



March 2019

### Programs

- Designed magazine pages (spring programs, summer camps, Bus trips, events, Movies in Park)
- Senior Bus Trip mailing to past participants
- Monthly Senior Food Box distribution
- Inputted spring and summer programs into CivicRec software
- Inputted all spring and summer programs into CivicPlus for marketing
- Interviewed Summer Camp counselors and Recreation Intern (7 total)
- Email promotions

### Park and Athletic Associations

- Spring scheduling meeting with all athletic associations
- Portable toilets in the all the parks
- Meet with Lacrosse for field lining
- Collected all athletic associations' annual financials and board information
- SFTWP School 9th Grade team field reservation at Fairview
- Parks Meeting

### Events

- Cleanup Day food donation
- PennDot supplies donation
- Spring and summer event business Sponsorship mailings
- Play for a Change Swing dedication – May 8<sup>th</sup>
- Community Day activity rentals
- Inputted event sponsorship information into CivicRec for online donations

### Parks & Recreation Monthly Report

### DCNR Grant

- Met with DCNR regional advisor
- Allegheny County notice of consistency
- Grant writing
  - Site Drawings
  - Site maps
  - Criteria questions (7)
  - Letters of support
  - Budget
  - PNDI Reports

### Misc.

- Attended PRPS Workshop
- Civic Plus training

### Ongoing

- Program registration
- Dog tag
- Pavilion Rentals