

INSTRUCTIONS FOR USING TEMPLATE

This template is intended to serve as a guide to help your district and its Committee on Local Government Efficiency complete its Efficiency Report.

You should adapt the template by adding to, deleting, or modifying the language and examples that are provided to match your district's specific information.

IMPORTANT TIPS:

- For details about the specific legal requirements, please consult IAPD's Fact Sheet.
- For answers to frequently asked questions, please consult IAPD's FAQs.
- Please complete blanks as indicated. For example,

"The Park District is governed by a board of _____ [FIVE or SEVEN] commissioners."

- Words bracketed in **blue** offer examples, suggestions, or tips and are intended to be modified by your district to conform with the district's specific situation. For example,

"[List any examples of intergovernmental agreements such as joint programming, shared facility use, risk management, investments, etc., which demonstrate cost savings / efficiencies.]"

After completing your district's information for these sections, you should remove the *italics* and **bold** and change the font from **blue** to black.

The template and additional resources pertaining to the Decennial Committees on Local Government Efficiency Act are available to **IAPD members-only** on IAPD's website at ILparks.org.