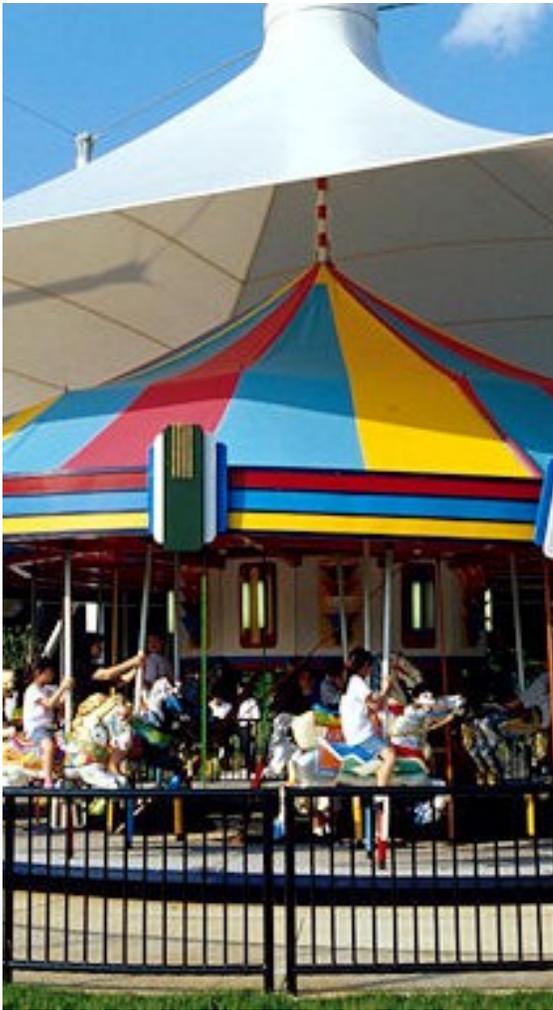




PARK & RECREATION NEEDS ASSESSMENT MEETING IN A BOX





The Fairfax County Park Authority is seeking your ideas about the future of Fairfax County parks, recreational facilities and programs.

We need your input to better understand how well we are meeting your needs and what future priorities might be. Using this *Meeting in a Box* is one of several ways you can share your opinions, have your voice heard, and help us understand park needs and priorities.

Thank you for hosting a meeting!



MEETING IN A BOX CONTENTS

1. HOST INSTRUCTIONS
2. SAMPLE INVITATION
3. MEETING SIGN-IN SHEET
4. INDIVIDUAL RESPONSE SHEET
5. GROUP PRIORITIES SHEET
6. INDIVIDUAL FEEDBACK FORM
7. OPTIONAL INDIVIDUAL QUESTIONS
8. HOST FEEDBACK FORM
9. RETURN INSTRUCTIONS

HOST INSTRUCTIONS

Please read this packet and become familiar with the materials. Understanding this packet will help you envision how you wish to conduct meeting before you begin.

ROLE OF THE HOST:

1. To read and administer the instructions and guidelines
2. To ensure each person has equal opportunity to respond
3. To keep the meeting on track and productive
4. To organize all of the materials
5. To return the necessary documents by the deadline

MATERIALS NEEDED:

1. Meeting instructions
2. Invitations
3. Meeting sign-in sheet
4. Pencils/Pens
5. Several copies of the individual response sheet and group priorities sheet
6. Several copies of the individual feedback form
7. Host feedback form
8. Return instructions

Follow these steps to conduct your meeting.

1 PREPARE

INVITE a small group of 8 to 12 people to your meeting. Send your invitations by e-mail, phone, or mail. Alternatively, if you hold this discussion at a regularly scheduled meeting of your group, please make sure it is placed on the agenda for that meeting. Covering the meeting material may take anywhere between 30 minutes and just over an hour.

FIND a location for your meeting that is easily accessible and comfortable enough to fit your entire group.

REMIND the participants about the meeting one to two days in advance.

SET UP your location on meeting day. Print out enough copies of the meeting materials and sort them into sets for participants. Determine who will be the note-taker and document the meeting.

2 FACILITATE

MAKE SURE all participants are signed in on the sign-in sheet.

START your meeting with the brief introduction, found on page 5.

REVIEW the ground rules, also found on page 5.

ASK the questions to the group. Give the participants enough time to write down responses on their Individual Response Sheets.

DISCUSS the ideas from individual response forms with the group, recording them on a sheet of paper or white/chalk board, if desired. Come up with the top three answers for each question together then record them on the Group Priorities Sheet. Plan for 10-15 minutes of discussion for each question.

3 RETURN

FOLLOW the instructions on page 13 to return your information. Please be sure to identify your group and enter that name and meeting date on each sheet. The materials can be sent by email, mail or submitted online through our website. Please return materials no later than ~~November 14~~ December 5, 2014 (deadline extended).

ADDITIONAL NOTE

Please ask each person to fill out individual feedback forms. It's important for us to have feedback to improve this process. Have each participant fill them out before or after the meeting.



INTRODUCTION

A. About the Park and Recreation Needs Assessment (read aloud to the group)

- The Park and Recreation Needs Assessment is a long term planning process that examines the demand and supply of parkland and facilities. It considers how Fairfax County Park Authority (FCPA) resources can be best used to meet and prioritize the needs of the community.
- This process aids in creating service level standards which contribute to a balanced park system throughout the county. Standards help determine current and future countywide new facility needs.
- The assessment is conducted every ten years and may be updated more frequently. The current process will be completed by late 2015.
- Visit our website (<http://www.fairfaxcounty.gov/parks/parkscount/>) to keep up to date on the progress of the assessment. Your input is critical to the process and the website will include opportunities to participate, receive updates, and review documents and plans.

B. About the Meeting (read aloud to the group)

- This meeting is one method for community members to get directly involved and have their voice heard.
- Each question will be addressed in sequence and each participant will be asked for input.
- You will be given a few minutes to write down your response then asked to share your ideas.
- As a group, we will discuss what the priorities should be. We will select the top priorities to report back to the FCPA.

GROUND RULES (read aloud to the group)

1. Everyone should have an equal opportunity to speak.
2. Follow the directions on the papers and given by the Host.
3. Try to avoid repetitive ideas. It is okay to “pass” if your idea has already been expressed or if you do not have anything to add.
4. Do not dominate the conversation, talk over, or interrupt someone speaking. Speak one at a time.
5. Avoid side conversations.
6. Be clear and concise, keep responses short.
7. Be open minded and courteous towards others.
8. Please silence all electronic devices and refrain from using them during the meeting. If you must take a call, please do so outside of the meeting area.



SAMPLE INVITATION

If you choose, this template may be used as a guide for your meeting invitations.

YOU'RE INVITED!

WHAT: Provide Input on Park & Recreation Needs

WHEN:

WHERE:

Please RSVP by: _____
to _____



The Fairfax County Park Authority is seeking YOUR ideas about the future of Fairfax County parks, recreational facilities and programs. You are a critical part of the process. Please join us to share your thoughts and ideas on how to improve our parks. We're looking forward to hearing from you!

Visit the website for more information:

<http://www.fairfaxcounty.gov/parks/parkscount/>

FOR MEETING INFORMATION, CONTACT

Host Name: _____

Host Email: _____



INDIVIDUAL RESPONSE SHEET

Group/Host Name

Date

Please answer the questions below. These responses will help drive your group's discussion.

1. In what ways and how often do you **use** the parks, facilities and services provided by the Fairfax County Park Authority (FCPA)?
2. What do you **like most and least** about the parks?
3. What, if anything, **prevents** you from using the parks, facilities and programs offered by FCPA?
4. Are there any facilities, programs and services that you would like to see FCPA **provide, improve, or enhance**?
5. What is the most important **investment** FCPA should make in the park system?
6. Is there **anything else** that we have not asked you about how you use parks that you would like to tell us?



GROUP PRIORITIES SHEET

Group/Host Name

Date

Please list the top three priorities for each question as suggested by your group discussion. If more than three items top the list, please list those additional top priorities, as well.

1. In what ways and how often do you **use** the parks, facilities and services provided by the Fairfax County Park Authority (FCPA)?
2. What do you **like most and least** about the parks?
3. What, if anything, **prevents** you from using the parks, facilities and programs offered by FCPA?
4. Are there any facilities, programs and services that you would like to see FCPA **provide, improve, or enhance**?
5. What is the most important **investment** FCPA should make in the park system?
6. Is there **anything else** that we have not asked you about how you use parks that you would like to tell us?



INDIVIDUAL FEEDBACK FORM

Group/Host Name _____

Date _____

We need your feedback! In order to be successful we need a wide range of stakeholders to be involved in this process. Please help us understand who is participating by providing us with some information. We first ask that you give us feedback on the *Meeting in a Box*. We then ask for demographic information.

These questions are **optional** but are extremely helpful to the process. Please circle the choice that you agree with the most.

1. Please rate the effectiveness of this meeting:

Very Poor Poor Fair Good Very Good

2. How strongly do you agree with the lists of priority items that your group developed?

Not at all A little Neutral Strongly Very Strongly

3. Please rate the effectiveness of the Meeting in a Box technique:

Very Poor Poor Fair Good Very Good

4. How often do you participate in decision-making by your local government?

All the time Once in a while Rarely This is the first time

We will use your feedback to improve future meetings. If you have additional comments about today's meeting, please send them to us:

Email: parkscount@fairfaxcounty.gov

Phone: 703-324-8741

Fax: 703-324-3987



OPTIONAL INDIVIDUAL QUESTIONS

Group/Host Name

Date

This questionnaire is **optional**, but extremely helpful to the process. Please circle the most accurate option for each question.

1. Are you female, male or other? Female Male Other

2. What is your age group?

Under 19 19-24 25-34 35-44 45-54 55-64 65-74 75+

3. What is your household income?

Less than \$24,000 \$25,000-\$49,999 \$50,000-74,999 \$75,000-\$99,999
\$100,000-\$124,999 \$125,000 or greater

4. How do you identify yourself (race/ethnicity)?

African-American American-Indian Asian-American Hispanic/Latino
Mixed Race White/Caucasian Other

5. What is your level of education?

Some high-school High-school graduate Some college Associates degree
Bachelors degree Some graduate Graduate/Professional Other

6. What is your household type?

Live alone Live with roommate/housemate Live with spouse/partner only
Live with spouse & child Live with child or parent only Other

7. How did you first hear about this meeting?

Newspaper Radio Website Email Social Media Word of Mouth Other

THANK YOU FOR PARTICIPATING!

HOST FEEDBACK FORM

Group/Host Name

Date

What did you think about *Meeting in a Box*? We need your feedback to help us improve this outreach method.

1. How useful is the *Meeting in a Box* concept for broadening the range of public input?

Please rate its effectiveness on a scale of 1-10.

1	2	3	4	5	6	7	8	9	10
Very Poor		Poor		Neutral			Good		Excellent

2. Were the *Meeting in a Box* materials easy to understand and use?

Very Poor		Poor		Acceptable		Good		Excellent
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3. How should we improve *Meeting in a Box*?

4. Please rate the following aspects of your meeting:

	Poor			Excellent	
Overall	1	2	3	4	5
Participant engagement	1	2	3	4	5
Quality of group discussion(s)	1	2	3	4	5
Group satisfaction with outcomes	1	2	3	4	5

5. Would you host a *Meeting in a Box* event again? Yes No

If "No," why not? _____

6. Any additional comments?

RETURN INSTRUCTIONS

Gather the group priorities worksheet, individual forms, and notes. Please review the return options below and select whichever is most convenient. Please note FCPA must receive all materials no later than ~~November 14~~ December 5, 2014 (deadline extended).

OPTION 1

Enter information online (preferred): <http://www.fairfaxcounty.gov/parks/parkscount>. Visit www.fairfaxcounty.gov/parks/parkscount and click on "Submit a Meeting in a Box" in the right hand column of the page. The online form will guide you through the submittal process. Please fill in your contact information, group's priorities, feedback, and sign-in sheet information here. If you also want to return individual responses, please use Option 2 or 3 below.

OPTION 2

Send in through email: parkscount@fairfaxcounty.gov. Scan all of the necessary documents and send them to the email shown above. Please be sure to put "Meeting in a Box Survey Results (Your Group Name)" as the subject. Please be sure to include your contact information to allow us to send you a confirmation that your information was received.

OPTION 3

Package and return by mail. If you prefer to mail your results, package all materials together and return to this address:

ParksCount! c/o Fairfax County Park Authority
12055 Government Center Parkway, Suite 900
Fairfax, VA 22035

You may also hand deliver your package to the same address, if you prefer.

Please return all *Meeting in a Box* items no later than

December 5, 2014 (deadline extended)

