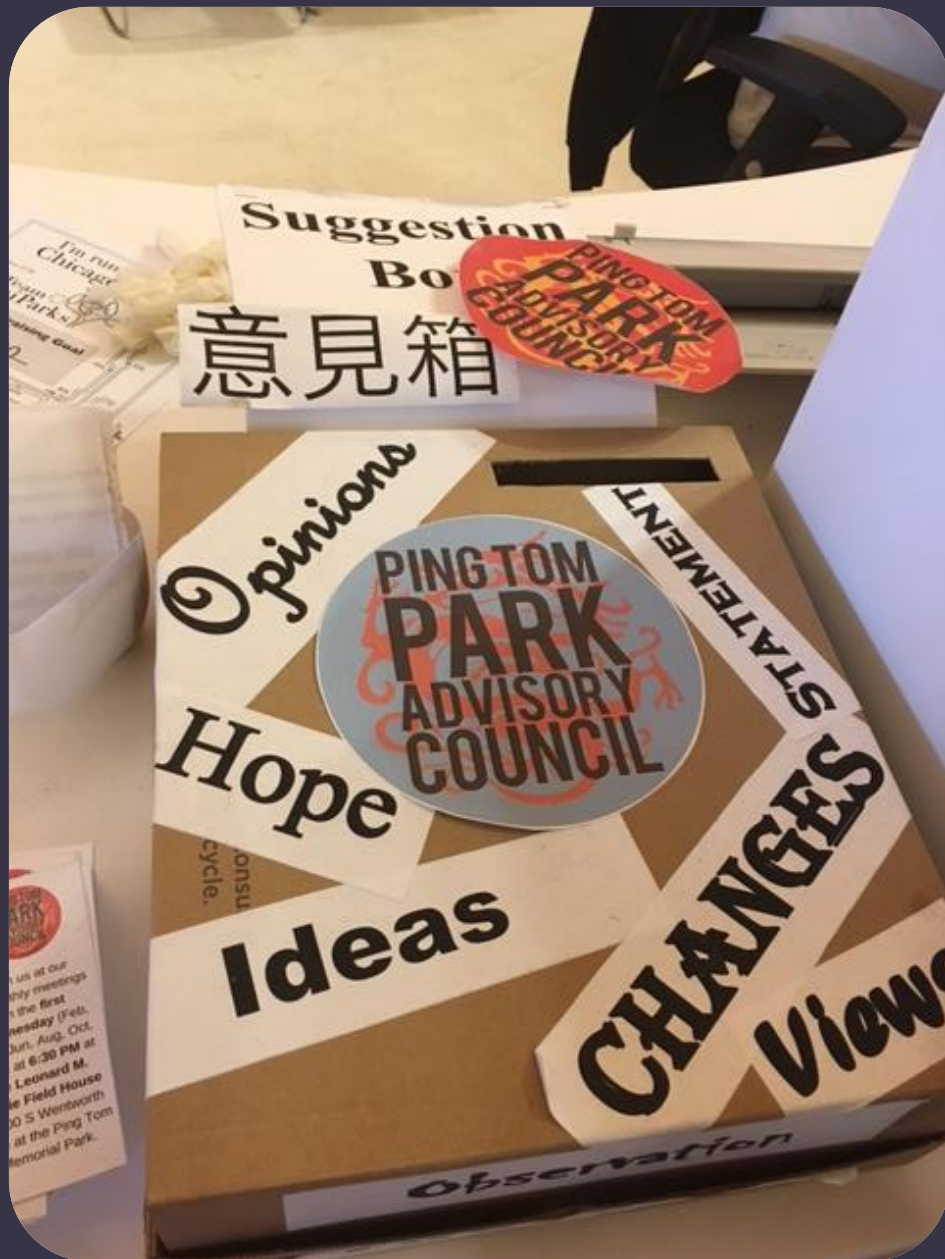
Park Advisory Groups can make a real difference in their parks by:

- Creating gardens
- Fundraising (playgrounds, programming, arts, concerts, movies, uniforms, snacks etc)
- Hosting special events
- Sponsoring a recreation program
- Advocating for improved services in the park



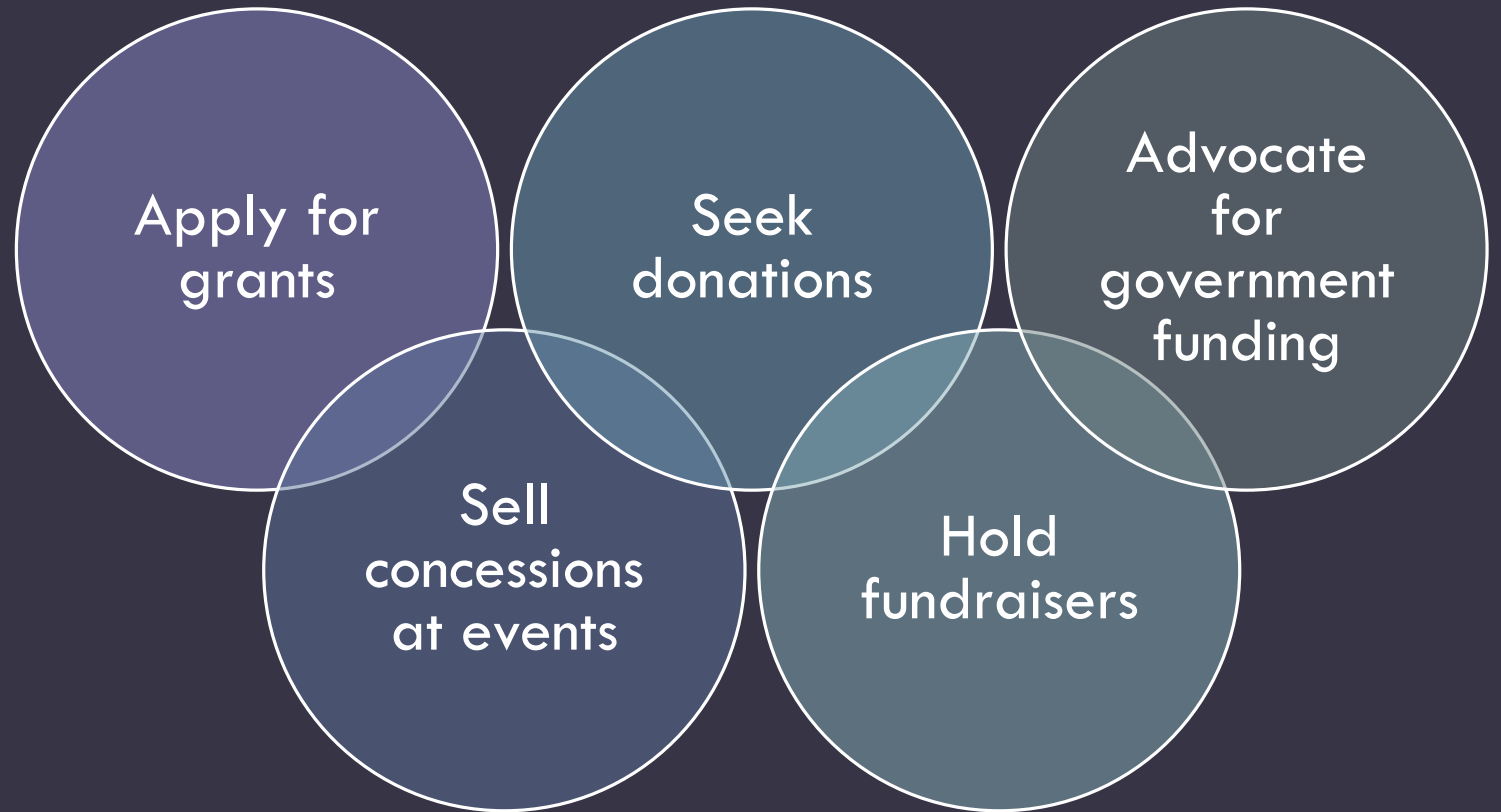
Chicago Has 225
Parks Represented By
Park Advisory Councils

CHICAGO PARK DISTRICT
PARK
ADVISORY
COUNCIL



- Advise the Park District on their park
- Work with Elected Officials and community
- Plant gardens, trees, and flowers
- Plan special events
- Host community meetings and charrettes
- Advocate for new parks and open spaces
- Influence the design of new playgrounds and parks
- Host clean ups
- Supplement park programming
- Mentor other Park Advisory Groups
- Sponsor programming
- Give park tours
- Promote their park

Fundraising





Cornell PAC partnering on a new Nature Play Space

Fiscal Sponsorship

Chambers of Commerce

Community Organizations

Friends Groups



501 (c)3

WHAT IS A FISCAL SPONSORSIP?

“THE PRACTICE OF NONPROFIT ORGANIZATIONS OFFERING THEIR LEGAL AND TAX-EXEMPT STATUS TO GROUPS ENGAGED IN ACTIVITIES RELATED TO THE SPONSORING ORGANIZATIONS MISSION”

The Chicago Parks Foundation is the 501c3 partner to the Chicago Park District

- What can the Chicago Parks Foundation offer my PAC?
 - Opportunity to receive tax deductible donations
 - Ability to apply for grants/grant assistance
 - Free checking with MB Financial Bank
 - Marathon PAC give-back program
 - PAC network and support



What Makes a Park Advisory Council Successful?



Public



Adapt



Partner



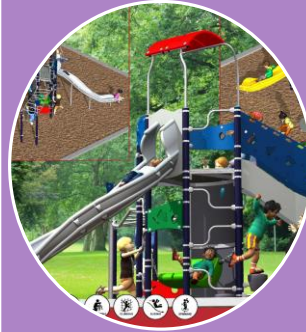
Learn



Accept



Engage



Communicate



MANAGING YOUR PAC

Give 14 days notice for public meetings and elections= flyer in field house

Meet with your supervisor between meetings

PAC specific email address

Agenda

Minutes

Finance Report

Update binder

Committees

SKATE PARTY IS BACK

Fun Family Event at Dunham Park Main Gym

FRIDAY NIGHT OCTOBER 14, 2016 7PM - 9 PM



Music
by DJ
John



\$5 Registration Online
BEFORE October 11TH

\$7 LATE Registration
until 5PM October 14

Registration is subject to early
close if capacity limit is filled.

Bring your skates, roller blades,
helmets, pads and protective
gear

Free skate rental

Sizes and quantities limited

FOR CHILDREN 5 YEARS AND UP

*All children 17 and under must be
accompanied by an adult*

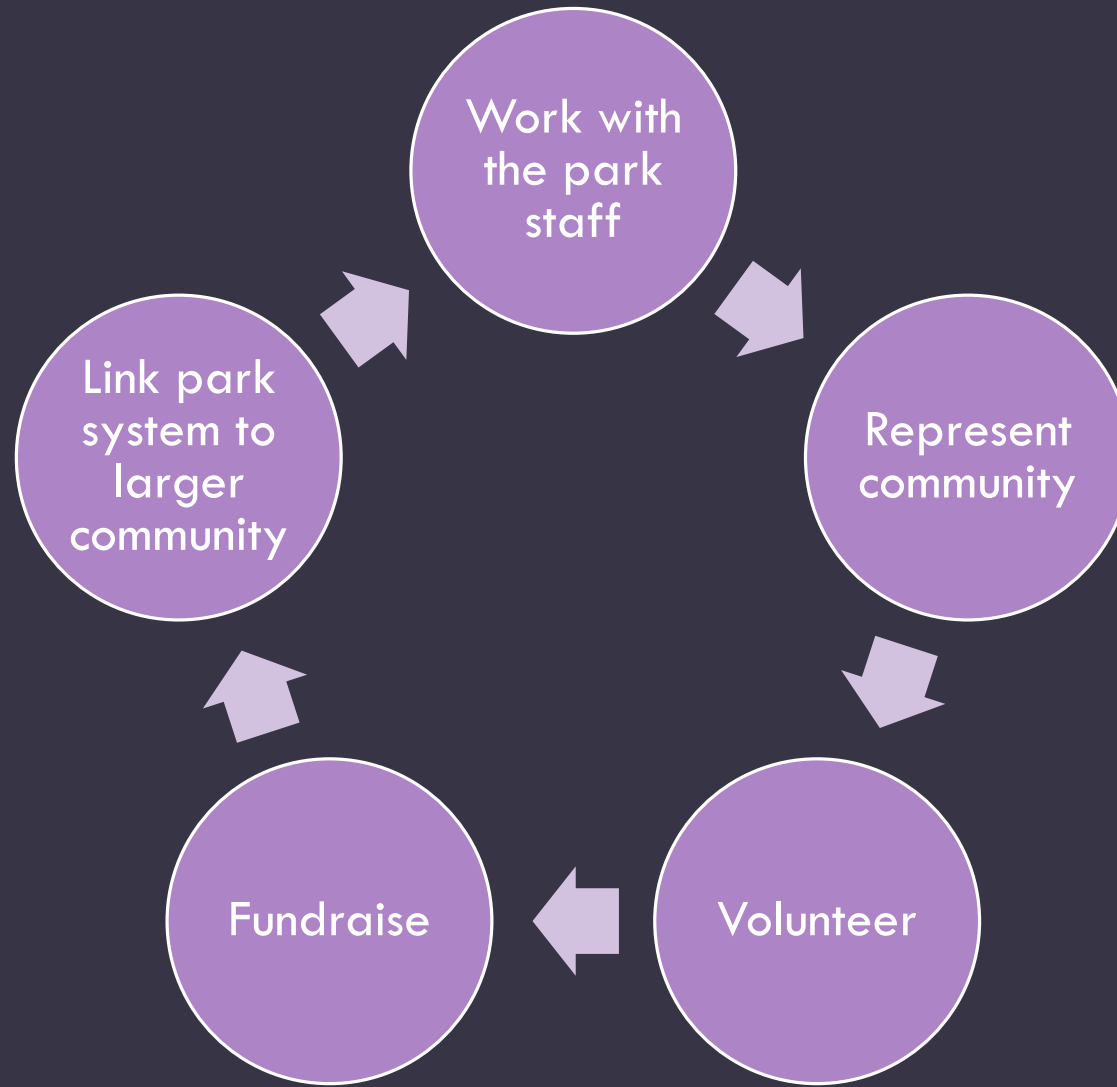
REGISTER AT DUNHAMPAC.ORG

CREDIT CARD REQUIRED



Palmisano PAC hosting the Bridgeport Air and Water Show

Roles and Responsibilities





Commerical PAC created a kids gardening program at Snowberry

ROLES AND RESPONSIBILITIES

Work with the park staff

Provide citizen input

Assist by volunteering time and generating funds for the park programming, equipment and other park related needs

Represent community interest, needs, concerns

Recruit volunteers

Link park to larger community

Adhere to the Chicago Park District Guidelines

Bylaws

Bylaws are an important tool for Park Advisory Groups

Create structure

Set expectations

Help self regulate

Determine who can vote, who is a member

Establish protocol for when there is a vacancy on the board

Park Advisory Groups Can Not:

Mandate policy or administration decisions

Change or circumvent park operations and policies

Order activities be implemented

Speak on behalf of the Park District

Issue directives to park personnel

Demand that staff assist in Park Advisory Group events

Influence programming, staffing, events or partnerships



Unity PAC sponsoring Luche Libre in the park

SOCIAL MEDIA TIPS FOR PACS

- Know your audience
 - Post relevant content
- Follow Park District accounts
- Don't offend anyone
 - Be nice and understanding when responding to messages
- Tag people/places/things
- Be aware of the world around you
 - #NationalPancakeDay, #NationalDogDay, etc.
- Use photos/videos to make your content more engaging
- Have Fun!!



CREATE 2017



Create Series Meeting - 2017
Tuesday, January 17 - 7pm

You are Invited to CREATE Programming & Events
Bring Your Ideas for Programming, Funding, Promotions
CONTACT US FOR DETAILS - Partner@WickerPark.org
www.WickerPark.org



Fountain Decorating Social



Fountain Decorating Social
Saturday, November 19 - 9am - 4pm

Decorate the Gargoyle Fountain and 12 Urns
BRING FOOD TO SHARE
PURCHASE Trees OnLine - www.CityTreeDelivery.com
Or at the Lot - City Tree Delivery - Next To Big Star



Landscape Design Workshop



Landscape Design Workshop
Every Saturday Jan. 7 - Feb. 25

Learn the Concepts of Landscape Design
Design Your Home, Business, or Church Garden
REGISTER AT Partner@WickerPark.org
www.WickerPark.org



WickerICE - 2016 -17 Season
Installed December 2 & 3

Rink Opens When Ice is Frozen - Non-Refrigerated
COMMUNITY FUNDED & MAINTAINED
VOLUNTEERS SIGN UP - Partner@WickerPark.org
www.WickerICE.org

Wicker PAC develops an entire year of programming

SPECIAL EVENT PERMIT PROCESS

- Work with Park Supervisor to choose a specific location and date for your event.
 - You are encouraged to choose alternative locations and/or dates in the event that your first choice is not available.
- Complete a Special Event Permit Application and a Partnership Proposal.
- Send in all necessary documentation.
- Chicago Park District will contact you after 14 business days on the status of your application
 - Failure to submit requested information or documentation in a timely manner may be cause for denial of a park permit.
- Applicants must submit two documents to satisfy insurance requirements within 48 hours of event.
- Other Applications and permits may be necessary through the city (DCASE).
- Link to fill out Special Event Permit Application.
- <http://www.chicagoparkdistrict.com/permits-and-rentals/application-process/>
- Work with local park supervisor throughout your event planning process.

Permit Process

- ❖ Application received by Permits Department.
- ❖ Application is entered into a queue on first come first served.
- ❖ Application information entered into permit software.
- ❖ Dates crosschecked to assure location and dates are available.
- ❖ Permit Coordinator contacts event organizer to obtain necessary documents.
- ❖ Permits Department receives documents.
- ❖ Permits Department confirms documents for necessary approvals. (insurance to risk mgmt, Commander Review Letter, building permits, liquor licenses, Alderman approvals).
- ❖ Permit is prepared for Assistant Director Approval.
- ❖ Assistant Director reviews material and approves Permit.

2017 PAC APPLICATION FEE CODE:

AC2018Event

CHOOSE A SPECIFIC LOCATION AND DATE FOR YOUR EVENT

Work with Your Park Supervisor

Choose alternate locations and dates.

Follow the 2-step application process here:

<https://www.chicagoparkdistrict.com/permits-rentals/special-event-permit-application-process>

Submit application at least 60 days prior to event

Maps of lakefront parks @ Chicagoparkdistrict.com

COMMON PITFALLS (DCASE APP VS. CPD SEPA)

DCASE APPLICATION

- 500 or more people > Need Police Commander Review Letter
- Street/Sidewalk Closures > Need CDOT Permit
- Alcohol Service/Sale > Need Special Event Liquor Licenses and Liquor Liability Insurance
- Tents larger than 20x20 (400 sq. ft). > Need DOB Permit

SPECIAL EVENT PERMIT APPLICATION

- 50 or more people
- Tents
- Amplified Sound (DJ, equipment powered by generator, large speakers)
- Inflatables (Bounce Houses)
- Alcohol Service/Sale
- Product Promotion, Distribution or Sale,
- Photography, Video or other Media Recording
- Reservation of a Specific Location

COMPLETE A PARTNERSHIP PROPOSAL

Be thorough

Explain Benefit to Chicago Park District

Submit to Park Supervisor.

All Partnerships have to be approved by:

- Park Supervisor
- Area Manager
- Region Manager
- Director of Risk
- Deputy Director of Budget Management
- Chief Programming Officer

THINGS TO REMEMBER

Work with your Park Supervisor

PACs are open to the public

Create and maintain Bylaws, this is to help your PAC regulate itself

Follow Roberts Rules of Order

PACs can not charge MANDATORY dues

PACs should hold elections based on your bylaws

14 days notice is required for all official PAC meetings and elections

PAC meetings should be held in the park, if not field house is available meet at the closest park or public space: library, school, aldermanic office, church, café

Keep and maintain a public binder in your local field house

Remember... PACs mission is to enhance the park. Its all about the park

MOST IMPORTANTLY... Have fun

SAVE THE DATE

April 7: PAC Workshop: Nature in Parks; Skinner Park 9:30am

April 21: Earth Day Clean Up and Celebration (citywide)

June 16: It's YOUR Park Day (citywide)

July 12: Chicago Parks Foundation: Play for Your Parks Golf Tournament

July 17- 21: Special Olympics 50th Anniversary

August 10: Chicago Parks Foundation: Camp Northerly

October 7: Chicago Marathon

Fall: Volunteer Appreciation Day



THANK YOU TO OUR 2018 PAC WORKSHOP SPONSORS!!