



**Somerset County  
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Dear TR Participant, Family, Friends:

I hope this letter finds you all well and safe. To say 2020 was different or a challenge is an understatement. I do not think any of us thought we would still be doing virtual programs in 2021. In fact, I do not think anyone ever thought about virtual recreation programs as an option until COVID. We are so happy to be able to stay connected to all of you the past year.

This time has given the department time to regroup and look at how we do things differently. We want to share with you some changes that are happening now or will happen upon the start of in-person programs.

**Virtual program fees:** Last year with a directive that we had to end all in-person programs, stop expenditures, and cut the budget; staff were very creative with program planning. They utilized supplies we had in the activity center in our supply cabinets or in their homes. In doing so we offered all virtual programs for free. Now that 2021 is here we can once again resume purchasing any needed supplies to conduct virtual programs. Beginning in May there will be minimal fees associated with programs. We are also looking into offering pick up boxes/bags for arts and craft programs for which you are registered thereby eliminating the need for you to go purchase the materials.

**New TR department email address:** The department now has its own email address. This joint email allows Gwen, Lisa, and me to see email communication from all of you. We kindly ask that you use this email to communicate with staff. [scpctr@scparks.org](mailto:scpctr@scparks.org)

**Online registration:** For those that have been joining us for virtual programs, you know we have moved to online registration. This past year presented us with a perfect opportunity for many of you to get comfortable using RecTrac, our online registration system, and a perfect time for us to “test the waters” of online registration. With no fee for programs, it was easy to practice and not have to enter your credit card information. Overall, it has been very successful. We ran trainings via zoom to help everyone get comfortable with its use before launching it. We will continue online registration once we start in-person programs with a few modifications and guidelines in place.

We recognize that online registration does not work for everyone. There are some individuals/families who are not able to do online registration for many reasons. Those living in group homes rely on the staff to assist them and staff have many residents to register making it difficult to register everyone. Because of this we will also offer in-person registration at the same time we open online registration for programs. A portion of the slots for each individual program will be saved for in-person registration. Do not worry if you have not tried online registration. As we get closer to an “opening date” we will run more trainings via zoom to teach you how to do it. For those programs that we will charge for beginning in May, you will be able to use your credit card to pay for the programs.

**Online forms:** We are editing our Annual Information Form to be a fillable document that you will be able to complete on your computer, insert a digital ID signature, and send it back to us. We are also researching the possibility of doing the same with the participant agreements/waivers. For those who prefer to complete it by hand you may still do so and send it back to us via the post office.

**Going Green:** The TR Department is the only department that has not reduced or eliminated the number of USPS mailings. Since going virtual, all communication has been handled successfully via email. Upon the return of in-person programs, we will not be mailing brochures or flyers. Everyone who wants to receive them will need to be on our eblast list. All our promotional materials will be sent electronically and posted on our webpage. Those without a computer can call our office to discuss options. Through emails, social media, and our webpage we will keep you informed of upcoming registrations and other important information.

If you would like to receive our electronic mailings, please send an email to [scpctr@scparks.org](mailto:scpctr@scparks.org) and ask to be added to our eblast list. Please include the participant's name and age. If you have been receiving emails from us already then, we have the correct email on file, and you will remain on the list until we hear differently. Please note that we do not share our email list with any other department or agency.

Speaking of social media if you have not liked our new Facebook page please do so. <https://www.facebook.com/scpctrnj>. We had to create a new page due to challenges we were faced with when Facebook did an upgrade. So please make sure you have liked the new page!

**In-person programs:** We have been given the go ahead to slowly bring back in-person programs but on a very limited basis, in small groups and they must be conducted outside. Programs will not involve equipment or supplies that are shared. We are looking at programs such as walking, socializing opportunities, and fitness classes. There will be no transportation.

We are excited to bring forward these new opportunities for everyone and even more excited to get back to in-person programs and see each of you. We remain optimistic that it will happen! Until then, please join the many wonderful programs that Gwen and Lisa have been offering virtually! If you have any questions, please reach out to us at 908-526-5650. Thank you!

Very truly,

*Dina Trunzo, CTRS*

Dina Trunzo, CTRS  
Administrator, Leisure and Community Services  
Manager, TR