

NEIGHBORHOOD COUNCIL 3 PAVILION FUNDRAISER

1. Create a message for our pavilion fundraising project

Suggested message: "Neighborhood Council 3 is conducting a fundraising campaign to purchase and install two new pavilions for Skyline-Optimist Park and Valley View Park. These two new structures will provide additional recreational activities for our neighborhood residents and add value to two of the city's underdeveloped parks."

2. Select a pavilion design and determine the project funding needed

Selected design: _____

Estimated cost : _____

3. Design presentation for meeting with potential donors

- PowerPoint presentation with park images and pavilion designs
- Booklet of plans, photographs, illustrations of pavilions in each park, and contact information
- Need data on number of residents who would benefit from pavilions
- Is neighborhood census data available?

4. Identify organizations and businesses that may contribute funding

- Great Falls Chamber of Commerce large business listings
- Retail stores located in district (Sams, Walmart, Albertsons, North 40)
- Identify personnel responsible for charitable contributions at local businesses and organizations
- Research grants available for park improvements?
- Possible material and equipment donations (concrete, benches, garbage containers)

5. Divide contact responsibilities among council representatives

- Identify a project leader (tracks project milestones) and individual responsibilities
- Write introductory letters to possible contributors (five each to start)
- Include self-addressed envelope to People's Park and Recreation Foundation
- Follow up with phone calls or in-person visits
- Visits to businesses should be conducted by two representatives

6. Educate the neighborhood residents on our project

- Get support from residents using Facebook, mailings, brochures
- Focus on residences located near parks
- Donation forms posted to Facebook
- Create a short video to run on Facebook (Eric can produce in the spring)

7. Attend Park and Recreation and People's Park and Recreation Foundation meetings

- P&R Board meets in the Conference Room on 2nd Monday of each month at 4 p.m.
- PPRF meets at 1700 River Drive N. on the 3rd Tuesday of each month at 4 p.m.
- Include the Optimist organization in our communications on Skyline-Optimist Park
- Scott Radford, attorney for Optimist Club (Optimists paid for basketball court at Skyline Park)
- Ensure fundraiser business is conducted during regularly scheduled meetings
- Conduct special meetings as needed