



Washington Recreation  
& Park Association

# WASHINGTON RECREATION & PARK ASSOCIATION **NETWORK TOOL KIT**

# WRPA Fun Facts

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- Staff: SBI Association Management Services
- Over 3,500 members (including linked profiles)
- Fiscal year: January 1 – December 31
- ~ \$550,000 organization
- One annual conference, one fall training, 2 CPSIs, and other trainings throughout the year.
- Mission: Facilitate connections, advocate for professionals and their agencies, and provide robust learning and skill advancement opportunities to equitably support recreation, culture, and park professionals.



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# Volunteer Support

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Understanding who supports your committee (and you!) is essential.

1. **Board Contact(s)**– This person should be a part of the committee and should be providing a full update to the board on your behalf.
2. **Network Liaison**– Working closely with the board member, this person acts as the main point-of-contact for the Network. (Schedules meetings, understand expectations, recruits other volunteers).
3. **Staff Support** – The WRPA office holds a lot of historical knowledge and can also help when there is not a clear process or if additional support is needed. If you find yourself stuck in a corner, the office can help.



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# Volunteer Roles & Next Steps

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- Schedule a time to sit with your predecessor and discuss process throughout the year.
- Optional to schedule virtual meetings to continue receiving support from your committee.
- Understand your Network structure – who does what? How often do you meet and touch base? (Every other month is typical).
- Understand the commitment and time it takes to complete the tasks.
- Are there events connected to your Network? If so, is the WRPA office aware you are hosting them? Please let the office know.



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# Association Events

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**Annual Cycle** – The association and board support runs from April/May to the following April/May. The Board changes over at the Annual Conference, which takes place in April/May.

**Board Meetings** – happen about 6-7 times a year (Mostly virtual, one in-person). All members and committee/network members are welcome to join board meetings, but need to email the current President to ask prior to the meeting, so that you are added to the agenda. Meetings generally happen every other month, excluding Dec, July, Aug.

## Typical Event Calendar"

- March: Certified Playground Safety Inspector Program
- April/May: Annual Conference & Tradeshow.
- September/October: Certified Playground Safety Inspector Program
- November: Fall Summit



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# Financial Model/Budget Overview

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**Finances:** The board sets the budget in early September and it is voted and approved in October/November. If your Network is interested in hosting an event (or needs financial support from WRPA), it is important to discuss your intentions with the WRPA Office WELL in advance, so that it is added to the budget. It can prove challenging to add events after the budget has already been confirmed, however, events can be submitted year around.

**Budget for your event:** A typical breakdown of an event for budgeting; is typical. Looking at revenue and expenditures. It is important for your Network to work with the office on how much your event will cost. It's important your registration fee will cover your costs while enhancing the opportunity to provide a one of a kind training. The goal is to at least break even.

[https://www.wrpatoday.org/assets/WRPA\\_Event%2BBudget\\_eForm.pdf](https://www.wrpatoday.org/assets/WRPA_Event%2BBudget_eForm.pdf)



# Event Process

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To effectively market your network event, the WRPA office will need all your event information 2-3 months prior to the event (the father out the better). Incomplete information will delay the publishing of the event webpage and registration form. Submit final, ready to publish copy – no drafts. Please allow a week for the webpage and form to be drafted. Office staff will manage event marketing with volunteer lead, taking into consideration other WRPA marketing. Please review the steps below to get started:

- Download the [WRPA Event+Budget form](#)
- Review all items needed before submitting
- Fill out the from in its entirety, including your estimated budget\*
- Send completed form to the **WRPA Office** for approval
- The WRPA Office will contact you about the approval and the WRPA office to post, market, and build out your registration form

\*Every Network event is subject to a project fee, which will need to be allocated in your expenses which includes: online registration form/tracking, e-mail marketing, and event calendar posting. Additional fees may apply for additional services. Review our [project fee page](#) if you are interested in additional services for your network event.



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# Example Training Outline

Keep it simple, but make a lasting impression. You can develop a quality training with a lasting impact. Here is an example of a two day retreat organized by the Athletic and Fitness Network. These trainings allow opportunities to share ideas, connect with colleagues and bring ideas back to your agency.



Day 1 Thursday, November 14		
Time	Description	
10:00am - 10:30am	Room Set up Classroom	
10:30am - 11:00am	Check-in / Mingle Entire Group	
Session 1 11:00am - 12:15pm	Metro Parks/YMCA/BGC Youth Athletics Partnership	
12:15pm - 1:30pm	Lunch On Your Own	
Track:	Fitness	Athletic
Session 2 1:30pm - 2:45pm	Instructor/Trainer Recruitment and Compensation	Pain Points
2:45pm - 3:00pm	Break	
Track:	Fitness	Athletic
Session 3 3:00pm - 4:15pm	New Industry Trends	New Industry Trends
Evening	Informal Social Downtown Leavenworth	
Day 2 Friday, November 15		
Track:	Entire Group	
Session 1 9:00am - 10:15am	The Future of Parks & Recreation Fitness Programming	
10:15am - 10:30am	Break	
Track:	Fitness	Athletic
Session 2 10:30am - 11:45am	Hot Topic	Hot Topic
	Entire Group	
11:45am - 12:00pm	Wrap-Up	

# Who To Contact

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## WRPA Contacts:

**Business Hours:** Monday – Friday, 7:30 AM – 4:00 PM (Pacific Time)

Phone: (206) 361-8869

**Email:** [wrpa@wrpatoday.org](mailto:wrpa@wrpatoday.org)\*

Address:

2150 N 107th St. Suite 330

Seattle, WA 98133

\*If you need to contact a particular WRPA staff member, please email the WRPA Office and address the email to the WRPA staff member you are trying to reach.



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