

WELCOME TO THE



www.foresthillrec.com

BOARD CONTACTS

The Forest Hill Recreation Council consists of a Board of Directors with Program Chairs for each program. The Board members are:

President	Deb Norcross	410-459-1433	debnorcross@Verizon.net
Vice-President	Marty Strunkstein	443-309-9554	mstrunkstein@gmail.com
Treasurer	Leslie Stein	954-254-5843	fhrectreasurer@gmail.com
Secretary	Pam Long	443-286-2280	Mypal06@Verizon.net
Directors	Chris Benjes	410-929-2365	cbenjes@Comcast.net
	Fred Rynes	443-604-6836	fred204@Comcast.net
	Jerry Kalista	410-838-4378	kalbaseball@Comcast.net
	Tom Kunkel		tkunkel@fullhouseemp.com
Past President	Jeanne Rosas	410-790-4966	dmrosas@Verizon.net
Youth Representative	Jarrett Schneider	443-876-8876	Jarrett.Schneider@yahoo.com

DEPARTMENT OF PARKS & RECREATION

**Our Parks & Recreation office number is 410-638-3616
and our contacts are:**

Recreation Specialist	Meghan Denhard	madenhard@harfordcountymd.gov
Administrative Assistant	Chris Howard	cmhoward@harfordcountymd.gov

CHAIRPERSON RESPONSIBILITIES

As per the Bylaws, each Program is to have an unpaid volunteer chairperson. Here is an overview of responsibilities include:

- **Develop program guidelines, rules subject to approval of the Board**
- **Prepare, submit and adhere to an approved annual budget.**
- **Verify program income & expenses with the Treasurer's monthly report.**
- **Responsible for the equipment & uniform inventory which is to be submitted to the Department of Parks & Rec**
- **Attend at least two monthly meetings – one prior to their program beginning during which their budget is submitted for approval and one after their program ends during which actuals are submitted**
- **Authorize all expenses**
- **Appoint other program officials (i.e. age group directors, coordinators, etc)**
- **Monitor routine visits**

PLEASE REFER TO THE BY-LAWS FOR A COMPLETE LIST

FINANCIALS

- Utilize our standard budget format in Excel. A sample budget can be found on our Administrative page at <http://www.foresthillrec.com/program.php?programID=40>.
- ALL FUNDS MUST GO THRU THE REC COUNCIL AND BE DEPOSITED INTO THE REC COUNCIL BANK ACCOUNT.
- Track all financials, credits & debits, to ensure your numbers match the monthly Treasurer report that you will receive.
- Deposits – obtain deposit slips from the Treasurer and mark each slip with the name of your program and what the deposit is for.
- Submit a weekly Financial report to the treasurer via email in a Word document to include:
 - Deposits – include the date, amount and what the deposit was for.
 - Check requests – include the name, address & invoice number for the payee. Attach any invoices.

ADDITIONAL DETAILS

- Background checks – All program chairs, instructors, coaches, etc are required to submit an annual background check. This can be completed via our website at <http://www.foresthillrec.com/program.php?programID=91>.
- Head Tax – an \$8 head tax is assessed for each participant. Once registration is completed, an email should be sent to the Treasurer with the number of participants on which a head tax is to be applied. She will take the amount out of the Program's account.
- Monthly newsletter – an email is sent to all of our Rec Council families with details on Happenings within our Rec Council (i.e. registrations, events, fundraisers, etc). After each registration, send a list to the Board contact to have your participants added to the list.
- Program webpage – each program can have a page on our Rec Council website. Contact Chris Benjes for details.

FORMS

- Facility requests must be submitted to our Parks & Rec representative each spring for building & field spaces usage for the coming year.
- Registration form should include a participation and release clause.
- Online registration is available via Blue Sombrero. Contact Chris Benjes for details.
- Utilize our standard budget format in Excel
- All paid contractors must complete a General Contractor form every year. Program chairs should retain a copy and provide a copy to the Treasurer.
- Contractors must complete a Time Sheet. When submitting for payment, Program Chairs can either email a copy of the form(s) to the Treasurer or keep them on file and submit an Excel file to the Treasurer.

Samples of the above and more be found on our Administrative page at <http://www.foresthillrec.com/program.php?programID=40>.

CONCUSSION CLAUSE

All registration forms must include the following verbiage or provide a link to our www.foresthillrec.com website Concussion link:

I do hereby expressly agree to release Harford County, Maryland, a body corporate and politic of the State of Maryland, and its elected and appointed officials, agents, officers, and employees, from all liability arising from any harm or injury, including death, sustained by me/my child while participating in this program. In accordance to Maryland law, I understand that information on Youth Sports Concussion and Head Injuries is available at <http://www.cdc.gov/headsup/youthsports/index.html> and information on Sudden Cardiac Arrest at <http://www.nhlbi.nih.gov/health/healthtopics/topics/scda/>.

THANK YOU FOR YOUR SERVICE

