

Chico Area Recreation & Park District

545 Vallombrosa. Chico, CA. 95926

Tel 530-895-4711 Fax 530-895-4721

www.chicorec.com



Have you PLAYed Today?

VENDOR AND PRODUCT: **Exact Software, Macola ES**

PURPOSE: Stores customer information for refunds and payment purposes

CATEGORIES/TYPES OF DATA: Names & Address

DEPT./PRIMARY CUSTODIAN: Finance / Business Manager CARD

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Excel**

PURPOSE: Budget preparation, Classes and Afterschool Program organization. Use for creating mailing labels.

CATEGORIES/TYPES OF DATA: Names, Address, Phone Numbers, Email

DEPT./PRIMARY CUSTODIAN: CARD

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Word**

PURPOSE: Budget preparation, Classes and Afterschool Program organization. Use for creating mailing labels.

CATEGORIES/TYPES OF DATA: Names, Address, Phone Numbers, Email

DEPT./PRIMARY CUSTODIAN: CARD

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Outlook**

PURPOSE: Budget preparation, Classes and Afterschool Program organization. use for creating mailing labels.

CATEGORIES/TYPES OF DATA: Names, Address, Phone Numbers, Email

DEPT./PRIMARY CUSTODIAN: CARD

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Active.net**

PURPOSE: Registration software

CATEGORIES/TYPES OF DATA: Names & Address, Phone, Email, Programs and Activities.

DEPT./PRIMARY CUSTODIAN: CARD / Business Manager

FREQUENCY OF COLLECTION: None

FREQUENCY OF UPDATE: None

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VENDOR AND PRODUCT: **Intuit, Quickbooks**

PURPOSE: Accounting software of Nature Center visitors

CATEGORIES/TYPES OF DATA: Names & Address, Phone, Email

DEPT./PRIMARY CUSTODIAN: CARD / Business Manager

FREQUENCY OF COLLECTION: Daily

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Team Sidelines, Team Sidelines**

PURPOSE: Team Management Software

CATEGORIES/TYPES OF DATA: Names of Team Manager

DEPT./PRIMARY CUSTODIAN: Recreation / Recreation Coordinator

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Google, Drive**

PURPOSE: Storage for google docs

CATEGORIES/TYPES OF DATA: Names & Address, Phone, Email, Programs and Activities.

DEPT./PRIMARY CUSTODIAN: CARD / Recreation Coordinator

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Dropbox, Dropbox**

PURPOSE: Storage for documents

CATEGORIES/TYPES OF DATA: Names & Address, Phone, Email, Programs and Activities.

DEPT./PRIMARY CUSTODIAN: CARD / Business Manager

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed