



**AMERICAN ACADEMY FOR PARK AND RECREATION ADMINISTRATION**  
**RFP: ADMINISTRATIVE MANAGEMENT SERVICES**

**RELEASE: 1/26/2026**

**Q&A DUE: 2/10/2026, 5:00 PM CST**

**Q&A FORUM: 2/12/2026, 11:00 AM CST**

**QUESTIONS POSTED: 2/13/2026, 5:00 PM CST**

**PROPOSALS DUE: 3/3/2026, 5:00 PM CST**

## **Questions and Answers**

### **GOVERNANCE**

#### **Role of the Executive Director**

The RFP notes that AAPRA is currently supported by a part-time, in-house Executive Director. Could you clarify the current scope of responsibilities for the ED versus those expected to be handled by the selected administrative management firm?

Additionally, do you anticipate any changes to the ED role, time commitment, or structure following the selection of a new AMC partner?

What responsibilities currently sit with the part-time Executive Director?

#### ***RESPONSE:***

*AAPRA is supported by a part-time, in-house Executive Director (ED) whose primary responsibilities include strategic leadership, governance support, and organizational continuity. The ED collaborates with the Board of Directors to advance the organization's mission, align with strategic priorities, and oversee operations at a high-level.*

*Currently, the ED's responsibilities include:*

- *Supporting the Board of Directors and committees, including agendas, meeting material preparation, governance coordination, communications, and follow-up.*
- *Providing strategic guidance and institutional knowledge to ensure continuity.*
- *Serving as a liaison among the Board, the American Parks and Recreation Foundation Board, volunteers, and external stakeholders.*
- *Overseeing high-level organizational priorities and initiatives.*
- *Managing the National Gold Medal Award Program, coordinating components of sponsorship relationship, judging, promotion, and presentation of awards.*

- *Supporting sponsorship solicitation, engagement, and tracking of deliverables.*

*The selected Administrative Management Company (AMC) will primarily be responsible for day-to-day administrative, financial (including state and federal tax filings and reports), operational, and management functions. These include administrative operations, financial management support, membership services, marketing and communication services, meetings, events, education and special project coordination and execution of Board-directed initiatives.*

*After selecting the new AMC partner, AAPRA anticipates potential organizational and operational adjustments over the next year. These may include changes to the Executive Director's role, time commitment, or structure, based on best practices and recommendations from the selected firm. AAPRA is open to discussing alternative administrative support models once a firm is selected and has served a year in the AMC role.*

### **Existing Structure**

Could you describe the current management model in more detail?

#### **RESPONSE:**

*AAPRA operates under a hybrid governance and management model. A volunteer Board of Directors, drawn from the membership, provides administrative leadership, sets policy, and offers strategic direction and oversight aligned with the organization's mission.*

*Management and operational support for the AAPRA are provided through a combination of a part-time, in-house Executive Director (ED) and an Administrative Management Company (AMC). Both the Executive Director and the AMC operate under the authority and direction of the Board of Directors. The Executive Director has supervisory responsibility over the AMC and serves as the primary link between governance and operations. Organizational direction flows from the Members to the Board of Directors, and through committee leadership via their designated Board Liaisons. Strategic and governance matters move through the Board of Directors to the Executive Director, who is responsible for implementing Board directions and overseeing operational execution through the AMC.*

## **Stakeholders and Decision-Making Dynamics**

AAPRA appears to operate with a mix of Board leadership, committees, task forces, and volunteers. Are there particular areas where differing priorities or agendas among stakeholder groups are most present today? From your perspective, where is consensus building most critical for the incoming management partner to be effective?

### ***RESPONSE:***

*AAPRA's volunteer-driven leadership includes the Board, committees, task forces, and members who actively support the organization. While perspectives may differ by role, stakeholders are united in furthering AAPRA's mission and long-term success.*

*Moving forward, alignment and consensus are essential for executing AAPRA's **three-year strategic plan**. Explicit prioritization, adequate resources, and consistent progress across all leadership groups are critical to organizational effectiveness.*

*Other areas necessitating coordinated focus and joint commitment include:*

- *Advancing organizational sustainability, as outlined in AAPRA's Sustainability Report;*
- *Supporting succession planning to develop future leaders while recognizing current leadership contributions; and*
- *Maintaining a results-driven culture that translates strategy into measurable outcomes.*

## **Board Engagement Style**

How would you describe the Board's involvement in day-to-day operations?  
(Hands-on, strategic-only, or hybrid?)

### ***RESPONSE:***

*AAPRA's Board uses a hybrid engagement approach, balancing strategic oversight coupled with targeted, mission-driven involvement. Board members focus on governance, strategy, and fiduciary duties, and serve as liaisons to committees and task forces to ensure alignment and accountability.*

*Board involvement in initiatives is guided by organizational priorities and each member's expertise. AAPRA draws on the Board's skills and experience to support programs where their contributions provide the most value.*

*The Board operates as a collaborative team of accomplished leaders, including C-suite executives, scholars, and researchers. This expertise, along with service from both active and emeritus members, ensures institutional knowledge, mentorship, and planning continuity.*

*This engagement model keeps AAPRA action-oriented while maintaining governance boundaries and a clear focus on advancing the organization's mission and strategic objectives.*

## **EXISTING MANAGEMENT FIRM & TECHNOLOGY TOOLS**

### **Current Systems and Vendors**

With respect to the required inventory of tools, software, and technology systems, can you confirm which platforms are actively in use today and whether they are considered stable going forward? In particular, are there any systems you expect or hope to change, consolidate, or replace in the next 12–24 months? Are current vendor relationships i.e., software, accounting, communications expected to be maintained, or is flexibility welcomed on any?

#### *RESPONSE:*

*AAPRA uses a defined set of core technology platforms to support its administrative, operational, and communication needs, including **Basecamp**, **Wild Apricot**, **Submittable**, **QuickBooks** **Election Runner**, **Mail Chimp**. These systems are stable and effective in meeting current organizational requirements, but not all are licensed/owned by AAPRA.*

*AAPRA's foundational principle is to maintain ownership and control of all data, records, intellectual property, and materials. Any management arrangement must ensure AAPRA retains full access to and ownership of its assets, independent of third-party vendors or service providers.*

*With respect to specific systems:*

- ***Basecamp** is a required collaboration and project management platform. AAPRA is committed to its continued use and plans to license the software directly.*
- ***Wild Apricot**, **Submittable**, **QuickBooks**, **Election Runner** and **Mail Chimp** currently meet organizational needs, and AAPRA is satisfied with their performance.*

*While there are no immediate plans to replace these systems, AAPRA welcomes recommendations for modernization, integration, or efficiency improvements over the next 12 to 24 months, provided they align with organizational priorities and preserve AAPRA's ownership and control of information. Flexibility is encouraged when changes clearly enhance functionality, sustainability, or user experience for staff, volunteers, and members.*

### **Systems Satisfaction**

Are you generally satisfied with your current systems (Basecamp, Wild Apricot, Submittable, QuickBooks), or are you open to modernization?

*RESPONSE: Yes, we are open to modernization.*

## **Transition Context**

What prompted the decision to seek a new management partner at this time? (e.g., strategic shift, capacity limitations, desire for new capabilities or perspective, cost considerations)

### *RESPONSE:*

*AAPRA regularly reviews its management and functional model to ensure alignment with its mission, strategic priorities, and changing needs.*

## **STRATEGIC PRIORITIES**

### **Recent or Anticipated Organizational Changes**

Have there been any recent or pending changes in leadership, strategy, organizational structure, or revenue model that would be helpful for respondents to understand as we shape our proposed approach?

### *RESPONSE:*

*There have not been any major changes within the member-driven organization. AAPRA is experiencing rising operational costs across all areas of the organization. Even with these pressures, the Board has set a clear priority to hold membership dues at their current level through 2028, underscoring its commitment to member value and financial stewardship.*

### **Strategic Priorities**

What would you identify as AAPRA's primary goals over the next one to three years? Are there specific outcomes or inflection points that you would like the next management partner to help accelerate?

### *RESPONSE:*

*As part of AAPRA's ongoing growth and commitment to continuous improvement, coupled with the goals within the strategic plan, the top goals would be:*

- *Finance – Investments for long term financial viability;*
- *Membership Support – Working to fill membership vacancies (which are capped in the bylaws);*
- *Partnership of management between Board, ED and AMC;*
- *Professional execution of deliverables with attention to details; and*
- *Increasing non-dues revenue primarily through partnerships and sponsorships of programs and services.*

## **Top Priorities**

What would you identify as the top three priorities for a new AMC to focus on during the first 12 months?

### *RESPONSE:*

- *Ensure a complete and well-organized transfer of all documents, data, historical records, and operational processes. Establish clear systems for file management, workflow continuity, and institutional knowledge capture.*
- *Fully Assume Operational Management and Support of Governance – Seamlessly integrate into the day-to-day management of the Academy as outlined in the RFP— supporting the Board, ED, and Membership. This includes administrative operations, program coordination, and strategic support.*
- *Effectively Manage AAPRA’s Presence at the NRPA Conference – Coordinate all logistics and visibility needs for the Academy’s major annual touchpoints, including member engagement, the National Gold Medal Award Program, and other signature activities at the NRPA Conference.*

## **Definition of Success**

At the end of Year 1, what outcomes would lead the Board to say, “*This partnership was successful?*”

### *RESPONSE:*

*In addition to the compilation of the responses of the two questions listed above, the Board, ED, and Members shall have comfort and confidence with the management partnership. All data, files, and organizational documents are fully integrated with the management company and to those outside the daily decisions, issues are discussed when raised, solutions found with minimal disruption, and transition appears seamless.*

## **FINANCIAL RESOURCES**

### **Financial Statements**

Would it be possible to review the past two years of financial statements (or at minimum the most recent year) for AAPRA and APRF?

### *RESPONSE:*

*We have provided a link to the AAPRA and APRF Budgets and end-of-year statements of expenses for 2025 and 2024.*

*LINK: AAPRA & APRF Financial Statements 2024 & Financial Statements 2025*

### **Budget Confirmation**

The RFP references an annual budget of \$20,000 for administrative management services (\$60,000 total including the \$40,000 Gold Medal Awards Program). Is this figure a firm ceiling, or is there flexibility based on scope and service model?

#### *RESPONSE:*

*Currently, there is limited flexibility. As a finite, membership-based organization, AAPRA does not have unlimited resources. However, we are actively looking for efficiencies in the administration of the organization to best allocate resources.*

Approximately how many hours per month does the AMC currently dedicate to administrative services and the Gold Medal Awards Program?

#### *RESPONSE:*

*AAPRA programs and services are seasonal. Projects are not evenly divided among each month. As stated in the RFP Background Information, the total number of hours worked by the AMC is approximately 1,050 annually, as follows:*

- *National Gold Medal Award Program – 350 hours*
- *General Operations Support – 550 hours*
- *Assisting Committees (Pugsley Medal, Social Media, Externs, Membership as examples) – 100 hours*
- *Foundation – 50 hours*

### **Must-Haves vs. Nice-to-Haves**

Within the scope listed in the RFP, which service areas are:

Non-negotiable / critical?

#### *RESPONSE:*

*Ideally, AAPRA wishes to include all of the services as outlined in the scope of work. The most critical are:*

- *Financial Management*
- *Membership Services*
- *Board Meetings and Document Support*
- *LinkedIn weekly social media posting (which are prepared by members)*
- *Management of documents in the Basecamp system*

Aspirational but flexible?

#### *RESPONSE:*

- *Assisting Committees*

## **WORKFLOW/CADEENCE**

### **Communication Rhythm**

What cadence and format of reporting works best for leadership?  
(e.g., monthly dashboards, quarterly financial reviews, standing committee updates)

**RESPONSE:**

*It varies across the organization (leadership group – ED, Executive Committee, Board of Directors, Leadership Team and General Membership) and is based on the critical dates of work streams.*

*In general, monthly/quarterly reporting is acceptable for financial reports, membership and digital/social media analytics.*

## **OPERATIONAL PAIN POINTS**

### **Operational Pain Points**

Which functions or activities are currently the most challenging or time consuming for staff and volunteer leadership? Closely related, if there were one of two issues you could resolve.

**RESPONSE:**

*A key operational priority will be establishing a consistent meeting schedule and ensuring strong participation from Board and Committee members. Reliable attendance and timely engagement are essential for maintaining momentum, supporting decision-making, and reducing administrative inefficiencies. Ensuring AAPRA information, documents, website, and resources are up to date, accurate, accessible and available on a timely basis is essential for performance excellence.*

### **Internal Workload Distribution**

Given that committees are volunteer-led and the Executive Director is part-time, where do you currently experience the greatest operational bottlenecks?

**RESPONSE:**

*Reliance on volunteer members who sometimes have changing schedules and or limited availability. AAPRA issues are no different than other volunteer membership-driven organizations.*

## **PROCESS**

**How many proposals are you expecting to receive?**

*RESPONSE:*

*We do not know.*

What is your primary goal in issuing the AAPRA RFP?

*RESPONSE:*

*Our procedures state that we review and evaluate agreements every five years.*

Is the current service provider planning to participate in the rebidding process?

*RESPONSE:*

*Unknown.*

## **GOLD MEDAL – ADDENDUM**

Is there a separate budget allocated for meeting planning and management services for the National Gold Medal Awards Program?

*RESPONSE:*

*The budget for the National Gold Medal Awards Program is a line item within the AAPRA's total annual budget.*

If so, have you engaged a separate company to manage the National Gold Medal Awards Program?

*RESPONSE:*

*No.*

Would you be open to considering a standalone proposal for management of the National Gold Medal Awards Program?

*RESPONSE:*

*It is the Academy's intention to award one contract to a single provider who is qualified to provide the services for the duration of the agreement. However, we reserve the right to award a contract(s) for the best fit for the AAPRA and its programs and services.*

# AAPRA December 2025 Financial Report

	2024	Actual	2025	2025 Actual
	2024 Approved	2024 Actual	2025 Approved	2025 Actual
<b>1.) GENERAL REVENUE</b>				
Membership Dues	\$ 45,140	\$ 46,570	\$ 46,540	\$ 46,887
JPRA Journal Royalties	\$ 4,000	\$ 2,010	\$ 4,000	\$ 959
Interest	\$ 500	\$ 1,183	\$ 1,000	\$ 6,406
Job Posting	\$ 900	\$ 300	\$ 500	\$ -
APRF Admin Services	\$ 2,000	\$ 2,000	\$ 2,500	\$ 2,500
Member Pin Sales	\$ 10	\$ 30	\$ 10	\$ -
<b>Subtotal</b>	<b>\$ 52,550</b>	<b>\$ 52,094</b>	<b>\$ 54,550</b>	<b>\$ 56,752</b>
<b>2.) PROGRAM REVENUE</b>				
<b>Sponsorship</b>				
Extern Program	\$ 7,500	\$ 7,000	\$ 8,000	\$ 16,000
Legends - Landscape Structures	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
E-Newsletter	\$ -	\$ -	\$ -	\$ -
Conversations That Matter - USTA				
<b>Subtotal</b>	<b>\$ 10,000</b>	<b>\$ 9,500</b>	<b>\$ 10,500</b>	<b>\$ 18,500</b>
<b>ANNUAL AWARD DINNER</b>				
Landscape Structures - Sponsor	\$ 5,000	\$ 5,000	\$ 5,250	\$ 5,000
Registration Fees	\$ 9,000	\$ 14,596	\$ 10,000	\$ 10,725
<b>Subtotal</b>	<b>\$ 14,000</b>	<b>\$ 19,596</b>	<b>\$ 15,250</b>	<b>\$ 15,725</b>
<b>NATIONAL GOLD MEDAL AWARD PROGRAM</b>				
MUSCO - Sponsor	\$ 113,198	\$ 139,577	\$ 124,000	\$ 142,477
MUSCO - Supplemental Sponsor	\$ 24,557	\$ 51,292	\$ -	\$ -
Pin and award sales	\$ 2,850	\$ 1,800	\$ 535	\$ 1,639
<b>Subtotal</b>	<b>\$ 140,605</b>	<b>\$ 192,668</b>	<b>\$ 124,535</b>	<b>\$ 144,116</b>
<b>PUGSLEY AWARD PROGRAM</b>				
Davey Tree - Sponsor	\$ 5,000	\$ 4,750	\$ 5,000	\$ 4,167
<b>TOTAL REVENUE</b>	<b>\$ 222,155</b>	<b>\$ 278,608</b>	<b>\$ 209,835</b>	<b>\$ 239,260</b>

# AAPRA December 2025 Financial Report

	2024	Actual	2025	2025 Actual
	2024 Approved	2024 Actual	2025 Approved	2025 Actual
<b>1.) GENERAL EXPENDITURES</b>				
<b>Administrative Services</b>				
Administrative Legal & IT Costs	\$ 1,000	\$ 2,122	\$ 1,500	\$ 2,318
Subscription (Basecamp)				
Executive Secretary/Red Barn Admin	\$ 15,914	\$ 15,914	\$ 16,391	\$ 16,391
Executive Director Agreement (+3.0%)	\$ 14,835	\$ 13,347	\$ 18,850	\$ 18,850
Staff Travel / NRPA Conference	\$ 5,800	\$ 5,218	\$ 5,800	\$ 6,229
AAPRA Travel - USTA Partner Meeting				\$ 2,320
Membership Meeting Expenses	\$ 2,700	\$ 4,288	\$ 3,000	\$ (600)
Postage/Supplies	\$ 150	\$ 429	\$ 155	\$ 92
Printing & Design	\$ 700	\$ -	\$ 700	\$ 819
Miscellaneous	\$ 200	\$ 170	\$ 200	
Corp Registration/Reporting/Taxes	\$ 1,500	\$ 155	\$ 1,545	\$ 2,169
Liability Insurance - Directors/Officers	\$ 1,339	\$ 1,318	\$ 1,400	\$ 1,318
Merchant Service Fees	\$ 1,854	\$ 2,060	\$ 1,912	\$ 2,190
Awards/Plaques/Member Pins	\$ 800	\$ -	\$ 300	\$ 1,545
Membership Plaques	\$ 3,400	\$ 3,100	\$ 2,600	\$ 1,053
<b>Subtotal</b>	<b>\$ 50,192</b>	<b>\$ 48,121</b>	<b>\$ 54,352</b>	<b>\$ 54,694</b>
<b>Membership Services</b>				
Externships	\$ 6,000	\$ 7,677	\$ 6,000	\$ 4,727
Best Paper Award / Dissertation	\$ 1,500	\$ 1,000	\$ 1,000	\$ 1,250
JPRA Subscription Sagamore	\$ 4,401	\$ 4,203	\$ 2,244	\$ 2,040
<b>Subtotal</b>	<b>\$ 11,901</b>	<b>\$ 12,880</b>	<b>\$ 9,244</b>	<b>\$ 8,017</b>
<b>2.) PROGRAM EXPENSES</b>				
<b>LEGENDS PROGRAM</b>				
Interviews	\$ 2,000	\$ 99	\$ 2,000	\$ 23
Awards				
<b>Subtotal</b>	<b>\$ 2,000</b>	<b>\$ 99</b>	<b>\$ 2,000</b>	<b>\$ 23</b>
<b>CONVERSATIONS THAT MATTER</b>				
Admin Support				
Award Dinner Tickets				
<b>ANNUAL AWARD DINNER</b>				
Catering & Misc. Expenses	\$ 14,000	\$ 16,822	\$ 14,000	\$ 13,655
<b>GOLD MEDAL AWARD PROGRAM</b>				
Gold Medal Awards Reception	\$ 47,568	\$ 85,814	\$ 50,000	\$ 66,664
Video Production General Session		\$ 5,350	\$ 5,000	\$ 4,890
Program Administration Red Barn	\$ 39,974	\$ 39,974	\$ 41,174	\$ 41,174
Exec Director Administration	\$ 6,180	\$ 6,165	\$ 6,365	\$ 6,365
Awards, Finalists and Grand Plaques	\$ 16,000	\$ 14,781	\$ 16,000	\$ 17,675
Judging Meeting	\$ 6,326	\$ 6,800	\$ 6,000	\$ 7,440
Supplies and Shipping		\$ 769		\$ -
<b>Subtotal</b>	<b>\$ 116,048</b>	<b>\$ 159,653</b>	<b>\$ 124,539</b>	<b>\$ 144,208</b>
<b>PUGSLEY MEDAL PROGRAM</b>				
Recipient Travel	\$ 3,000	\$ 1,578	\$ 3,000	\$ 1,102
Pugsley Program Booklet	\$ 1,000	\$ 283	\$ 2,000	\$ 1,493
Awards Dinner Tickets				\$ 21
Chair's Expense to Present Award	\$ 700	\$ 1,236	\$ 700	\$ 336
<b>Subtotal</b>	<b>\$ 4,700</b>	<b>\$ 3,098</b>	<b>\$ 5,700</b>	<b>\$ 2,952</b>
<b>TOTAL EXPENDITURES</b>				
	<b>\$ 198,841</b>	<b>\$ 240,672</b>	<b>\$ 209,835</b>	<b>\$ 223,548</b>
<b>OPERATING SURPLUS &lt;LOSS&gt;</b>				
	<b>\$ 23,314</b>	<b>\$ 37,936</b>	<b>\$ 0</b>	<b>\$ 15,712</b>
	<b>2024 Budget</b>	<b>2024 Actual</b>	<b>2025 Budget</b>	<b>2025 Actual</b>



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# Q&A Forum

**RFP ADMINISTRATIVE MANAGEMENT SERVICES**

Thursday, February 12, 2026

9am PT | 10am MT | 11 am CT | 12pm ET



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## Today's Agenda

- Organizational Background
- RFP Process
- Questions Received
- Additional Questions



## Mission

An Academy of distinguished park and recreation administrators, scholars committed to research, professional development and the use of best practices.

## Vision

To inspire, influence and advance the Park and Recreation Profession.

## Values

**Leadership:** We are viewed as thoughtful leaders and as a resource for the profession.

**Impactful:** We use our collective wisdom and experience to improve the parks and recreation profession.

**Innovative and Progressive:** We are a learning community that embodies continuous improvement within the changing needs of the profession.

**Belonging:** We commit to justice, equity, diversity, and inclusion by actively seeking to create safe, secure, and supportive environments.



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## Pledge

AAPRA commits to promote, nourish, and embody an inclusive and equitable environment, strengthen our commitment to promote justice, equity, diversity and inclusion, combat systemic and structural racism, and promote a culture of equality for all, through our knowledge advancement, research, education and scholarly efforts.

We commit to:

- reveal relevant opportunities
- elevate equity
- activate diversity
- lead inclusively



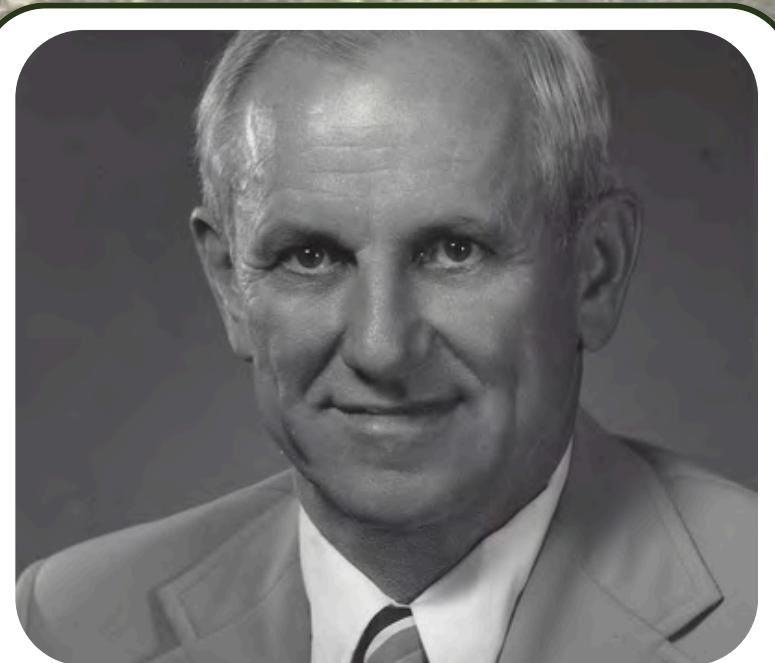
## So... What IS the Academy?

**Leadership of and for the Profession.**

The American Academy for Park and Recreation Administration (AAPRA) is an organization of high-level experienced professionals and educators dedicated to advance parks and recreation.

We mentor professionals, acknowledge high performing park and recreation agencies, (local, state and armed forces), further scholarly research to advance the profession.

# Building A Strong Foundation



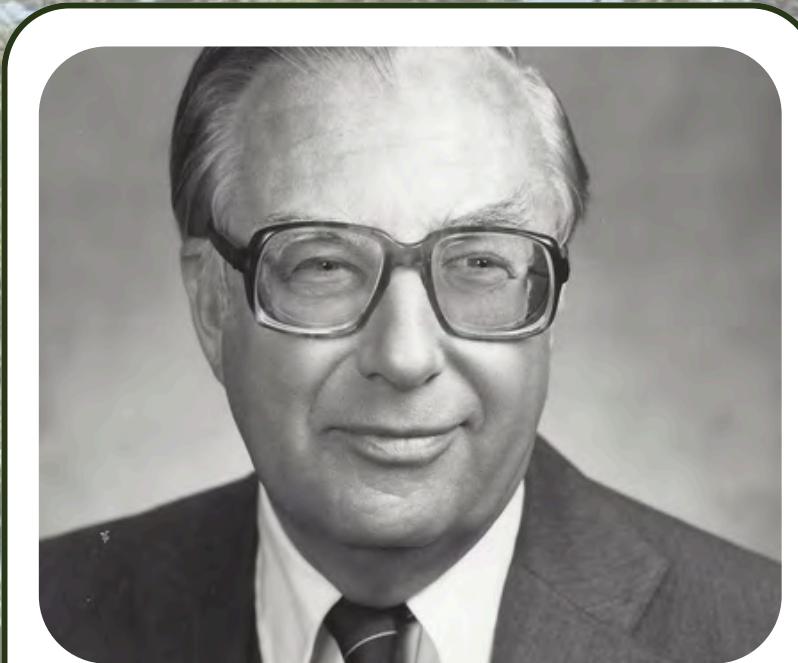
**Frank Vaydik**  
Director, Kansas City, MO  
*Convened First Meeting of AAPRA*



**Mary Grogan**  
Director, Modesta, CA  
*Founding Member  
NRPA & CPRS President*



**Pauline desGranges**  
Director, San Diego, CA  
*Founding Member*



**Richard Trudeau**  
East Bay Regional Park  
District, Oakland CA  
*Founding Member*



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# Trail Guides



**Robert F. Toalson**  
Champaign Park District, IL  
AAPRA Executive Director  
1985-1997  
*The Foundation Rock*



**John Potts**  
Champaign County  
Forest Preserve District, IL  
AAPRA Executive Director  
1998-2009  
*The Shaping Rock*



**Richard Grodsky**  
Executive Director,  
Elmhurst Park District, IL  
AAPRA Executive Director  
2009 - 2015  
*The Keystone*



**Jane Adams**  
Executive Director, CPRS, CA  
AAPRA Executive Director  
2016 - Present  
*The Stepping Stone*



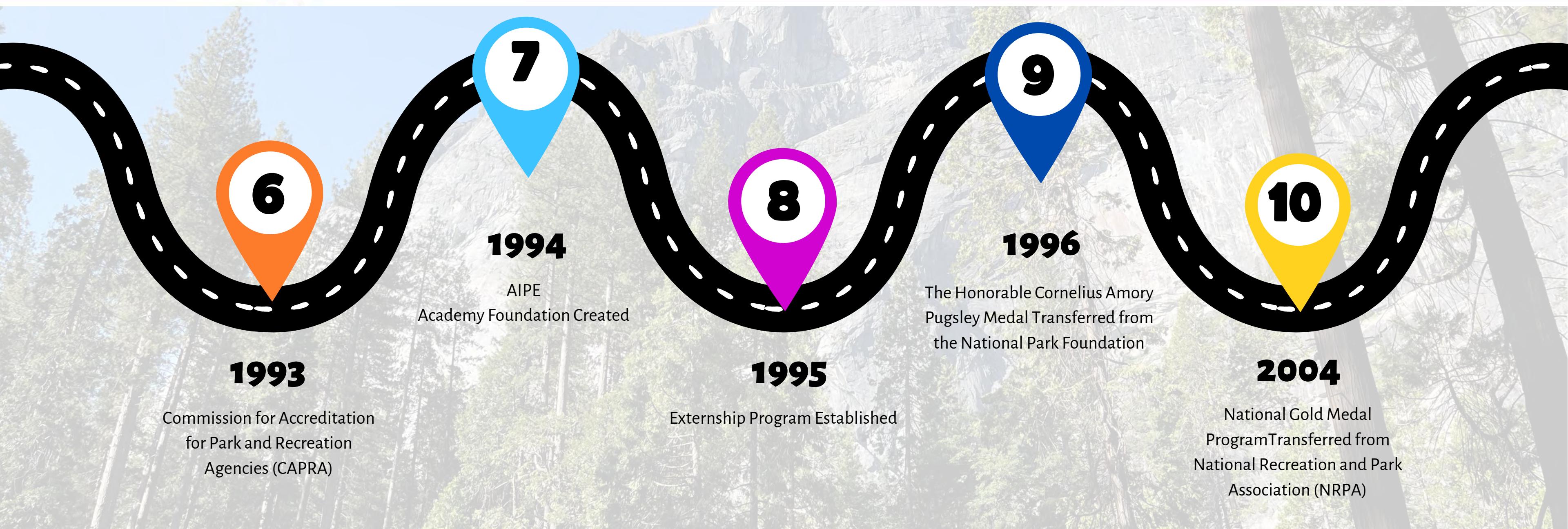
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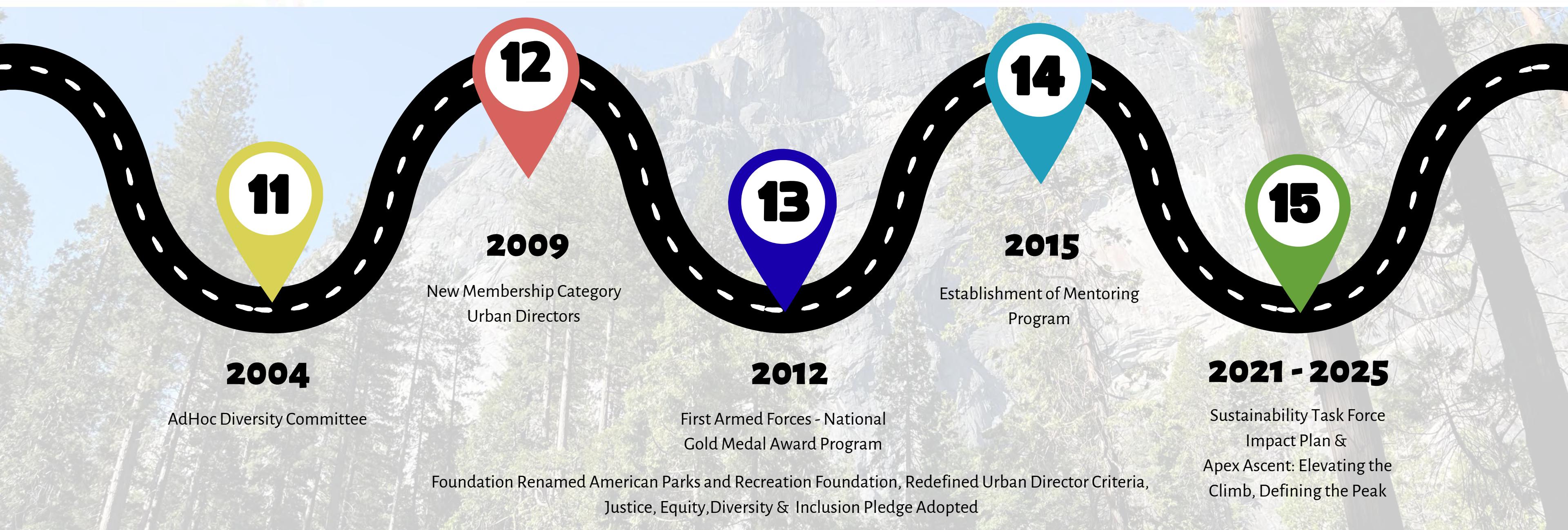


# MILESTONES



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# MILESTONES

# Building A Strong Foundation

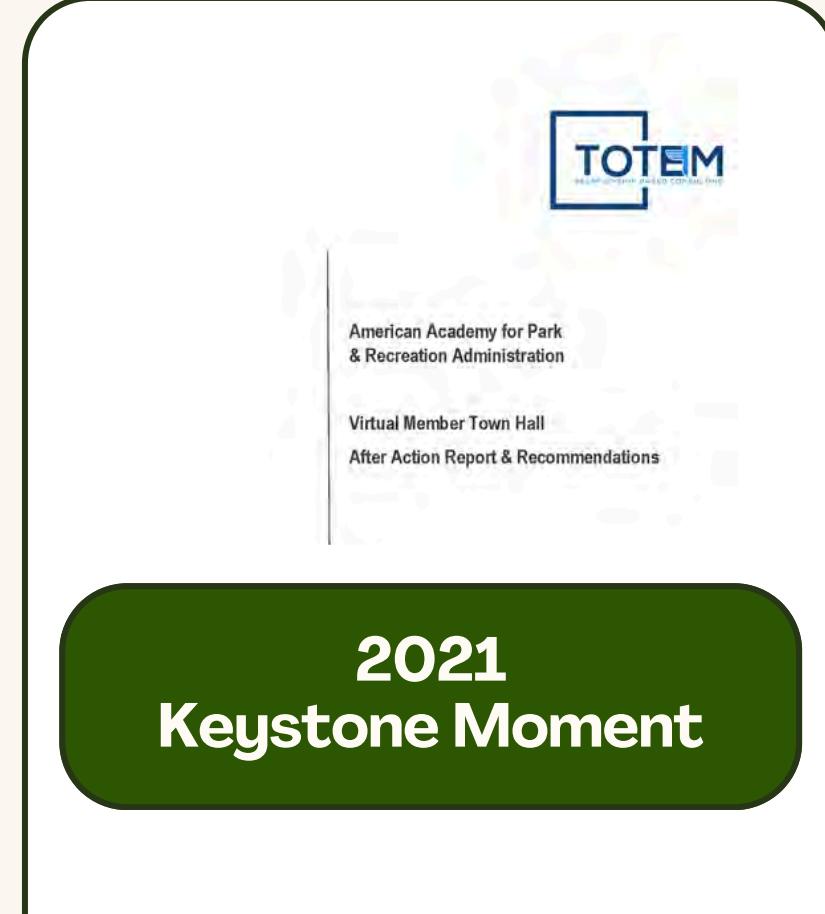
## It's All About the Rocks



**1980**  
**Rock Solid Start**



**2020**  
**40 Years**



**2021**  
**Keystone Moment**



**2025**  
**The Ascent Ahead**



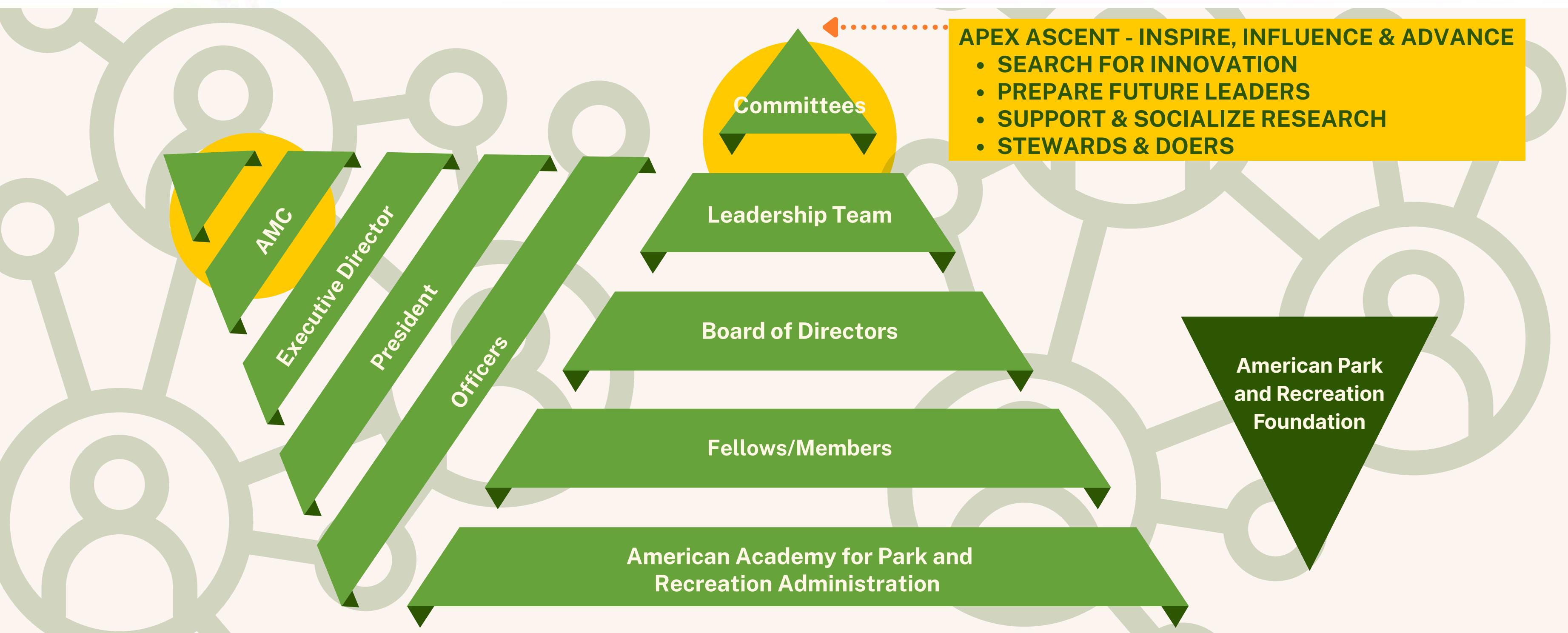
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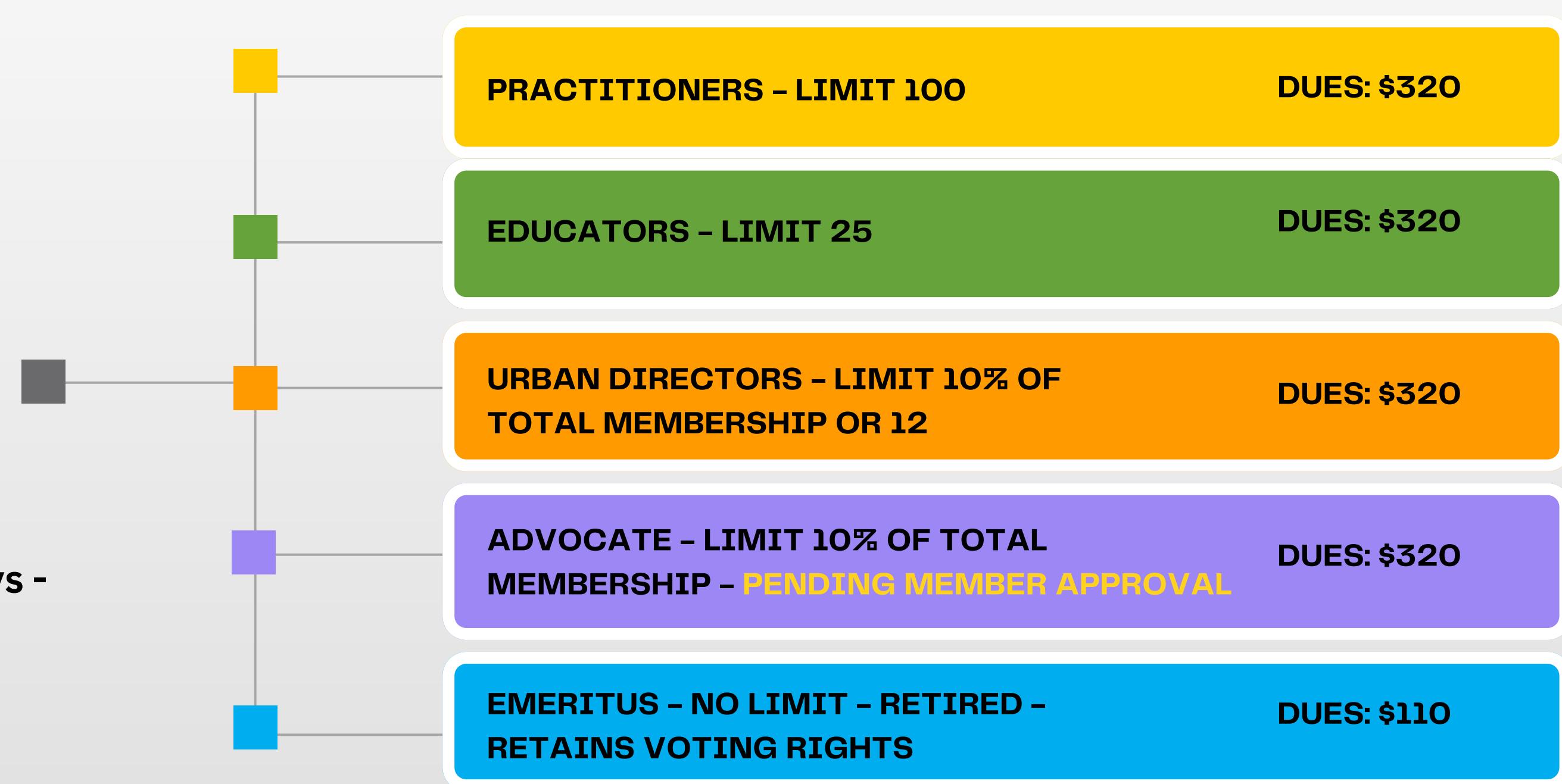




## MEMBERSHIP STRUCTURE & DUES

Membership Year:  
January-December

Dues Invoiced in January  
Payment due within 30 days -  
pay online or with check





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## SEARCH FOR INNOVATION

National Gold Medal Awards Program & Commission for Accreditation on Park and Recreation Agencies (CAPRA)



## SUPPORT & SOCIAZIE RESEARCH

Research for the Profession, Journal of Park and Recreation Administration (JPRA) & Best Paper



## OUR BIG ROCKS



## PREPARE FUTURE LEADERS

Externships, Mentorship, Career Development & Justice, Equity, Diversity & Inclusion (JEDI), Legends in Parks and Recreation



## ACKNOWLEDGE STEWARDS & DOERS

Honorable Cornelius Amory Pugsley Medal & Robert W. Crawford Hall of Fame



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## ONLINE TOOLS FOR MEMBERS



- **Wild Apricot** - Online member directory.
- **Basecamp** - Online project management: platform for communication, scheduling meetings, tracking work streams, document storage.
- **Website** - Digital hub for informing, e-commerce, and promoting online presence.
- **LinkedIn** - Professional networking platform for career development, job searching and professional networking.
- **Submittable** - Online Platform to collect, review and manage applications.
- **Zoom/Teams** - Online Platform for virtual meetings.
- **Social Media Tool Kit** - Resources to amplify the AAPRA and APRF presence.



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## Search for Innovation



- **National Gold Medal Award Program** - Honors public park and recreation agencies throughout the United States and armed forces recreation programs worldwide that demonstrate excellence in long-range planning, resource management and innovative approaches to delivering superb parks and recreation services. AAPRA is governing organization and administrator.
- **CAPRA - Commission for Accreditation of Park and Recreation Agencies** - In partnership with the National Recreation and Park Association, CAPRA is the only national accreditation program and is a valuable measure of an agency's overall quality of operation, management and service to the community. AAPRA appoints (5) five representatives to the Commission.



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## Preparing Future Leaders

- **Extern Program** - Focus on mentoring young professionals, paired at NRPA conference and receive financial support for their attendance. AAPRA members serve as Mentors.
- **Mentoring Program** - Pairs seasoned professionals with young professionals, students and new directors to provide development opportunities from April through November.
- **Career Development** - Develops resources for professionals who are being promoted to supervisory positions and professionals in supervisory positions who are advancing to organizational leadership.





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## Preparing Future Leaders



- **JEDI** - Dedicated to fostering an inclusive environment for all AAPRA Fellows through programs, initiatives that combat systemic and structural racism, and promotes a culture of equity for all, through knowledge advancement, research, education and scholarly efforts.
- **Legends of Parks and Recreation** - Video recordings of leaders in parks and recreation, recordings posted on AAPRA website, AAPRA membership NOT required to nominate or be nominated.



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## Support & Socialize Research



- **Research** - Conducts surveys based on identified needs of practitioners. Utilizes researchers who have expertise in those areas.
- **JPRA** - AAPRA owns the Journal of Park and Recreation Administration. Members receive electronic access.
- **Best Paper** - Recognizes Masters Thesis/Special Project or Dissertation which are alternated annually. AAPRA provides cash prize to author.



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## Stewards & Doers

- **Honorable Cornelius Amory Pugsley Medal** - Honors individuals for lifetime achievements in parks and conservation, AAPRA membership NOT required to nominate or be nominated
- **Robert W. Crawford Hall of Fame** - Partnership with National Recreation and Park Association, selects individuals who have made outstanding and lasting contributions to the advancement of recreation and parks. AAPRA appoints (4) four representatives who assist this joint committee.





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## Operational Committees

- **Board of Directors** - Elected by the AAPRA membership, provides governance, oversight and fiscal stewardship of the AAPRA. President, President-Elect, Past President, Treasurer, Secretary and (6) six at-large Directors.
- **Branding & Social Media** - Ensures consistent use of AAPRA branding, develops and oversees strategies for AAPRA's presence on social media platforms, helps generate and curate engaging mission-driven content, strengthens connections with current and potential members and encourages interaction and participation through social media channels (i.e., LinkedIn).
- **Bylaws** - Reviews and maintains governing documents, recommends amendments, ensure compliance, supports organizational effectiveness.





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## Operational Committees

- **Leadership Team** - Shares updates, challenges, and needs of their committee, ensures committees work aligns with AAPRA's overall mission and strategy and annual priorities, contributes to discussions that require insights and collaboration across committees. Consists of Co-Chairs of each Committee/Task Force.
- **Membership** - Stewards the AAPRA's membership base including recruitment, selection, engagement and retention. Comprised of President and (6) appointive members with no less than 3 years of AAPRA membership.
- **Nominating** - Identifies and recruits leadership, ensures diversity and balance, vets and recommends candidates and ensures dual slate. Chaired by Past-President with (5) five members, a majority of whom are Past Presidents.



# AAPRA PARTNERS - THANK YOU

	OPEN	AAPRA E-NEWSLETTER
	MUSCO LIGHTING	NATIONAL GOLD MEDAL AWARD PROGRAM
DAVEY TREE EXPERT COMPANY NATIONAL PARK FOUNDATION		HONORABLE CORNELIUS AMORY PUGSLEY MEDAL
	USTA	CONVERSATIONS THAT MATTER-MASTER CLASS SERIES
NATIONAL RECREATION AND PARK ASSOCIATION		NATIONAL GOLD MEDAL AWARD PROGRAM, COMMISSION FOR ACCREDITATION OF PARK AND RECREATION AGENCIES, ROBERT W. CRAWFORD HALL OF FAME, CAREER DEVELOPMENT VIDEO & TOOLKIT
	BRANDSTETTER CARROLL, LLC	EXTERNSHIP PROGRAM
	LANDSCAPE STRUCTURES, INC	LEGENDS OF PARKS & RECREATION, ANNUAL AWARDS DINNER
	SAGAMORE-VENTURE PUBLISHING	JOURNAL OF PARK AND RECREATION
	PENNSYLVANIA RECREATION & PARK SOCIETY	CAREER DEVELOPMENT VIDEO & TOOLKIT

**Separate 501(c)(3) with its own  
Board of Directors.**

**Provides scholarships to NRPA  
schools.**

**All members are respectfully  
asked to make an annual  
donation to APRF. While the  
specific amount is not of  
primary importance, achieving  
100% participation reflects our  
commitment and collective  
responsibility.**

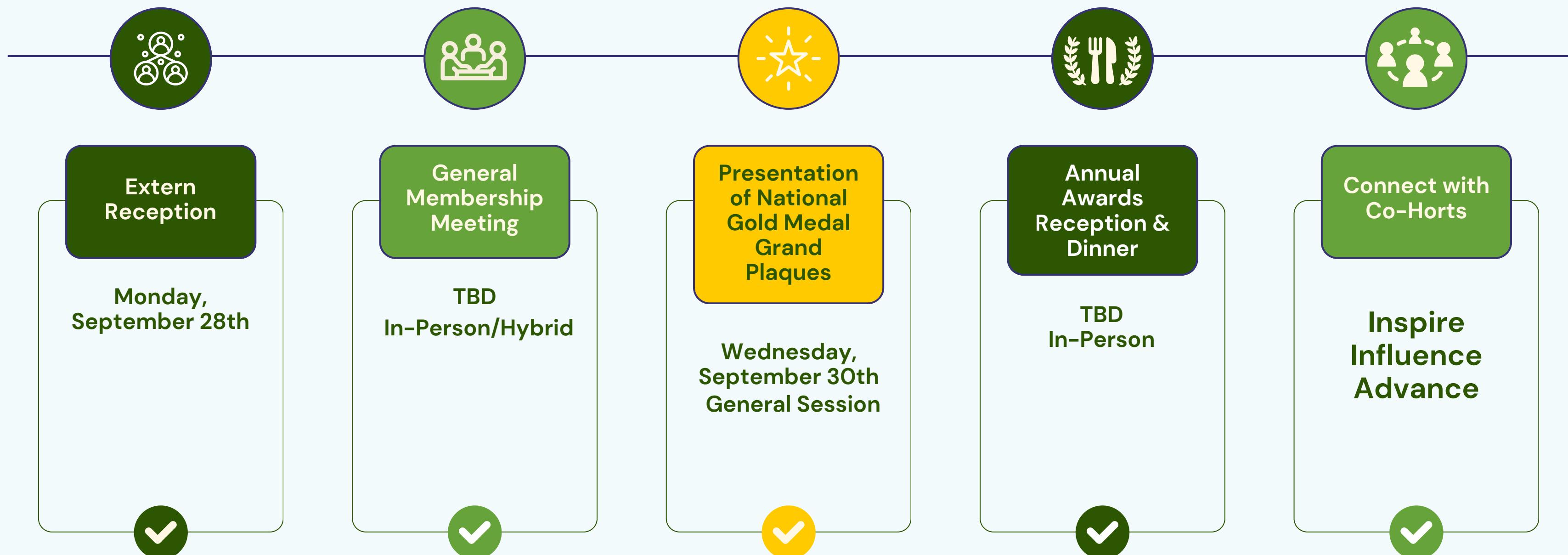


**American  
Parks & Recreation  
Foundation**

RESEARCH • INNOVATION • GROWTH



## Upcoming AAPRA Activities- See You on the Trail!





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**The RFP Process**  
**Administrative Management Services**  
**Questions Posted: February 13, 2026, 5 PM CST**  
**Proposals Due: March 3, 2026, 5 PM CST**  
**Review Period: March 4-12, 2026**  
**Virtual Interviews: March 19-23, 2026**  
**Final Selection: April 15, 2026**



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## Scope of Services

- 3.1 - Administrative Support**
- 3.2 - Financial Management**
- 3.3 - Marketing & Membership Support**
- 3.4 - Events, Education & Special Projects**
- 3.5 - Project Management**
- 3.6 - Alternate: Gold Medal Awards Program**



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## Desired Qualifications

- **Demonstrated experience and qualifications relevant to the scope of services.**
- **Understanding of AAPRA's mission, governance, and collaborative organizational structure.**
- **Quality, clarity and feasibility of proposed service approach.**
- **Capacity to meet AAPRA's operational needs, deliverables, and timelines.**
- **Cost effectiveness, overall value and transparency of pricing.**
- **References and documented past performance.**



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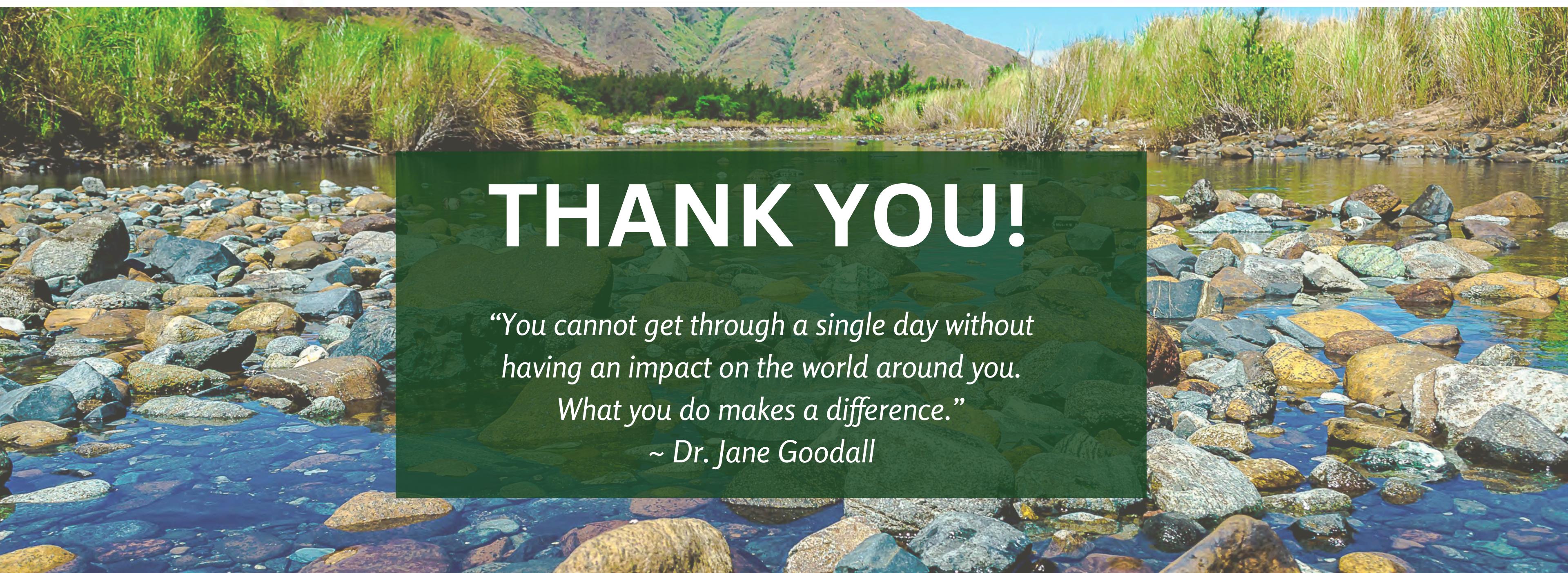
## Questions Received





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THANK YOU!

*“You cannot get through a single day without having an impact on the world around you.  
What you do makes a difference.”*

*~ Dr. Jane Goodall*