

What follows is a refresher course on the basics of compliance with PPF chapter policies.

First and foremost? The relationship between PPF and the chapters is a partnership.

- We're in this together – our success is yours and yours is ours, all to the benefit of the parks and forests.
 - The Practical Benefits of Becoming a PPF Chapter (see <https://paparksandforests.org/friends-groups/start-a-friends-group>) is a quick overview of why the original chapter leadership signed on.

Still there are Rules

- Safe to say that each has been established to protect the 501(c)(3) (tax exempt) status of the organization. It's what allows us to collect charitable contributions and truly IS the foundation of how we operate. Anything that puts THAT in jeopardy (however trivial it may seem) is prohibited.
- The PPF website (www.paparksandforests.org) offers Friends Resources where the Chapter Handbook, policies and forms reside.
- Financial Policies – established in cooperation with DCNR and our auditor to meet state and federal requirements. They change; we change with them.
- The Annual Report – everyone reports to someone. The chapters report to PPF; PPF reports to DCNR, our funders, our donors, and the public. Everyone who gives any of us money deserves to know how it's spent.
- Conflict of Interest statements – required annually by everyone (each member of a chapter board, the PPF board and all PPF employees).
 - Does NOT preclude you from receiving payment from the chapter for services you render; only requires complete transparency in the transaction.
- Insurance –
 - PPF provides officers and directors liability coverage to each member of the chapter's board so that in the event someone does allege impropriety on some level, a defense and potential settlement or judgment is covered.
 - Key to this? Providing a list of your officers and directors in your annual report so the insurance company knows who it is covering!
 - We do not provide a separate events policy; however, if you conduct an event (usually off park property) where a liability policy is required for some reason, we can offer a rider to our policy that is much lower in cost than what you might purchase separately.

- Grants – Check in with Marci (mmowery-ppff@pa.net; 717-236-7644) prior to applying for **any** grant. The grants policy can be found in the Friends Resources.
 - You will be applying under the organization’s 501(c)(3) (usually) so she will have to sign your application – so don’t procrastinate!
 - You and Marci will both want to know if we (or another chapter) might be applying to the same funder. If possible, a larger grant could be requested or, unfortunately, your request may have to take a back seat to something that’s already ahead of you.
 - Keep scrupulous records of payments from the grant and any matching funds (or in-kind labor or other support) so that when reporting time comes, the grant report can be timely completed (be it interim or final report as required by the grant documents).
- Logos and Language – some “older” chapters may be using their own logo in order to preserve their brand but almost everyone has moved over to a branded, yet perhaps individually-designed, logo.
 - Always be sure that you include prominent language linking your chapter with PPF.
 - Reinforces that we are a part of a larger whole (and so speak with a louder voice).
 - Reinforces to the insurance company that your actions are that of an insured affiliate (how awful for something to happen and there is reason for the carrier to decide that you were acting independently because you consistently represent yourself as independent).
 - The Partnership Redux – Communicate!
- Chapter Monthly – sent monthly to every member of a chapter board containing administrative information like policy changes or Things You Need to Know.
- Emails – sent occasionally to the chapters’ full boards containing event invitations, etc.
 - Please keep your board list up to date – it’s just not feasible to call or snail mail every member of the boards of over 40 chapters with information so email is the way we communicate.
- Communication is two-way – by your sending us (particularly Pam at pmetzger@paparksandforests.org and Jen at jdunlap@paparksandforests.org) notice of your events and volunteer activities, they can be placed on our Facebook page, website, calendar of events, and in *Fridays with Pam* to be shared with potential volunteers and donors.