



Pennsylvania Parks and Forests Foundation
Chapter Annual Report Form
For 12-month period ending 12/31/18

The Year in Review

Chapter Name:

Information Submitted By:

(Name and position held in group)

Please complete and return this form by January 31, 2019 to:

Marci Mowery

PA Parks and Forests Foundation

1845 Market Street, Suite 202

Camp Hill, PA 17011

or via email: mmowery-ppff@pa.net **and** pmetzger@paparksandforests.org

Board of Directors (required): Use attached form or provide your own list. Click on **green** tab below.

(PPFF's directors and officers insurance provider requires current information in order to provide coverage.)

(Whether you use your own form or the one provided, ALL directors must sign an updated conflict of interest form each year.)

Funds Raised (required): Use attached form. Click on **blue** tab below.

Projects and Activities: Use attached form. Click on **orange** tab below.

Please list your greatest challenge this past year:

What do you view as the highlight or greatest accomplishment of the past year?

Do you have a current work plan? If yes, please provide a copy. If no, can we help you prepare one?

Do you have a budget for 2019? Please provide a copy.

Please make sure we receive your newsletter, either by mail at the office or email.

Please make sure we have a copy of your membership brochures.

Please make sure we have a copy of your minutes from each meeting throughout the year.

The same goes for any other communications pieces, like events flyers.

Do you have any training needs or is there another way PPFF can help you succeed?

Please share your photographs for the library!

Pennsylvania Parks and Forests Foundation
Information For Website Directory and Other Public Use

Point of Contact (POC) for Group :

(The person listed here is the primary person to receive information from PPFF and is listed publicly as the chapter contact on our website.)

POC Address :

POC Phone :

POC Email:

Your web URL if you have one :

Your Facebook page if you have one :

Web/Facebook Contact :

Does your chapter or board meet regularly?

Yes:

No:

(If yes, on what schedule and where?)

Please list all special events planned for 2019

(please update to Pam Metzger at pmetzger@paparksandforests.org as scheduled)

Please list all known volunteer days planned for 2019

(please update to Pam Metzger at pmetzger@paparksandforests.org as scheduled)

Please list any volunteer needs you may have

(e.g., web/Facebook/social media help, membership, trail workers, etc.)

Please list all events planned for 2019 where vendors will be selling goods (for PPFF promoters' license application)

(please update to Pam Metzger at pmetzger@paparksandforests.org as scheduled)

Who, if anyone, logs your events into DCNR's website calendar?

Pennsylvania Parks and Forests Foundation
Board of Directors 2019

This list is used internally only by PPF to send updates via email and mail and to assure proper insurance coverage for your board members. The annually required Conflict of Interest form is available on the PPF website.

CHAIR

First Name: _____ Last Name: _____
Address 1: _____
Address 2: _____
City: _____ State: _____ Zip: _____
Phone: _____ E-Mail: _____

2018 Conflict of Interest statement provided

VICE CHAIR

First Name: _____ Last Name: _____
Address 1: _____
Address 2: _____
City: _____ State: _____ Zip: _____
Phone: _____ E-Mail: _____

2018 Conflict of Interest statement provided

SECRETARY

First Name: _____ Last Name: _____
Address 1: _____
Address 2: _____
City: _____ State: _____ Zip: _____
Phone: _____ E-Mail: _____

2018 Conflict of Interest statement provided

TREASURER

First Name: _____ Last Name: _____
Address 1: _____
Address 2: _____
City: _____ State: _____ Zip: _____
Phone: _____ E-Mail: _____

2018 Conflict of Interest statement provided

DIRECTOR

First Name: _____ Last Name: _____
Address 1: _____
Address 2: _____
City: _____ State: _____ Zip: _____
Phone: _____ E-Mail: _____

2018 Conflict of Interest statement provided

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2018 Conflict of Interest statement provided

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2018 Conflict of Interest statement provided

Pennsylvania Parks and Forests Foundation

PPFF Chapter Financial Report

12-month period ending 12/31/18

REVENUE:

Membership Dues	<input type="text"/>
Contributions - Individual	<input type="text"/>
Contributions - Corporate	<input type="text"/>
Events (Revenue from sales, event admissions, etc.)	<input type="text"/>
Sales (Please specify: firewood, ice, etc.)	<input type="text"/>
Grants (More information outlined below)	<input type="text"/>
Program Fees	<input type="text"/>
Small Games of Chance Proceeds	<input type="text"/>
Value of In-Kind Contributions	<input type="text"/>
Other (Please specify source.)	<input type="text"/>
Total Income	<u>\$</u> <u>-</u>

GRANTS

Did you receive any grants in 2018?

Yes:

No:

If yes, please list. Attach additional page if necessary:

Grant Source:

Grant Amount:

Project Funded:

Do you plan to apply for grants in 2019?*

Yes:

No:

If yes, please list prospective source, amount and project summary:

**** Prior to applying for any grant, Chapters must contact Marci (717.236.7644 or mmowery-ppff@pa.net) to confirm that the application conforms to the PPFF Bylaws, the Chapter workplan and applicable DCNR regulations.***

Do you currently have an additional checking account?

Yes:

No:

If yes, have you submitted your year end paperwork to Debbie?

Yes:

No:

**Pennsylvania Parks and Forests Foundation
2018 Projects and Activities**

(Feel free to attach additional pages if needed)

Service Projects: # Projects Hosted

Estimated Attendance

Project Descriptions: Include recurring work days at the park, cleanups, any improvement projects at the park utilizing volunteers, outside service groups, etc. and dates held.

Special Events: # Events Held

Estimated Attendance

Event Descriptions: Include type of events and date held. "Events" would include annual events such as craft and other fairs, concerts, etc.

Other Activities: Other Activities

Estimated Attendance

Descriptions: Include type of activity and dates held for any activity that doesn't fall into one of the above categories. Tabling at malls or other events might be an example.

Volunteers: Total number of volunteers your group has had for the year.

Estimated volunteer hours provided

Physical Projects:

- Playground
- Fishing Dock
- ADA Launch
- Trees (Gardens?) Planted
- Number of Trails Maintained
- Miles of Trails Maintained/Built
- Trail Bridges Built/Repaired

Other Projects (Number and Description)

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