

2019 Chapter Annual Report

The Year in Review

Each Chapter is required to provide the following information each year in order to remain in good standing. Insurance coverage is dependent on an accurate listing of your board of directors. But apart from that, an annual review and accounting of your activities helps your chapter understand internally what is working and what might not be making the biggest impact for your forest or park and its visitors and community. Why spin your wheels? A request: please submit only one report for your chapter. If the treasurer is preparing his or her part of the report and the volunteer coordinator is preparing another please get all the data to one person to submit one report.

1. You are reporting for which chapter?

2. What was your greatest success this year?

3. What was your biggest challenge?

4. Do you have a work plan for 2020?

Yes

No

If you do, please provide a copy. If not, can we help you create one?

5. Do you have a budget for 2020?

Yes

No

If you do, please provide a copy. If not, can we help you create one?

6. Do you have training needs or is there another way PPF can help you succeed?

7. Helping your group achieve success is among PPF's core missions. Please make sure that we have copies of the following throughout the year.

Minutes from each of your meetings

Your events flyers or other advertisements

Your newsletter

Photographs from your events and work days

Your membership materials

8. Is there a specific volunteer need we can help to promote or publicize?

Public Information

Information for Website Directory and Other Public Use

1. Who should be listed as the chapter's point of contact? (The person listed here is the primary person to receive information from PPF and is listed publicly as the chapter contact on our website. We do not share address information with the public but do include telephone and email so if you would like to establish a free Gmail address to use for this communication - as long as you check it regularly - that's perfectly fine.)

Name	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	<input type="text"/>
ZIP/Postal Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

2. Do you meet regularly? If so, on what schedule and where? (This is both for posting to our calendar of events and so that we can encourage board and staff to attend whenever possible.)

3. Please list each of the following (if we do not already have them on file)

Your website URL	<input type="text"/>
Your Facebook page	<input type="text"/>
Other social media	<input type="text"/>

Please note that we encourage you to have more than one administrator for your web presences so that if something happens and your webmaster or social media chair is unavailable someone else has access and can provide content.

4. Who manages your website?

Name

Email Address

Phone Number

5. Who manages your Facebook page?

Name

Email Address

Phone Number

6. Who manages your other social media?

Name

Email Address

Phone Number

We share your events and volunteer activities on our Localist-based web calendar. If they are being entered on DCNR's calendar of events, please remind whoever is doing that from your forest or park to click the "*Pennsylvania Parks and Forests Foundation*" dropdown of the DCNR calendar "groups" entry and the event will be fed to PPF automatically. If no one is entering your events on the DCNR calendar, [please let us know](#) and we will try to enter them for you.

PLEASE check the [PPFF Calendar of Events](#) regularly and if an upcoming event is NOT listed, let us know so that we can add it and promote your activities.

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Board of Directors

Individuals elected to your board must review the conflict of interest policy and EVERY YEAR sign the Affirmation of Compliance and Disclosure Statement in order to be covered by officers and directors liability insurance. These documents can be found on the [Friends Resources page of the website](#). Please print a copy of the "Affirmation and Disclosure" for each member of your board and submit the signed document to the PPF office.

If you have a printed list of your board and officers outlining this information, please feel free to email it separately to [Marci](#) and [Pam](#) instead of typing the information in the spaces provided.

1. Chair

Name	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	<input type="text" value="-- select state --"/>
ZIP/Postal Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

2. Vice Chair

Name	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	<input type="text" value="-- select state --"/>
ZIP/Postal Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

3. Secretary

Name	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	<input type="text" value="-- select state --"/>
ZIP/Postal Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

4. Treasurer

Name	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	<input type="text" value="-- select state --"/>
ZIP/Postal Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

5. Board Member

Name	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	<input type="text" value="-- select state --"/>
ZIP/Postal Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

6. Board Member

Name	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	<input type="text" value="-- select state --"/>
ZIP/Postal Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

7. Board Member

Name	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	<input type="text" value="-- select state --"/>
ZIP/Postal Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

8. Board Member

Name	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	<input type="text" value="-- select state --"/>
ZIP/Postal Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

9. Board Member

Name	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	-- select state -- <input type="button" value="v"/>
ZIP/Postal Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

10. Board Member

Name	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	-- select state -- <input type="button" value="v"/>
ZIP/Postal Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

11. Board Member

Name	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	-- select state -- <input type="button" value="v"/>
ZIP/Postal Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

12. Board Member

Name	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	-- select state -- <input type="button" value="v"/>
ZIP/Postal Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

13. Board Member

Name	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	-- select state -- <input type="button" value="v"/>
ZIP/Postal Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

14. Board Member

Name	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	-- select state -- <input type="button" value="v"/>
ZIP/Postal Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

15. Board Member

Name

Address

Address 2

City/Town

State/Province

ZIP/Postal Code

Email Address

Phone Number

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Financial Information

The amount of money you raise is impressive all on its own. Combine it with the work of the other chapters and you can imagine the magnitude of your contribution. This is precisely what we like to share with the public. It never fails to surprise.

Please note that the figures elicited here ARE NOT "AUDITABLE." In other words, round figures are quite acceptable and, in fact, all that can be entered in the spaces provided. As a reminder, if you use the Deposit Tracker spreadsheet available on the [Friends Resources page](#) you will find that the work is all but done for you at year's end. Just a suggestion!

1. Revenue Raised

Member Dues

Individual Contributions

Business/Corporate
Contributions

Special Events Revenue
(sponsorships,
admissions, sales)

Sales (firewood, ice, etc.)

Grants

Program Fees

Small Games of Chance
Proceeds

Value of In-Kind
Contributions

Other (please specify
source below)

2. Source(s) of Other Revenue

3. For each grant received, please provide the following information. If you received more than one grant, please provide this information on each grant [via email to Marci](#)

Grant Source:

Grant Amount:

Project Funded:

4. If you plan to apply for a grant in the upcoming year,* please provide prospective source, project to be funded, and the amount you will seek.

* 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 PPF Bylaws, the Chapter workplan and applicable DCNR regulations. Please review the Grant Submittal Policy and Request for Grant Consideration on the [Chapter Handbook dropdown of the Friends Resources page](#).

5. Do you currently have an additional checking account?

Yes

No

By checking this box, you affirm that you have submitted your year-end paperwork to PPF.

Projects & Activities

If the amount of money you raise is impressive, so is the amount of time and labor you donate. For each of the last several years, the value of volunteer labor to the state parks and forests has exceeded \$1 million.

Once again, a handy tracker that you can use is found on the [Friends Resources](#) page under the [Volunteers](#) dropdown. The three-part spreadsheet gives you space to record the number of attendees at your meetings (yes, these are volunteer hours, too), work days, and special events.

Please note that this is overview information. We gather (and report) aggregates - how many people come to the parks or forests as a result of the work you provide, how many trail bridges are built or rehabilitated, what kinds of projects or services you provide.

You earn your keep! Please brag about it!

1. VOLUNTEER PROJECTS

How Many Projects Did You Host?

How Many People (Chapter Members and the Public) Attended?

Types of Projects? (Including recurring work

2. What kind of projects did you host?

- Recurring (monthly) volunteer days to perform "whatever is necessary"
- Trail building or maintenance
- Playground installation/site preparation
- Other (please specify)
- Other infrastructure installation (picnic tables, docks, benches, etc.)
- Trees and plants (gardens, native species planting, invasives removal)
- Trash pick-ups/general "tidying up" projects

3. Quantify (as best you can) any physical or infrastructure projects you completed.

Playgrounds Acquired	<input type="text"/>
Playground Installed	<input type="text"/>
ADA Launch Acquired	<input type="text"/>
ADA Launch Installed	<input type="text"/>
Trees Planted	<input type="text"/>
Gardens Planted/Maintained	<input type="text"/>
Trails Maintained	<input type="text"/>
Trail MILES Maintained or Constructed	<input type="text"/>
Trail Bridges Built/Repaired	<input type="text"/>
Other Physical Projects	<input type="text"/>

4. SPECIAL EVENTS. Count here any event which you organized and for which you had primary responsibility OR a DCNR-hosted event for which you provided substantial support. For example, Pymatuning Spooktacular is a huge event largely organized by park staff. However, the Friends of Pymatuning play key role in making sure there are volunteers to cover many of the components. That counts - because without your support these events just can't happen.

How many events did you host/provide substantial support?

How many people attended?

5. What kind of events did you host?

- | | |
|---|--|
| <input type="checkbox"/> Recreation (hikes, bikes, paddles, etc.) | <input type="checkbox"/> Summer Festival |
| <input type="checkbox"/> Educational programs (birding, other wildlife, history, astronomy) | <input type="checkbox"/> Spring Festival |
| <input type="checkbox"/> Music | <input type="checkbox"/> Winter Festival |
| <input type="checkbox"/> Art/Photography | <input type="checkbox"/> Fall/Harvest Festival |
| <input type="checkbox"/> Trash pick-ups/general "tidying up" projects | <input type="checkbox"/> Foot Race or Bicycle Race |
| <input type="checkbox"/> Other (please specify) | |

6. Did you participate in events or projects hosted by other non-PPFF organizations such as your local chamber of commerce or visitors bureau. Maybe you set up a table at the local fair and distributed your literature, for example.

- Regional volunteer day
- Regional/area wide festival or fair
- Presentations or educational talks
- Other (please specify)

7. VOLUNTEERS. This is the BOTTOM LINE. How many people came (cumulatively) to lend a hand. It might be the same people over and over but they count EACH AND EVERY TIME. That's why the Volunteer Hours spreadsheet under the Volunteers dropdown of Friends Resources is so helpful.

Total Number of
Volunteers

Total Hours Volunteered