

Frederick County Government

The Frederick County Division of Parks & Recreation

The Division of Parks and Recreation offers a core of recreation programs on a seasonal schedule. The Division provides a Liaison to attend and advise council volunteers at each monthly meeting.

The Responsibility of the County Liaisons

- The County Liaison attends Council meetings as a representative of the County's Division of Parks and Recreation to support each Council.
- The Liaison gathers data from each Council that contributes to substantiating Council operations.
- The Liaison may assist your Council by providing ideas, input, and guidance, and will research to find answers to questions.
- The Liaison is not required to be on-site to administer your programs.

Each Council is responsible to provide the following to the Liaison

- Names and contact information of officers on the Board of Directors and a listing of programs and program coordinators associated with the council.
- Monthly Meeting Minutes and Finance Reports.
- Lists of Volunteers and contact information associated with the Council.
- Proof of IRS Tax Filing (when required).
- Annual Report of Council finances, this is due at the end of June

When a Council Applies for a Grant...

- Proposed Grant applications must be submitted to the Division liaison for review before submitting to the funding service. Applying for a grant may require County Government Approval.

Volunteer Training...

- First Aid and CPR Training classes are available through the American Red Cross and Health First for volunteers who are directly responsible for participant's safety. It is strongly recommended that all council volunteers, specifically those involved with participants of programs, receive First Aid and CPR training.