



NEVER SWEAT RECREATION BOARD

BYLAWS, POLICY AND PROCEDURE

Updated: May 13, 2025



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RESOLUTION

SECTION 1

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SCHOOL DISTRICT NO. 2,
FREMONT COUNTY, WYOMING, CREATING THE NEVER SWEAT RECREATION
DISTRICT AND APPROVING THE BYLAWS OF SAID DISTRICT**

WHEREAS, Section 18-9-201, Wyoming Statutes, 1977, empowers the governing board of any school district, inter alia, to establish a system of public recreation, as provided by Title 18, Chapter 9, Article 2, of the Wyoming Statutes; and

WHEREAS, the same statute permits the governing body of such school district to adopt reasonable rules and regulations for the government of said recreation system; and

WHEREAS, said article further empowers the governing body of any recreation district so created, to request a mill levy not to exceed one (1) mill of the assessed valuation of the political subdivision creating such recreation district; the Board of Trustees of School District No. 2, Fremont County, Wyoming, recognized the need for public recreation and a system therefore within the jurisdictional confines of School District No. 2; and

WHEREAS, the Board of Trustees of School District No. 2, Fremont County, Wyoming, desires to create and administer such a system of public recreation; and

WHEREAS, the Board of Trustees of School District No. 2, Fremont County, Wyoming, desires to clarify, correct, and amend the confusion created by the de facto creation of the Dubois Joint Recreation Board, as well as the Fremont County School District No. 2 Recreation Board, both for clarification of the past record of such Recreation District as and for future operation and guidance; accordingly, that resolution previously filed in the office of the Fremont County Clerk on July 24, 1986, at page 299 of Volume 269, Microfilm records, as Instrument No. 1085548, shall be deemed amended according to the provisions of this resolution.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of School District No. 2, Fremont County, Wyoming;

SECTION 1. CREATION OF RECREATION DISTRICT. There is hereby created within the jurisdictional confines of School District No. 2, Fremont County, Wyoming, a Recreation District to be known as the Never Sweat

Recreation District, the Board of Directors of which shall have all power, authority, duties and responsibilities as set forth in Title 18, Chapter 9, Article 2, of the Wyoming Statutes, 1977, as presently existing or as may be amended.

SECTION 2. BYLAWS. The operations and authority of the District and the Board of Directors shall be controlled by the bylaws adopted by the Board of Directors of the Never Sweat Recreation District, formerly known as the Fremont County School District No. 2 Recreation Board, a copy of which is annexed hereto and incorporated herein by this reference.

SECTION 3. AUTHORIZATION FOR MILL LEVY. The Board of Directors of the Never Sweat Recreation District is hereby authorized to apply for and receive a mill levy not to exceed one (1) mill of the assessed valuation of the lands and taxable assets encompassed within the exterior boundaries of School District No. 2, Fremont County, Wyoming.

SECTION 4. RATIFICATION. All actions heretofore taken by the Board of Trustees of School District No. 2, Fremont County, Wyoming, and by the officers thereof, either acting as the Board of Trustees of School District No. 2 Recreation Board or as the Dubois Joint Recreation Board, not otherwise inconsistent herewith, directed towards creating or operating a recreation district, are hereby ratified, approved, and confirmed.

PASSED AND ADOPTED this 8th day of January, 1987.

BYLAWS

SECTION 2

AMENDED BYLAWS OF NEVER SWEAT RECREATION DISTRICT

(ALSO KNOWN AS: FREMONT COUNTY SCHOOL DISTRICT NO. 2 RECREATION DISTRICT AND NEVER SWEAT RECREATION BOARD)

ARTICLE I

NAME, COMPOSITION, AND SCOPE OF ACTIVITIES

Section 1. The official name of the Recreation District shall be: Never Sweat Recreation District, name used will be Never Sweat Recreation Board.

Section 2. The composition of the Recreation District shall be that area encompassed within the confines of Fremont County School District No. 2 as the same is presently described or as may be hereinafter lawfully altered or changed.

Section 3. The activities of the Recreation District shall be limited to providing recreational activities and facilities which benefit the citizens of the Recreation District.

ARTICLE II

GOVERNMENT

Section 1. The control, management, and supervision of the affairs of the Recreation District shall be vested in a Board of Directors.

Section 2. The Board of Directors shall consist of five (5) members from among the residents of the Recreation District who have demonstrated an interest and concern over the recreation available in the district. Of the membership of five (5), two (2) shall be appointed in December from the Board of Trustees of School District No. 2, Fremont County, Wyoming; and the remaining three (3) shall be appointed from individuals within the district at the Winter Quarterly Meeting. The at-large members will be selected by a majority vote of the Never Sweat Recreation Board. Appointments shall be for two (2) year terms to expire in December. One (1) of the At-Large member terms will expire on even-numbered years, while two (2) of the At-Large member terms will expire on odd-numbered years.

Section 3. Upon organization annually, the Recreation Board shall select one of its membership to serve as chairman of the Board of Directors.

Section 4. The Board of Directors may, at its discretion, appoint advisory or ex-officio members of the Board to assist it in performing its operations.

ARTICLE III

POWERS AND DUTIES

Section 1. The Board of Directors shall have the power to appoint a recreation director and such assistants as it may deem necessary for efficient administration and constructive development of a public recreation system.

Section 2. The Board of Directors shall be responsible for all policies, rules, and regulations relating to the administration of public recreational activities.

Section 3. All expenses of the Board of Directors shall be payable from an appropriation of a tax levy as may be made by the Board of County Commissioners of Fremont County, donations from other political subdivisions or other public or private sources or from private gifts that may be received.

Section 4. The Board of Directors may solicit gifts or donations for any purpose within the power authorized by law.

Section 5. The Board of Directors shall have the power to enter into contracts with other parties or persons, be they public or private, or agencies of any government, be it federal, state or local, for any legitimate cause which is authorized by law.

Section 6. The Board of Directors shall have the power, at its discretion, to utilize any grounds, buildings or other facilities which may be offered to it, either temporarily or permanently, for recreation purposes.

Section 7. The Board of Directors shall have the power and authority to levy and assess reasonable fees and charges which it deems appropriate and necessary in providing recreational services or facilities.

Section 8. In addition, the Board of Directors shall have the powers specifically authorized by Title 18, Chapter 9, Article 2 of the Wyoming Statutes, 1977, as amended.

ARTICLE IV

MEETINGS OF THE BOARD OF DIRECTORS

Section 1. The annual organizational meeting of the Board of Directors of the Recreation District for the purpose of electing officers for the ensuing year shall be held in conjunction with the regular February quarterly meeting. In addition at this meeting the board shall declare a bank to be used as the Never Sweat Recreation District official depository for the year, declare official posting locations for unadvertised meetings, and declare an official newspaper to place public notices and advertisements.

Section 2. Regularly scheduled meetings shall be held quarterly, at such times and places as is most convenient to the Board of Directors, at which quarterly meetings funding requests shall be considered for the next succeeding quarterly period.

Section 3. A quorum for the conduction of business of the Board of Directors shall consist of three (3) members. In person or via audio/video is acceptable to reach a quorum only when a board member has extenuating circumstances that do not allow them to be present in person.

ARTICLE V

OFFICERS

Section 1. Officers of the Board of Directors shall be elected from the members of the Board of Directors who are appointed or elected, pursuant to the provisions of Article II of these bylaws; shall consist of a chair, vice chair, secretary-treasurer, and such other officers as the Board of Directors may determine appropriate and necessary.

Section 2. The officers of the Board of Directors shall be elected at the annual organizational meeting of the Board of Directors, or as soon thereafter as conveniently possible. Terms of office shall be for one year, or until the duly selected successor has been elected. Any officer elected by the Board of Directors may be removed from office by majority vote of the members of the Board of Directors.

Section 3. A vacancy in any office because of death, resignation, removal, or other reason may be filled by any member of the Board not already holding office. This office vacancy will be filled by an election by the Board. Provided, however, should any vacancy occur in the two (2) members of the Board of Directors who shall be appointed by the Board of Trustees of School District No. 2, Fremont County, Wyoming, such vacancy shall be filled by vote of the Board of Trustees of such school district.

Section 4. The chair of the Board of Directors shall be the principal executive officer of the Board and shall, in general, supervise all of the business and affairs of the Board, as well as preside at all Board meetings.

Section 5. The vice chair of the Board of Directors shall preside in the absence of the chair or in the event of the disqualification or refusal of the chairman to act and shall, generally, perform the duties of chairman when so acting and shall have all of the powers and authority of the chairman when acting in his or her stead.

Section 6. The secretary-treasurer, when acting as secretary, shall keep the minutes of the meetings of the Board of Directors and see that all notices are properly given in accordance with the provisions of these bylaws, as well as the law, shall be custodian of all Board records, and otherwise perform all duties incident to the office of secretary. The secretary-treasurer, when acting as treasurer of the Board of Directors, shall have charge and custody and be responsible for all funds and monies held by the board, shall receive and give receipts for monies due and payable to the Board, and otherwise perform all

duties incident to the office of treasurer of the Board. The treasurer shall be bonded in such sums as may be determined by the Board of Directors.

ARTICLE VI

COMMITTEES

Section 1. The chair, with the approval of the Board of Directors, may appoint such committees, advisory or otherwise, as they shall deem necessary to aid the Board in the conduction of its business.

ARTICLE VII

AMENDMENTS TO BYLAWS

Section 1. These bylaws may be altered, amended or repealed by a majority of the members of the Board of Directors.

APPROVED AND ADOPTED: The foregoing Amended Bylaws of the Never Sweat Recreation District, formerly known as the Fremont County School District No. 2 Recreation District, were read, approved, and adopted by the Board of Directors of the Never Sweat Recreation Board, formerly known as the Fremont County School District No. 2 Recreation District, at a regular meeting of the Board of Directors held on the 13th day of May, 2025.

INTERNAL BOARD POLICIES

SECTION 3

3-1: DUTIES OF THE BOARD

The Never Sweat Recreation Board members are appointed as representatives of the people in the Never Sweat Recreation District, which is described in the bylaws as “that area encompassed within the confines of Fremont County School District No. 2 as the same is presently described or as may be hereinafter lawfully altered or changed.”

The Never Sweat Recreation Board views its required functions in these board areas:

1. **POLICY MAKING**

The board is responsible for the development of policy to be used as guidelines for its operations. The board shall also have the power to appoint a recreation director and other persons to assist the board in its endeavors to operate efficiently and effectively.

2. **APPRAISAL**

The board is responsible for evaluating the effectiveness of its policies and their implementation.

3. **PROVISION OF FINANCIAL RESOURCES**

The board is responsible for the adoption of a budget which will provide the guidelines for the funding and support of recreational activities and projects and for the administrative costs as needed to operate in an efficient and effective manner.

4. **PUBLIC RELATIONS**

The board is responsible for providing adequate and direct means of keeping the local community informed about the board’s activities and for keeping itself informed about the needs and wishes of the citizens and residents of the Never Sweat Recreation District.

5. **PLANNING AND EVALUATION**

The board is responsible for establishing goals which will guide the board toward the continuing improvement of recreation programs within the district. It is responsible for the re-evaluation of these goals on a continuing basis.

6. **ATTENDANCE POLICY**

Board members must attend a minimum of three of the five meetings per fiscal year. Failure to attend will result in removal as a board member. Extenuating circumstances will be considered and removal will happen with a majority vote of board members.

3-2: NEW BOARD MEMBER ORIENTATION

In an effort to operate efficiently and effectively, it is required that all members of the board are informed. The chair or their designee shall be responsible for acquainting new board members with their duties and obligations by assisting each new member to understand the board's functions, policies and procedures and the operation of the recreation district. The following methods shall be employed to this end:

1. The member shall be given a copy of the board's policies and bylaws, the minutes of the board meetings for the past year, including the quarterly financial statements and other pertinent materials.
2. The member shall have the opportunity to meet with other board members in order to discuss the services that members perform, major problems that the board faces and other pertinent topics and issues.
3. The chair of the board or their designee shall supply material pertinent to meetings and shall explain its uses.
4. The member shall complete the required State of Wyoming Department of Audit Public Officer Training and provide a copy of the completion certificate to the Community Activity Coordinator/Designee to be added to Board Records.

3-3: POLICY DEVELOPMENT AND ADOPTION

Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Board of Directors.

The board shall adhere to the following procedure in considering and adopting policy proposals to ensure that they will be examined carefully before final action:

1. The chair or their designee will deliver the proposal to each board member prior to the next regularly scheduled meeting in order that the members are afforded the opportunity to become familiar with the proposal.
2. At the meeting, the proposal shall be read and discussed.
Amendments may be proposed by board members. An amendment will not require that the policy proposal go through additional reading except as the board determines that the amendment needs further study and that an additional reading would be desirable. If the amendments are agreed upon at the meeting, the proposal may then be voted upon for adoption.

Under unusual circumstances, the board may temporarily approve a policy to meet emergency conditions. However, the above procedure is required before the policy shall be considered final.

For any policy to be revised, repealed or adopted, it must receive the majority vote of the board. Changes in policy may be made at any meeting by the unanimous vote of the board.

3-4: POLICY REVIEW AND EVALUATION

In an effort to keep its written policies up to date so that they may be used consistently as a basis for board action and administrative decision, it shall be the policy of the board to review its policies on a continuing basis.

The chair or his/her designee is given the continuing mission of calling to the board's attention all policies that are out of date or for other reasons appear to need revision.

3-5: REGULAR RECREATION BOARD MEETINGS

The regular meetings of the Never Sweat Recreation Board, Fremont County School District No. 2 shall be held as advertised in November, February, May and August. All regular meetings will convene as advertised and will be held at the Town Hall, unless otherwise publicized. A Budget meeting will be held in July as directed by the State of Wyoming Auditors department.

The board will give notice of its regular meetings in the local newspaper(s). All meetings of the board are open to the public and press except for executive sessions.

3-6: SPECIAL OR EMERGENCY MEETINGS

The chair or their designee shall call special or emergency meetings of the board upon the request of the chair or vice chair, in the absence of the chair, or at the request of any two (2) members of the board.

The chair or their designee shall cause notice of each special or emergency meeting of the board to be given. This notice will be mailed or delivered to each board member and shall contain information regarding the matter(s) to be discussed. Notice will also be given to the public media (unless time does not allow), in which case the media shall be informed of the meeting and notice shall be posted forty-eight (48) hours prior to the meeting.

Official minutes of such meeting(s) will be available for inspection by any citizen in accordance with the section "MINUTES" in this policy manual (except in the case of executive session, whereby board policy governing this type of meeting would apply).

3-7: EXECUTIVE SESSIONS

Executive sessions may be convened by the board, at the call of the chair or their designee, and with approval of the board for discussion relating to the following:

1. Matters relating to litigation or proposed litigation in which the board is a party.
2. Consideration of the selection or purchase of real estate.
3. Consideration of the acceptance of gifts, bequests or donations where confidentiality has been requested by the donor.
4. Personnel matters.

The only persons who may attend executive sessions are board members, the Community Activity Coordinator / designee (except when their appointment or salary are under consideration as an employee / contracted labor) and other individuals the board may invite to be present.

Any decision reached during the executive session shall be formally acted upon at an open meeting following the executive session.

Minutes will be taken at executive session to include: time in, time out, those present and what was discussed. These minutes will be sealed, placed in a locked and confidential file and shall be produced only in response to a court order.

Board members and other persons attending an executive session are duty-bound not to disclose matters discussed at the executive session.

3-8: RECREATION BOARD APPOINTMENTS

The Board of Directors of the Never Sweat Recreation Board shall consist of five (5) members. Of the membership of five (5), two (2) shall be appointed from the Board of Trustees of School District No. 2, Fremont County, Wyoming; and the remaining three (3) shall be appointed from diversified individuals within the district by a majority vote of the Never Sweat Recreation Board.

The Never Sweat Recreation Board will advertise locally for interested and concerned citizens who wish to serve on the Never Sweat Recreation Board. Interested parties will submit an interest letter to the NSRB to be considered as a new board member.

Appointments to the Board shall be made in December by the Board of Trustees of School District No. 2, Fremont County, Wyoming. However, the term of office will not commence until January 1 of the following year.

At-Large appointments to the Board will be selected by a majority vote of the Never Sweat Recreation Board at the Winter Quarter Meeting. Appointments shall be for two (2) year terms. One (1) of the at-large member terms will expire on even-numbered years, while two (2) of the at-large member terms will expire on odd-numbered years.

3-9: BOARD ORGANIZATIONAL MEETING

The board shall organize annually at the regular February quarter meeting. At this meeting the board will:

1. Vote and declare a bank to be used as the Never Sweat Recreation Board official depository.
2. Vote on official posting locations for unadvertised meetings (such as the Post Office, Town Hall, CWC Office, etc.)
3. Vote on an official newspaper to place public notices and advertisements.
4. Elect officers from its membership.

3-10: BOARD VACANCIES

When a vacancy shall occur on the Never Sweat Recreation Board, the board may elect, by a majority vote, any person who is a resident of the district. Provided, however, should any vacancy occur in the two (2) members of the board who shall be appointed from the Board of Trustees of School District No. 2, Fremont County, Wyoming, such vacancy shall be filled by vote of the Board of Trustees of School District No. 2, Fremont County, Wyoming. In either case, the appointee shall serve out the vacancy term until the next scheduled annual appointment of the Never Sweat Recreation Board in December.

3-11: BOARD OFFICERS

DUTIES OF THE CHAIR

The chair of the board shall preside at all board meetings at which they are present and may be one of the three (3) officers authorized to co-sign all warrants and checks drawn on the Never Sweat Recreation Board account.

The chair shall have full voice and vote on all motions before the board.

DUTIES OF THE VICE CHAIR

In the absence of the chair, the vice chair shall preside at the meeting and assume all the duties and powers of the chair when acting in his or her place.

The vice chair is also one of the three (3) officers authorized to co-sign all warrants and checks drawn on the Never Sweat Recreation Board account.

DUTIES OF THE SECRETARY / TREASURER

The secretary / treasurer has the responsibility to:

1. Be one of the three (3) officers authorized to co-sign all warrants and checks drawn on the Never Sweat Recreation Board account.
2. Have on file with the Office of the Treasurer, Fremont County, Wyoming a surety bond.
3. Endorse for deposit all paper checks received and sign a receipt to be returned to the entity that presented the check.

The secretary / treasurer or their designee has the responsibility to:

1. Keep the minutes of the meetings of the board and records of all matters referred to committees and others, and report action or non-action on the same at each regular meeting.
2. Have care and custody of the record books and documents of the board.
3. Receive and reply to all communications as directed by the board.
4. File all papers pertaining to the district business.
5. Cause an account to be kept of the receipts and expenditures of the district.
6. Render a financial statement for each quarterly meeting or at any time required by the board and at the close of each fiscal year.
7. See that all notices to the public be given in accordance with this policy manual.

3-12: COMMUNITY ACTIVITY COORDINATOR / DESIGNEE

An appointed Community Activity Coordinator / Designee of the Recreation Board shall serve as administrative head of the Recreation District. Duties may include the following:

1. Process recreation grant applications for the recreation district.
2. Prepare grant applications related to areas of responsibility.
3. Prepare recreation board meeting agendas and administer the affairs of the district.
4. Provide accounting for all income and expenditures.
5. Disburse income.
6. Maintain permanent records (i.e. minutes).
7. Maintain active, informative communication with the community at large.
8. Prepare a report of activities as required by the organization.
9. Prepare Public Notices and news releases as specified elsewhere in the policy manual.

3-13: AGENDA PREPARATION AND DISSEMINATION

An agenda will be prepared for all regular and special meetings of the board. For special meetings, the board will consider only those matters which are listed in the notice for such meetings.

Items of business may be suggested by board members, administrators, or residents of the Recreation District for inclusion on the agenda. Business items suggested by citizens must be submitted in writing and must be received by the chair or their designee no later than four (4) days prior to the scheduled meeting for consideration for inclusion in the written agenda.

3-14: AGENDA FORMAT

The suggested order of business at all regular meetings shall be as follows unless altered by unanimous consent of those members present:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
4. Visitor Comments
5. New Business
 - a. Grant Requests - Audiences with the Board
 - b. Awarding of Grants
 - c. Other
6. Old Business
7. Coordinator's Report
8. Financial Report
9. Adjournment

3-15: QUORUM

A quorum shall be three (3) members of the Board. In the absence of a quorum, the only official action the Board may take is to adjourn the meeting to another time or date. In person or via audio/video chat is acceptable to reach a quorum only when a board member has extenuating circumstances that does not allow them to be present in person.

3-16: RULES OF ORDER

The board believes that it can meet as a body and proceed best with its deliberations in an atmosphere of free exchange of information and opinion unhampered by formal rules of order which are usually designed for the management of large groups or organizations. The Board shall not consider itself bound by the rules of any certain manual or parliamentary procedure.

3-17: VOTING METHOD

To pass, any motion must receive three (3) affirmative votes – that is, approval by a majority of all Board members.

All voting shall be by “aye” and “nay” votes. If a member does not have enough information to vote on a subject, or if there is a conflict of interest, the member can abstain from voting by saying the same, which will not be counted as either an “aye” or a “nay” vote. If a member should say or indicate nothing, then the vote shall be counted as “aye”.

The “ayes” and “nays” and abstentions shall be recorded in the minutes to accurately reflect how votes were cast.

3-18: MINUTES

The minutes of the meetings of the Never Sweat Recreation Board constitute the written record of all proceedings of the Board. Therefore, the minutes shall include:

1. The nature of the meeting, whether regular or special, time and place, members present, approval of the minutes of the preceding meeting or meetings.
2. A record of all action taken by the Board: the motion, the name of the member making the motion and seconding it and a record of the vote.
3. Lengthy discussion may be summarized and long documents will be attached by reference when necessary.
4. A record of all business that comes before the Board through reports of the chairman, his or her designee and others including the public.
5. The names of all persons who speak before the Board and the topic of their remarks.
6. A record that an executive session was held and its purpose.
7. The record of adjournment.

Upon approval of the minutes by the Board, they shall be signed by the two (2) elected officers.

The minutes shall be in the custody of the Board secretary or their designee, who shall make them available to the public upon request.

Copies of the unapproved minutes will be mailed or delivered to Board members in advance of the next regular meeting.

COMMUNITY

SECTION 4

4-1: PUBLIC PARTICIPATION AT BOARD MEETINGS

The public is invited to attend all regular and special board meetings except executive sessions, and may be given time to voice opinions on problems.

The board recognizes its responsibility to conduct the business of the District in an orderly manner and will therefore require controls for public presentations to the board. The board will entertain audiences as a part of every regular agenda. To receive an audience, a citizen must file a written request with the chair or their designee at least four (4) days prior to the regularly scheduled meeting at which the audience is desired. The written request must include the speaker's name and the topic upon which they are to speak. A brief period of questions and comments from the audience may also be held after each board meeting. A person wishing to be heard by the board at this time will first be recognized by the chair. They will then identify themselves and their affiliation and proceed with their comments as briefly as the subject permits. The chair is responsible for the orderly conduct of the meeting and will rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented and the suitability of the time for such presentations. The board as a whole has the final decision in determining the appropriateness of all such rulings.

The board may remove a person or group of persons who willfully disrupt a meeting so as to render the orderly conduct of the meeting unfeasible. If order cannot be restored by removal of such person(s) from the meeting room, the board may recess the meeting and reconvene at another location. An individual(s) not responsible for disturbing the conduct of a meeting shall be re-admitted to such meeting.

4-2: PUBLIC'S RIGHT TO KNOW

The board is a public servant, and its meetings and records shall be a matter of public information except in the case of executive sessions.

The official minutes of the board, its written policies, and its financial records will be open for inspection by any citizen desiring to examine them. Inspection will take place during hours that are convenient to the chair or their designee.

The board wishes to support the right of the people to know about the programs and services of their recreation district and shall make every effort to disseminate information.

4-3: NEWS RELEASES AND PUBLIC NOTICES

Because the recreation board operates to provide recreation for the citizens and residents of the Recreation District, it is important that information be disseminated concerning activities and problems. In order that this publicity be given wide coverage and coordinated into a common effort and purpose, the following procedures will be followed in giving official information to the news media.

1. The board chair or their designee will be the official spokesperson for the board.
2. News releases which are of a district wide nature or pertain to established district policy are the responsibility of the chair or their designee.
3. A public notice will be published in the local media prior to each funding quarter. This public notice will give information concerning requests for recreation grant monies and will include the deadlines for these application requests.
4. After each quarterly funding meeting, the chair or their designee will submit to be published the grants that were awarded at this meeting.
5. The chair or their designee will make public via local media, all meetings (both regular and special) except for any executive sessions.

4-4: NEVER SWEAT RECREATION BOARD GRANT APPLICATION PROCEDURE AND GUIDELINES

The following is the procedure and guidelines for recreation grants for the mill tax monies:

1. Grants will be awarded on a quarterly basis: February (Spring Quarter), May (Summer Quarter), August (Fall Quarter), and November (Winter Quarter) as advertised.
2. A public notice will be published in the local newspaper twice prior to each grant application deadline, notifying the public of the location to obtain and remit applications, the grant application deadline, and the date, time and location of the meeting.
3. Applications for recreation funds may be obtained from the chair or their designee. Applications must be complete and legible. **Incomplete or inaccurate applications will be denied. Do not package your application - the first page of the submission should be NEVER SWEAT RECREATION BOARD APPLICATION FOR RECREATIONAL FUNDING, not a cover letter or artwork. Please no plastic or fancy covers.**
4. One original copy of the completed application must be submitted by the application deadline date per Public Notice. Any late submissions may not be considered.
5. The board recommends at least a 50% match for each grant application. Match can include in-kind donations which may include equipment, engineering, planning, labor, or materials.
6. If the intended project is one consisting of physical improvements or changes to property not owned by the grantee organization, grant must be accompanied by a letter/resolution from the property owner/entity.
7. Any individual applying for a grant must be sponsored by a recognized entity that will act as a recipient for the grant funds.
8. **All applications must be accompanied by price documentation for items that Never Sweat Recreation Board funding will pay for. Any one item (either goods or services) in excess of \$250 must be accompanied by a minimum of two detailed competitive bids. Bids given by contractors must have a breakdown of labor and materials, and include the name, address, and phone number of the contractor. PLEASE request the contractor be as detailed as possible within their bid as the board will not accept incomplete bids. Printouts from websites need to include the name of the online store, date the product price was obtained, and prices need to include tax and shipping. Be sure each bid is clearly labeled. If only one bid is available, a written explanation is required in order for the grant application to be considered.**
9. Grant applications must be submitted prior to the intended project. Present this form with supporting documents by published deadline for the next grant proposal meeting (date and time in local newspaper). For questions, please call 455-2625 or email neversweatrec@gmail.com
10. All applications must be accompanied by proper documentation.
11. All applicants must have a representative present at the Quarterly Meeting following the grant application deadline. Call 455-2625 for meeting dates and times or email neversweatrec@gmail.com.
12. All grant monies must be expended within one (1) year of grant approval date. Grants are for reimbursement of funds after approved purchases have been made and proper documentation and voucher form has been submitted.

These applications are due approximately ten (10) days prior to the quarterly meeting (per deadline in Public Notices). The chair or their designee will deliver a copy of each application to each board member prior to the regular meeting in order that members have the opportunity to study and evaluate each application, and formulate questions.

4-5: GRANT EVALUATION GUIDELINES

The following criteria are utilized to assess grant applications for recreation board funding. They are guidelines only and the Board retains the right of final grant approval on a case by case basis regardless of these guidelines.

Proposal priorities are as follows:

- Priority One: 40 points or more
- Priority Two: 35 – 39 points
- Priority Three: 30 – 34 points
- Priority Four: 25 – 29 points
- Priority Five: 24 points or less

SECTION ONE: Each of the following criteria shall be evaluated on a scale from one to four where alternative (a) is worth four points, (b) is worth three points, (c) is worth two points, (d) is worth one point, and (e) is worth zero points unless otherwise noted.

1. This project or activity will serve:
 - (a) All ages - 4 points
 - (b) Any other limited age group (for example: ages 18 – 54, preschool, school age, senior citizen) - 2 points
2. This project or activity will serve:
 - (a) More than 100 people
 - (b) 50 – 99 people
 - (c) 25 – 49 people
 - (d) 24 people or less
3. Monies received from Never Sweat Recreation Board grants during the past calendar year equal:
 - (a) Less than \$5,000.00
 - (b) \$5,000.00 - \$10,000.00
 - (c) \$10,000.00 - \$15,000.00
 - (d) More than \$15,000.00
4. Utility of the project or activity:
 - (a) Year round, annual, or ongoing benefit
 - (b) 8 – 11 month benefit
 - (c) 5 – 7 month benefit
 - (d) 1 – 4 month benefit
 - (e) Less time – zero points
5. Where will the funds be spent?
 - (a) Dubois
 - (b) Fremont County
 - (c) Wyoming
 - (d) Out of state

SECTION TWO: Each of the following criteria shall receive four points for an affirmative answer and zero points for a negative one.

1. The applicant has used public input in the planning of this project and evidence of public input / participation is included.

_____ yes _____ no

2. The project or activity fulfills a documented need within the recreation district boundaries (Fremont County School District No. 2).

_____ yes _____ no

3. The project or activity has been awarded outside funding in the form of an additional grant or private donation?

_____ yes _____ no

SECTION THREE: Scoring for the following criteria shall be based upon a four-point value for (a), two points for (b), and zero points for (c).

1. The applicant has coordinated this project with other public or certified agencies providing for joint utilization of the project or activity. A written agreement exists between the agencies.
 - (a) Both coordination and a written agreement
 - (b) Coordination only
 - (c) No coordination
2. The activity or event is:
 - (a) Directly related to recreation
 - (b) For maintenance, infrastructure, or support to recreation
 - (c) Not directly related to recreation
3. The applicant's previous projects have commenced and culminated in a timely manner.
 - (a) All have or there are no previous grants to compare
 - (b) Most have
 - (c) Most have not
4. The project or activity proposal's preparation and documentation was:
 - (a) Complete containing application forms, accompanying maps, graphs, charts, or other pertinent information. The application contained categorical cost estimates, appropriate signatures, and any additional information which assists the Board in determining the value of the proposal.
 - (b) Incomplete and follow-up documentation was necessary to complete the required information.
 - (c) Not provided and extensive follow-up was necessary to obtain pertinent information.

GRANT APPLICATION CHECKLIST

All applications must include:

- _____ 1. A completed original application form.
- _____ 2. One (1) copy of original application form and all supporting documents.
- _____ 3. Supporting project budget documents.
- _____ 4. Two (2) detailed bids for any item, either goods or services, over \$250.00.
- _____ 5. Documents to support matching funding or in-kind match.

Include as applicable:

- _____ 6. Maintenance plan.
- _____ 7. Site maps.
- _____ 8. Evidence of public participation.
- _____ 9. Statement assuring public access.
- _____ 10. Memorandum of Understanding, resolutions, agreements with other entities, etc.
- _____ 11. Permits for special situations, crossing of public roads, rights of way, water obstruction, building permits.

4-6:



NEVER SWEAT RECREATION BOARD
APPLICATION FOR RECREATIONAL FUNDING

Name of Requesting Group/Individual: _____

Contact Person, Title, Relationship to Group: _____

Address: _____

Phone: _____ Email: _____

Title / Name of Project or Activity: _____

Has this board previously funded this project or activity? _____ If so, when? _____

If a fixed site is required, what is its location? _____

TOTAL PROJECTED COST (line 7 of project budget): _____

TOTAL FUNDS REQUESTED (line 16 of project budget): _____

Inclusive dates funds are needed: _____

All applications must be accompanied by price documentation. ANY ONE ITEM (EITHER GOODS OR SERVICES) IN EXCESS OF \$250 MUST BE ACCOMPANIED BY A MINIMUM OF TWO DETAILED COMPETITIVE BIDS. Grant applications must be submitted prior to the intended project. Present this form with supporting documents by the published deadline for next grant proposal meeting (date and time in local newspaper). For questions, please call 455-2625.

FOR OFFICE USE ONLY

Date/Time Received: _____

Funded Amount: _____

NOTES: _____

Date
Funded

Fall

Winter

Spring

Summer

Special Projects

Project Budget

Provide any additional documentation needed to support the project budget below. Please be as detailed as possible. Additional lines may be inserted to present a more complete budget.

		DESCRIPTION	SOURCE OF ESTIMATE	TOTAL
1.	MATERIALS			\$
2.	LABOR			\$
3.	EQUIPMENT			\$
4.	FUEL/MILEAGE			\$
5.	OTHER			\$
6.				\$
7.	TOTAL COST			\$
Please give a breakdown of all funding sources for your project below				
		DESCRIPTION	SOURCE	TOTAL
8.	YOUR GROUP'S CONTRIBUTIONS			\$
9.				\$
10.	IN-KIND DONATIONS			\$
11.				\$
12.	OTHER GRANTS			\$
13.				\$
14.	OTHER FUNDS			\$
15.				\$
16.	NSRB GRANT REQUEST			\$
17.	TOTAL	Should equal total cost on line 7		\$

Please respond to each of the following questions so the Board may better assess the value of the request.

1. Please describe the project.
2. Which portion of the project will Never Sweat Recreation Board funds be applied to?
3. What ages will be served through this project or activity?
4. How many will be served by this project/activity?
5. How much money has the Never Sweat Recreation Board awarded to this entity in the past year?
6. During what period of time will this project/activity serve the community (i.e. year-round, summer, winter)?
7. When will this project/activity be completed or available for participation?

8. What public input or planning has gone into this proposal?
9. Is there a maintenance plan for this project? If so, please include.
10. How does this project serve a particular need of the community?
11. Has this proposal been coordinated internally and with other organizations? If so, please include documentation (Memorandum of Understanding, resolution, letter, etc.)
12. How is this project recreational in nature?

FINANCIAL

SECTION 5

5-1: FINANCIAL MANAGEMENT GOALS

The quantity of recreation programs are directly dependent on the funding provided and the effective, efficient management of these funds.

The Never Sweat Recreation Board recognizes the important trust it has been given with the responsibility of managing a large amount of public resources. As trustee of the District's recreation mill levy tax funds, which are allocated for use in public recreation, the Never Sweat Recreation Board will be vigilant in fulfilling its responsibility to see that these funds are used wisely for the achievement of the purposes for which they have been allocated.

5-2: ANNUAL OPERATING BUDGET

The annual operating budget is the financial plan for the operation of the Never Sweat Recreation Board. It provides the framework for both expenditures and revenues for the year and translates recreation programs and priorities into financial terms.

Budgeting shall take into consideration and reflect the system of quarterly awarding of recreation grant monies. Administrative costs involved in the efficient transaction of board business will also be taken into consideration.

In the event that budget revisions are necessary during the course of the year, these changes must meet with approval of a majority vote of the Never Sweat Recreation Board.

5-3: FISCAL ACCOUNTING AND REPORTING

The treasurer or their designee is responsible for the manner in which accounts are kept and preserved. They are responsible for the business affairs and will maintain all financial records.

Financial Statements

The treasurer or their designee will provide the board with a financial statement at each quarterly meeting.

Accounting Procedures

Accounting for internal accounts shall be in accordance with the following procedures:

1. Official receipts shall be issued for all monies received excepting any EFT tax payments made by the Fremont County Treasurer's office.
2. All money received shall be deposited in approved designated depositories;
3. The Never Sweat Recreation Board treasurer shall be bonded by a surety company authorized to do business in Wyoming;
4. Bank reconciliation statements shall be made each month;
5. Supporting documents shall be kept for all expenditures made;
6. Quarterly and yearly financial statements shall be prepared and presented to the board for control purposes;
7. All checks issued shall contain the required signatures.

5-4: BONDED EMPLOYEES AND OFFICERS

The Office of Treasurer, Fremont County, Wyoming, shall require that Never Sweat Recreation Board Treasurer be bonded. This is required before payment of the 1 mill tax money can be made.

The original of this bond will be kept at the Office of Treasurer, Fremont County, Wyoming. A copy of this bond shall be kept in the files of the Never Sweat Recreation Board.

5-5: BANKING AND CHECK-WRITING SERVICES

All orders to transfer money from the Never Sweat Recreation Board money market account to the Never Sweat Recreation Board regular checking account must be authorized or bear the signature of one (1) of the three (3) current officers of the board.

However, all warrants or other orders to pay money drawn on the Never Sweat Recreation Board checking account must bear the signatures of two (2) of the three (3) current officers of the board.

5-6: VOUCHER APPROVAL AND PAYMENT

The Never Sweat Recreation Board will operate under a voucher system of payment for all expenditures.

1. A signed voucher must be accompanied by a bill or a copy of a bill.
2. Prior to payment, each voucher must be approved by two board members.
3. In the case of approved recreation grants, voucher payment may be made (in accordance with grant stipulations) with approval from two board members and in accordance with the check writing procedures in this policy manual.
4. All vouchers paid within a quarter must be made available for review to board members at the next quarterly meeting.

5-7: VOUCHER PROCEDURE FOR RECREATION GRANTS

Upon approval of a recreation grant, the applicant / vendor must adhere to the following procedure for payment:

1. Upon being awarded a grant, it is the applicant's responsibility to obtain the necessary voucher from the treasurer or their designee;
2. The applicant must submit paid receipts, bills or copies of bills accompanied by a Never Sweat Recreation Board voucher form;
3. These forms must be submitted to the treasurer or their designee on a monthly basis by no later than the 5th day of the month (or next working day if the 5th day falls on a weekend or holiday). If the voucher is received later than the 5th day of the month and has met all other criteria, a check will be issued the following month.
4. One (1) check will then be issued to the applicant / vendor for the submitted voucher amount (in accordance with the original grant approval);
5. Money awarded to grant applicants must be used within one (1) year of the date it is awarded unless a special exception was given at the original grant approval.
6. An extension of time can be applied for by the grantee prior to the one (1) year deadline. To apply for an extension, a grantee must fill out a Grant Extension Form and return it to the treasurer or their designee prior to the expiration date of the original grant. An extension will be determined by majority vote at the next regular quarterly meeting. All extensions will be for ninety (90) days from the extension approval date and then the funds will automatically revert to Special Projects.
7. Checks will ONLY be issued if the above criteria is met.

5-8:

NEVER SWEAT RECREATION BOARD, FCSD#2**P.O. Box 175****Dubois, WY 82513****Voucher # / Check #** _____

Phone: 455-2625 Fax: 455-4013 email:kdingman@cwcc.edu

Name of Claimant:**Mailing Address:****City, State, Zip Code:****VOUCHER INSTRUCTIONS TO VENDOR / APPLICANT**

1. _____ Prior to payment, this copy must be signed by vendor/applicant.
2. _____ Voucher must be accompanied by paid receipts, bill or copies of bills with description (i.e. services rendered, goods purchased, material cost, etc.)
3. _____ Vouchers received at the above address by the 5th day of the month will be paid that same month.
4. _____ Do not substitute your own voucher form.

Description of Claim:**Amount:****Audited by:****Certification:** I hereby certify, **under penalty of perjury**, that this voucher and the items included herein for payment are correct and just in all respects.

President/secretary/treasurer

(Vendor / applicant signature)

President/secretary/treasurer

Date _____**Account #:** 360669**Grant Balance****Q:****Voucher Amount:****Notes:****Balance forward:****Unencumber Date:**

5-9: NEVER SWEAT RECREATION BOARD APPLICATION FOR GRANT EXTENSION

Name of Requesting Group/Individual _____

Authorized Signature from Requesting Group/Individual: _____

Authorized Signature from Sponsoring Entity Receiving Grant Funds: _____

Address: _____

Phone: _____ Contact Person: _____

Description of Project or Activity:

Date original grant was funded: _____

Reason extension is needed:

All extension applications are due no later than one year after the original grant funding date. If approved, extensions will be for 90 days. At the end of 90 days all funds will automatically revert to Special Projects. For questions, please call 455-2625.

FOR OFFICE USE ONLY:

Approval date: _____

New expiration date: _____

Amount extended: _____

SPECIAL NOTES:

5-10: INSURANCE FOR BOARD

The Board shall provide liability insurance for its members. The insurance is provided through Fremont County School District #2 and the Board shall reimburse the district annually for this insurance. If the Board's functions change, the insurance issue would need to be re-evaluated.