

Trick 'R Treat in Bara"BOO"!

Fall Office Support Workshop

Hosted by: Baraboo Parks, Recreation & Forestry
Baraboo Civic Center - 124 2nd Street, Rm 12/14
Baraboo, WI 53913 Phone Number 608-355-2760



Even though Marge Klinzing retired earlier this year, she'll be joining us to bring the office support workshop back to where it all started. We'll celebrate Marge's contributions to the Parks & Recreation field. We will share information on "Tricks" of our trade, "Treats" we've used for incentives to our staff/volunteers & just plain Celebrate all the ways Marge has been a TREAT to work with over the years.

Since October is Domestic Abuse Awareness month, we will be collecting items to help stock the shelves of Hope House of South Central Wisconsin, located in Baraboo. Their Wish List is attached.

Dress in your favorite Fall/Halloween theme outfit or costume!

AGENDA

- 9:30 Meet & Greet w/ Breakfast (Fruit, muffins, donuts juice, water, coffee)
- 10:00 Brochures: What are other communities doing? Once per year? Seasonally? If seasonally, how is that broken down? (Example: Spring/Summer & Fall/Winter?) Are other communities doing them themselves? If so, what program is being used? (Publisher, Canva, etc.) Having samples from various communities would be appreciated! Besides brochures, what other ways do you promote programming?
- 10:30 Food trucks: Procedures as far as pricing and any options from Madison's South Side?
- 10:45 Scholarships: What are some of the scholarship options in different communities? Are there limitations on what programs the scholarships can be used for?
- 11:00 New Employee Paperwork - How does the new employee receive it, who is it turned in to, do you have trouble getting it all back from them
- 11:15 Bring a question - It's a great opportunity to network with others
- 11:30 Trick R Treat Sharing – Share your best "trick" of the trade that helps in your daily work or "treat" us to ways you recognize or reward outstanding volunteers & staff.
- 12:00 Lunch - **Please let us know if there are special dietary needs when registering.** During lunch, we will share our favorite Marge moments.
- 12:30 Civic Center Building tours - There is a lot happening in our corner of the block, we'll see how it all fits in this beautiful old building.