BAYSHORE GARDENS PARK AND RECREATION DISTRICT

WEBSITE RULES 1009PRR

SUBMISSIONS TO DISTRICT OFFICE

TO BE PUBLISHED ON WEBSITE

1. AGENDAS BOARD OF TRUSTEE

**Must be in the office at least 8 days prior to meeting.**

* In subject of email, state specific date of the agenda as well as meeting type, Example: Work Session, Board of Trustee, etc include attachments if available when agenda is submitted.
* If attachments are sent separate from the agenda, in subject state specific date for the agenda the attachments are a part of.
* Must be in word or pdf.

1. MINUTES BOARD OF TRUSTEE

In subject of email state that minutes are attached and the meeting Regular, Special, Emergency, Work Session, or Committee. If committee specifically which committee

1. POLICIES AND PROCEDURES ADOPTED BY THE BOARD OF TRUSTEE
2. FILLABLE FORMS
3. ANNUAL FINANCIAL REPORT

Must be on the website per statute

1. ANNUAL BUDGET, INCLUDING ALL RESOLUTIONS

Must be on website prior to public hearing and remain per statute

1. EVENTS BOARD OF TRUSTEE

To be submitted by a Committee chairperson for an event or reoccurring event.

1. CLUBS OR ORGANIZATIONS

In subject of email state the specific Club/Organization that is attached for publication on the Website

Date Approved\_2/19/19 Sharon Denson

Date Revised\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Effective\_\_2/19/19