



2026 Clubs Overview

JANUARY 2, 2026

GVR Mission Statement

To provide excellent facilities and services
that create opportunities
for recreation, social activities and leisure education
to enhance the quality of our members' lives.



GVR Staff

Scott Somers, Chief Executive Officer

Natalie Whitman, Chief Operations Officer

Jody Crawford, Reservations Coordinator

Kathy Edwards, Club Liaison

Barb Giles, Communications Manager

Steve Kindred, Recreation Program Director

Nick McLain & Jamie Capone, Events & Entertainment

Howey Murray, Finance Manager

Steve Signore, Leisure Education

Kris Zubicki, Membership



Topics

- GVR Support for Clubs
- Promoting Your Club
- GVR Website / Club Documents
- Annual Club Paperwork
- Reservations
- Leisure Education
- Insurance / Travel Waivers
- Financials
- Maintenance / Field Support



GVR Club Members

- Connect with like-minded people
- Develop talents and explore new skills
- Share knowledge and expertise
- Celebrate achievements
- Build new friendships



56 GVR Clubs

Six categories

- Arts & Crafts 11
- Cards & Games 13
- Dance 3
- Social Clubs 9
- Special Interest 5
- Sports 15



10 Dedicated Space Clubs



GVR Artisans' Shop

West Center



GVR Clay Studio

Santa Rita Springs



GVR Computer Club

Santa Rita Springs

GVR Glass Artists Club

Santa Rita Springs

GVR Photography Club

Santa Rita Springs

GVR Lapidary Club

Desert Hills, East, West

GVR Metal Working Crafts Club

West Center

Santa Rita Art League of GVR

Santa Rita Springs

Woodworkers of GVR

West Center

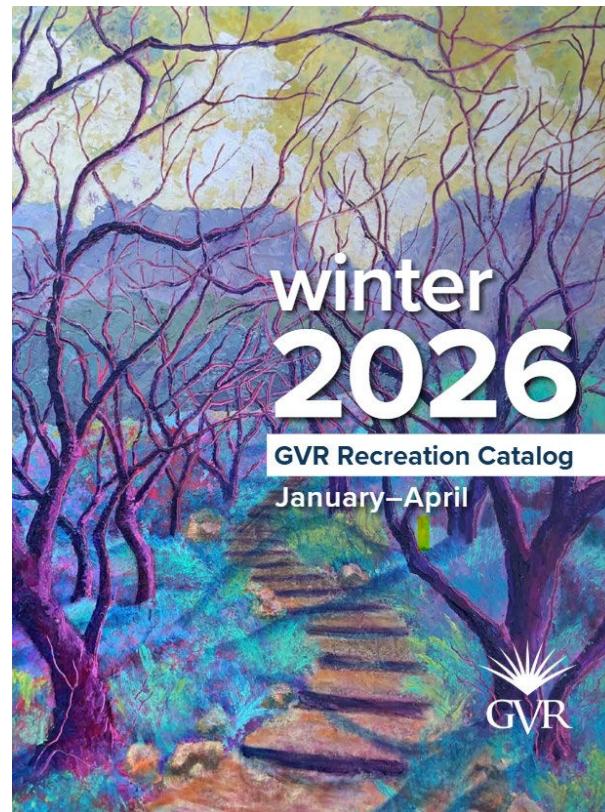
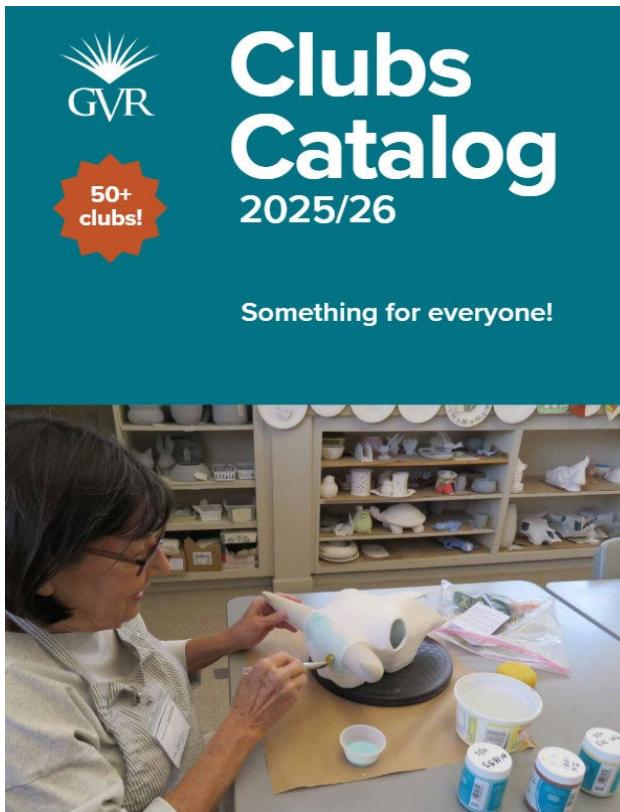


GVR Support for Clubs

- Club President <-> Club Liaison primary contacts
- Meeting space
- Education opportunities
- Free advertising in GVR promotions



GVR Publications



GVR NOW!

JANUARY 2026

GVREC.ORG

Member Feedback Drives GVR Guest Pass Policy Changes

This summer, GVR invited members to share their thoughts on the guest pass policy, and the response was remarkable. A total of 2,069 validated members participated, offering clear, candid feedback on what works well, what needs improvement, and what would make guest access easier and fairer for everyone. That input became the foundation of the most significant update to GVR's guest policies in more than a decade.

Throughout the survey, members consistently emphasized the desire for options that better match how guests actually use GVR facilities. They also expressed a strong preference for transparency, flexibility, and—where possible—pricing that feels reasonable in today's economic climate. The Board of Directors took that guidance seriously, and the approved 2026 guest pass updates reflect exactly that: you shared your priorities, and we listened.

One of the most common requests was for a pass option that fit somewhere between a single-day visit and a full-year card. In direct response, GVR is introducing a brand-new **weekly guest pass**, valid for seven consecutive days from the date of purchase. This fills a long-standing gap for members hosting family or friends who are visiting for only a few days. In the past, members often had to stack multiple daily guest passes or purchase an annual guest card that went largely unused. The weekly pass offers a more practical, cost-effective (\$30 for 2026) choice.

Alongside this shift, GVR is introducing a **\$5 card issuance fee**, applied the first time a member purchases either an annual guest pass or a guest pass card. Cards are reusable and designed to reduce the need for replacement. Lost or damaged cards can be replaced for \$5—a significant decrease from the previous \$20 fee.

The guest pass card is flexible and may be used for any combination of daily or weekly guest passes. If you already have your guest pass card, additional days or weeks can be added over the phone without requiring an in-person visit.

The annual guest pass card is issued separately and is only valid for annual guest passes. Cards cannot be converted between categories; an annual guest pass card cannot be used for daily or weekly passes, and a guest pass card cannot be used for annual passes.

Continued on page 6



GVR



Promote Your Club Activities

- ✓ GVR Clubs Catalog
- ✓ GVRNow! Monthly Newsletter
- ✓ Weekly eBlast
- ✓ Bulletin Boards & Reader Boards at GVR Centers
- ✓ Website Club Listings
- ✓ Club Newsletters
- ✓ Open Houses hosted by Clubs
- ✓ Green Valley News - Events Calendar

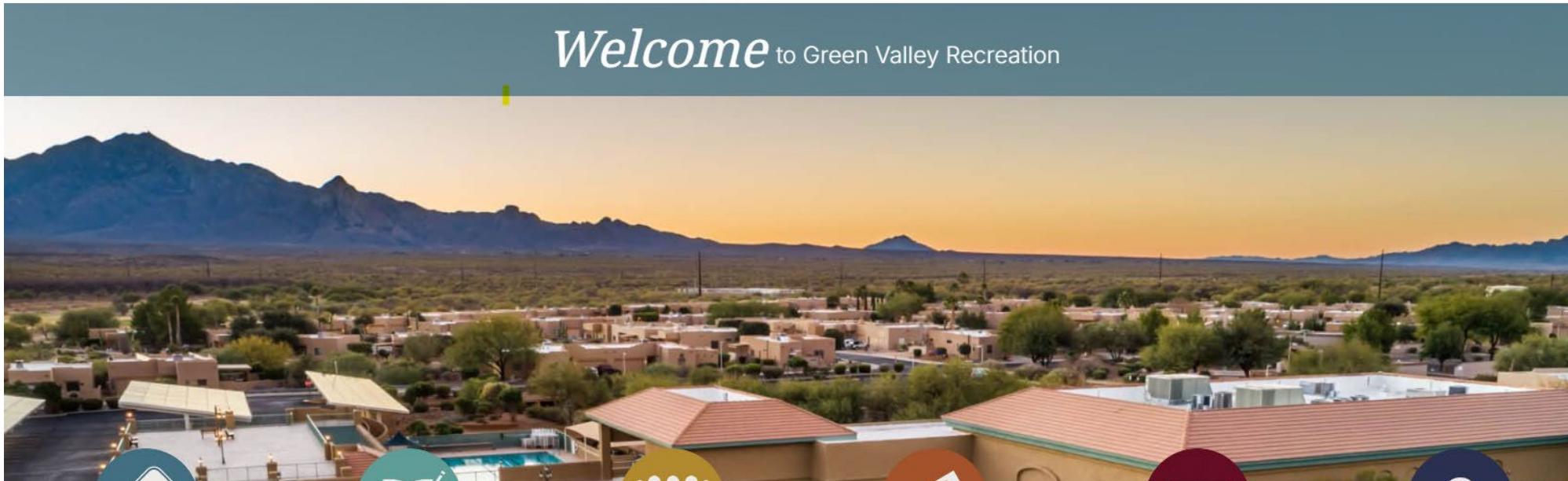


Guidelines for Promotions

- Club Documents - Promotional Guidelines
- Deadlines and formatting guidelines
- List club events as “GVR Members Only”
(except: Dance & Social Club Program, per GVR Board policy)
- Activity must be open to all GVR members to be promoted on GVR channels



GVR Website



Welcome to Green Valley Recreation

Home **About GVR** **Governance** **Info Hub/Pool Availability** 

 Fitness, Aquatics &
Racquet Sports

 Leisure Education

 Clubs

 Events, Movies, and
Trips & Tours

 Members, Tenants, &
Guests

 Centers &
Reservations



GVR Corporate Policy Manual (CPM)

PART 6: GVR PROGRAMS AND CLUBS

- Acceptance of Grant Funding
- General Public
- Membership requirements
- Membership/Guests/Monitoring
- Insurance
- Financial, Tax, IRS Requirements
- Facilities, Reservations
- Clubs and Class offerings
- Records Management
- Club Bylaws
- Member Code of Conduct
- Hobby Shops & Studio Clubs
- Merchandise/Product Sales
- Liquor Policy

CPM posted on GVR Website



GVR Tenants & Guests

Tenants with GVR Tenant Card

- Eligible to join GVR clubs for the dates their card is valid.
- Verify eligibility and track expiration dates by emailing membership@gvrec.org

Guests

As defined in club bylaws, clubs may grant guest participation to those with GVR guest pass



Club Bylaws

- Sample in Club Documents
- Review when officers change
- Update at least every 5 years



Guide for Conflict Resolution

- ✓ 3-Strike Rule (CPM)
- ✓ Grievance Policy posted in Club Documents
 - Consistent approach
 - Share with all club members
 - Managed by Club Board, copy to Club Liaison



Annual Club Paperwork

Due December 15, 2025

Club Membership Roster as of December 15

Due February 1, 2026 – Submit Complete Package

1. Annual GVR Club Agreement to Retain Club Status
2. GVR Club Officers List
3. GVR Club Inventory
4. GVR Club Financial Report – Y/E December 31



Changes to Club Officers

If Club Officers change during the year

- Submit updated Club Officers List to Club Liaison
- Read “Passing the Torch” as guideline for training new officers
- Review Club Bylaws

Office use only

 **GVR**

2026 GVR CLUB OFFICERS' INFORMATION

This fillable form must be submitted to GVR Club Liaison by February 1st

If a change of Officers occurs during the year, immediately submit an updated form to GVR Club Liaison, kathy@gvrec.org, 520.495.5843

GVR CLUB NAME: _____ # OF ACTIVE CLUB MEMBERS _____
As of December 15, 2025

SUBMITTED BY: _____ DATE: _____

IRS Code for IRC 501c4 nonprofit status requires at least 3 club officers

Officer	GVR #	Name	Email Address	Phone Number
President				
Vice President				
Secretary				
Treasurer				
Other				

1. Club Members designated to make GVR Facility Reservations and sign Reservation Contracts

Member Name: _____ Phone: _____

Alternate Member Name: _____ Phone: _____

2. Annual Member Dues \$ _____

3. Date of Club Bylaws _____

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Posted on GVR website – Club Documents



Reservations

- Name two club members to make reservations
- Reservations Coordinator sends confirmation Permit
- Schedule room setup and AV test 1 week in advance with GVR staff
- Honor arrival/departure times in permit – staff needs setup/teardown time
- GVR-approved caterers or licensed by Pima County – see policy on website
- **New reservation? Setup changes? 2 business days' notice**

Jody Crawford, Reservations Coordinator
Reservations@gvrec.org



Interested in Teaching?

GVR is interested in new course offerings

- Make \$\$ for your club, increase membership
- All classes with fees must be offered through GVR's Instructional Class program
- For information, visit **GVR Instructor Corner** on website
- Email classes@gvrec.org



Club Member Workshops – No Charge

- Clubs may offer free workshops to Club members
 - *only material fees may be assessed*
- Check with GVR coordinator before arranging workshops



Insurance & Liability Waivers

Types of Insurance

1. Club Directors & Officers (D&O Insurance) Copy to Club Liaison
2. Vendor Insurance See Annual Club Agreement Club Documents on website
3. Member Waivers for Club Excursions Members who participate in club excursions that leave GVR property. Retained in permanent club records

Questions? Contact Club Liaison



Club Financial Responsibilities

- Financially self-sustaining
- 1099s must be mailed to recipients by IRS deadline
- Forms 1099 & 1096 must be mailed to IRS by IRS deadline
- Sales of items in gift shops or direct sales subject to Arizona Transaction Privilege Tax and related tax filing



IRS Form 990-N (e-Postcard)

IRS Deadline May 15th

- Club must submit IRS Form 990-N e-Postcard to IRS for Y/E December 31 previous year
 - (or IRS Form 990 or 990-EZ as required)
- ePostcards must be filed using IRS online system
- Status shows: “Pending” + refresh in 10 minutes = “Accepted”



IRS Filing Confirmation

- Send IRS Confirmation “Accepted” to Club Liaison by April 15

e-Postcard Filing Confirmation 1/17/25, 1:27 PM

 IRS

Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** GREEN VALLEY RECREATION INCORPORATED
- **EIN:** [REDACTED]
- **Tax Year:** 2024
- **Tax Year Start Date:** 01-01-2024
- **Tax Year End Date:** 12-31-2024
- **Submission ID:** [REDACTED]
- **Filing Status Date:** 01-17-2025
- **Filing Status:** Accepted

[MANAGE FORM 990-N SUBMISSIONS](#)



Club Records Retention

- Determined by IRS, Arizona Nonprofit Act
- Documentation for Auditors or IRS
 - Financial / Administrative
 - A/P, Receivables, Bank Records, Tax, Insurance
 - Organizational Records
- Records Retention Schedule – see Club Documents



Protect Member Information

- Keep member contact information confidential
- Use bcc: when sending emails
- Do not share membership roster



Maintenance Needs

Dedicated Space & Sport Court Clubs

Designated Contact < - > Facilities Help Desk

All other clubs

Club President < - > Club Liaison



Field Support Staff

➤ **Recreation Service Assistant “RSA”**

- Major centers - onsite
East, West, Las Campanas, Desert Hills,
Canoa Hills, Santa Rita Springs
- Satellites – Call COA for support

➤ **Center Operations Assistant “COA”**

- On-call during business hours
- Facility questions, resolving issues



GVR Events & Entertainment



Dancing with the Stars - GVR Edition
Wednesday, February 5, 7pm



The Music of the Carpenters
Tuesday, February 11, 7pm



I Love Lucy
Friday, February 21, 7pm



Thank you!

For sharing your time, skills and leadership.

Your contributions make an impact
On so many lives!

