

Photo & Video Policy

Photos and videos are periodically taken of participants in our programs. Please be advised that these photos are for the Recreation Department's use only and may be used in future brochures, flyers or public relations. If you do not want your photo publicized, please contact the Parks & Recreation Department at 847-234-6700.

Gifts and Gratuities Policy

Each year we face the difficult issue of gifts and gratuities. To help clarify our position for both staff and the public, a policy has been established.

Program participants have no need to reward employees in any manner except through cooperation and helpfulness in assisting us to give a high level of service to the community. Recreation Department services are paid for by the citizens' taxes and program fees. The acceptance of gifts and gratuities is contrary to established policy of the Park and Recreation Board.

From time to time, residents and users of the Parks & Recreation Department programs may wish to express their appreciation. We ask that this be done in one of three ways:

- A donation to the Department or program in honor of the employee
- An edible gift that can be shared with the entire work group
- A note to the employee's supervisor which will become part of his/her personnel file.

As a team, the Parks & Recreation Department is constantly working to provide citizens with high quality service. We hope that you understand the need for our policy. As always, we invite your opinion.