



WINTER IS PLANNING SEASON

The leaders of community-based parks groups across the city tell us that they are most successful when they take the time to lay out a year's calendar of activities. Winter -- the off season -- is the perfect time for your group to hold a special meeting, complete with hot chocolate, to plan your calendar for the upcoming season's events. Consider inviting your Outreach Coordinators to the meeting to take advantage of their planning experience. Even if you've planned a calendar on your own before, working with your Coordinators can be beneficial because they can help keep the rest of Parks & Recreation informed about your plans.

IDEAS FOR EVENTS

Fran Vella-Marone of the **McKinley/Leif Erickson Park Alliance** in Brooklyn suggests that groups that have hosted successful events in the past plan to do them again. Planning these events, she says, is easier every year that you do them because you already know what to do. Also, your volunteers and neighbors will be looking forward to them. If you are planning new events, you might consider putting on your schedule an Easter egg hunt for Easter (April 12); an environmental festival for Earth Day (April 22); a safety fair for National Night Out Against Crime (August 4); or a costume parade for Halloween (October 31). Or you could choose any summer weekend for a cultural event, arts festival or children's puppet show.

We also hope that you will join us for Parks & Recreation's annual Spring days of greening and cleaning, which will be held this year on **April 25** and **May 9**, and for **You Gotta Have Park!** on **May 16**.

KEEP IN MIND...

Calendar planning doesn't stop once you have chosen dates for the season's events. Work backwards from the date of each event and add important event planning steps onto your calendar, such as the day you need to apply for a special event permit or send out a press release. Then break up into committees and assign responsibilities to each group according to their skills and interests. If your organization plans three main events for the season -- a cultural event, an arts event, and a clean up, for example -- you might want to create a different committee for each event.

FREE FUND-RAISING WORKSHOPS

As in past months, members of community groups who want to learn about successful techniques practiced by other community leaders are invited to attend, free of charge, any of the following workshops. We offer a tutorial in basic fund-raising techniques, including soliciting donations from local businesses, applying for grants, and running successful fund-raising events. We'll help you develop a fund-raising plan, identify potential resources, and decide which techniques are best for you. We'll also advise you on financial issues (like opening a bank account) and legal issues (like incorporation and tax exemption). To register, call Alyssa Weiss at 212-360-8120.

Brooklyn - February 9, 6pm, Litchfield Villa, Prospect Park

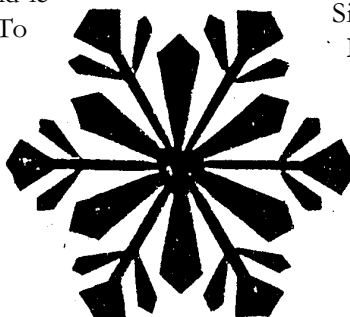
Queens - February 17, 6pm, The Overlook, Forest Park

North Manhattan - February 19, 6pm, Jackie Robinson Recreation Center

Bronx - February 23, 6pm, the Bronx Museum of the Arts

Midtown Manhattan - March 2, 6pm, The Arsenal, Central Park

Staten Island - March 9, 6pm, Cromwell Recreation Center



THE EARLY BIRD

The winter is also a good time to get Parks & Recreation on your side. In January and February Parks is calmer than in other months. Thus it is a good time to develop better relationships with key personnel, such as your borough's Special Events and Recreation officers and your park's Manager or Supervisor. Your Coordinator can put you in touch with these people if you want them to help you brainstorm ideas and plan together. Also, some of Parks & Recreation's more interesting resources -- such as the recreation vans and Puppets in the Park performances -- are popular and are best lined up early, especially if you have already chosen a particular date.

THE JOYS OF A CALENDAR

Putting together a calendar now will make your life easier during the busy spring and summer months. **Leslie Rubenstein** of **A.R.R.O.W. Community Garden** in Queens says that her organization is planning its calendar this winter because it will save their board from the insanity of planning week by week and event by event. Another reason to plan ahead is that if your members have a schedule of events in their hands early, you shouldn't lack for participants when the day of the event arrives.

Calendars also give your group credibility by proving that you are serious about helping your park. **Leverne Taylor** of **Save a Park to Save a Child** in **Fred Samuel Park**, Manhattan, put together a calendar last winter. She put all of her group's events -- a recreation day, a clean up, a candlelight vigil, and others -- on the calendar and distributed it to the members of the 138th, 139th, and 140th St. Block Associations, who were impressed with her planning. She also handed out the calendar to parents and children. Leverne's advice: "A calendar gives people in the community -- especially the kids -- something to look forward to."

Your calendar can also serve as a recruiting tool. When you meet someone who expresses interest in your park, pull out your calendar and tell them: "This is what we're planning on doing this year. Do you want to get involved?"

WORKSHOPS ON DEMAND

In order to reach a wider variety of people interested in parks, *Partnerships* is now ready to take its workshops on the road. If you have been unable to come to our workshops because the locations have been inconvenient or the times haven't fit your schedule, or if you have been to a workshop, found our information useful and would like your whole group to have a chance to participate, now you will have the opportunity! We will come to you and give your group the workshop of your choice.

Simply choose any of our workshops: **Starting a Friends of the Park Group, Fund-Raising, Building Alliances, Making Your Park Safer, or Planning Successful Events**. Then give us a call to work out a date, time and location for the workshop, and we'll arrive on the day bearing information, materials and goodies! To find out more or to arrange a workshop for your group, call Alyssa Weiss at 212-360-8120.

RESOURCE PACKETS

If you would like to receive a free copy of our information packets on any of the above topics, call Alyssa Weiss or Bodi Luse at 212-360-8186.

- Want to find a park in your neighborhood?
- Want to download a copy of a special events permit?
- Want to know about pool and beach openings?
- Want to read some Parks history?

If you have access to the internet, you can find all this information and more on Parks & Recreation's new and improved website. Currently the site highlights the Leaf Composting & Soil Restoration project, the Halloween Party in Central Park, the Learn to Swim and Learn to Play Volleyball programs, Ranger tours, and various special events occurring citywide. Other pages feature information on historical signs, Greenstreets, 1-800-201-PARK, Parks history, frequently asked questions, and permit applications for holding a special event at any park throughout the five boroughs. You can also send messages directly to Commissioner Stern through the "Tell StarQuest" link.

GRANT APPLICATION DEADLINES

January 31: Lower Manhattan Cultural Council Re-grant Program. For artists and arts groups in Manhattan. 212-432-0900.

February 14: Philanthropic Collaborative/Youth, Community Gardens, and the Urban Environment. For urban greening organizations and projects involving families. 212-649-5614.

February 20: Citizens Committee Neighborhood Environmental Action Program. For environmental projects, primarily in low-income neighborhoods. 212-989-0909.

March 1: CPF Volunteer Greening Awards. For spruce-up and beautification projects in city parks. Contact your *Partnerships* Outreach Coordinator.

HELPFUL NUMBERS

<i>Partnerships for Parks</i>	212-360-1310
To volunteer or to join your local parks group:	212-360-1357
For recorded information about special events:	888-NY-PARKS
To report graffiti, vandalism, or crime:	800-201-PARK

Partnerships for Parks works to increase community support for parks throughout New York City. Founded in 1995 as a joint initiative of the City Parks Foundation and Parks & Recreation, *Partnerships* strengthens groups that care for local parks, links these groups so they are stronger collectively, and promotes citywide appreciation of our parks.

Tim Tompkins, Director

This issue of the Leaflet was written by Bodi (Sunlight) Luse.



CITY PARKS FOUNDATION



City of New York
Parks & Recreation

Rudolph W. Giuliani, Mayor
Henry J. Stern, Commissioner

HOLIDAY CHEER

Across the boroughs, over 40 community groups organized holiday events -- from festive tree and menorah lightings to Kwanzaa celebrations -- in their neighborhood parks and Recreation Centers, many for the first time. Here are just a few of the holiday events:

BRONX -- The **Woodlawn Heights Taxpayers and Community Association** helped sponsor a tree lighting ceremony, their third, in **Van Cortlandt Park**. Over 100 people attended the event, held on December 13, and all were well supplied with carols, hot chocolate and candy canes.

BROOKLYN -- On December 18, over 250 Brooklyn residents joined the **Friends of Marine Park** in celebrating a "Marine Park Christmas." Urban Park Rangers told Christmas stories and every child got their picture taken with Santa on his sleigh.

MANHATTAN -- The **East Harlem Triangle Association** in conjunction with the **Friends of Harlem River Playground** held their first tree lighting in the playground on December 18. Santa visited, and everyone else doffed festive Santa hats.

QUEENS -- For the first time in many years, a tree lighting was held in **Baisley Pond Park** in Jamaica on December 12. The event, which included a chorus from August Martin High School, a local jazz ensemble, and Santa, was sponsored and coordinated by **Neighborhood Housing Services**.

CLEAN-UP DAY 1997

This year's annual fall Clean-Up Day on October 18 was a resounding success. At almost 300 sites across the city, over 5,000 volunteers registered to clean up their neighborhood parks. Groups painted benches, walls, and fences and planted 75,000 bulbs. Thank you to all of the Clean-Up Day volunteers!

Every volunteer who put their name on a sign in sheet was entered in a raffle. Congratulations to these raffle winners, whose names were chosen at random: **Collie Edwards** of Harlem River Park won a dinner for two at **Brio Restaurant** in Manhattan. **Jason Tornin** of City Hall Park won two tickets to see **Forever Tango**. **Louise Fischetti** of Rose Court Malls in Staten Island and **Johanna Kassen** of Ramon Aponte Park in Manhattan each won a pair of tickets to the **Rockettes** Christmas show. And **Pat Young** of Bennett Park in Manhattan won tickets to see the **Big Apple Circus**. Others won "It's My Park" t-shirts and **Romantic N.Y.** books.

Our thanks to the above establishments for their donation of tickets and meals. Thanks also to **AT&T Wireless Services** for providing our staff with cellular phones free of charge on October 18th.

The way a crow	Has given my heart
Shook down on me	A change of mood
The dust of snow	And saved some part
From a hemlock tree	Of a day I had rued.
--Robert Frost, "Dust of Snow"	

ATTENTION: FOR ADDRESS CORRECTIONS CALL 212-360-1357.

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