



Pennsylvania Parks and Forests Foundation  
Chapter Annual Report Form  
For 12-month period ending 12/31/2023

The Year in Review

Chapter Name:

Information Submitted By:

(Name and position held in group)

Please complete and return this form by January 31, 2024 to:

Marci Mowery

PA Parks and Forests Foundation

704 Lisburn Road, Suite 102

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?**

**What steps have you taken or are planning to take to expand your reach to diverse communities?**

**Bear in mind that both PPFF and DCNR have made Diversity, Equity, and Inclusion a high priority for programs and facilities.**

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 2024? Please provide a copy. Creating a Simple Budget by Andre and Mary of the Friends of Pine Grove Furnace can be found in the Creating a Simple Budget dropdown of Friends Resources of the website

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

How often do you use the Friends Resources section of website or our YouTube channel?

**Website**

- Frequently
- Occasionally
- Rarely
- There's a website?

**You Tube**

- Frequently
- Occasionally
- Rarely
- There's a YouTube channel?

**ADD PPF TO YOUR DISTRIBUTION LISTS:**

Please make sure we have a copy of your minutes from each meeting throughout the year. We can't always make it. Share your event flyers so we can help you promote.

Please send your newsletter, either by mail at the office or email to [mmowery-ppff@pa.net](mailto:mmowery-ppff@pa.net) and [pmetzger@papark](mailto:pmetzger@papark)

Please make sure we have a copy of your membership brochure. We add samples to the Friends Resources.

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 :**

(Primary person to receive information from PPF 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 of the following planned for 2024; or be sure to update to Pam at pmetzger@paparksandforests.org for the calendar of events when they are scheduled.

**Special Events: (If any events are anticipated where vendors will be selling goods please indicate with an x or \* for the PPF promoters' license application.)**

Over the next few years new laws governing hayrides will be enforced. If you are planning a hayride, be certain to review the video from the Department of Ag on our Resources page and become familiar with what the requirements will be.

**Volunteer Days:**

**Please list any volunteer needs you may have**

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

Pennsylvania Parks and Forests Foundation  
Board of Directors 2024

*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: \_\_\_\_\_ Email: \_\_\_\_\_

*Conflict of Interest statement provided*

**VICE CHAIR**

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

*Conflict of Interest statement provided*

**SECRETARY**

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

*Conflict of Interest statement provided*

**TREASURER**

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

*Conflict of Interest statement provided*

**DIRECTOR**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

***Conflict of Interest statement provided***

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***Conflict of Interest statement provided***

# Pennsylvania Parks and Forests Foundation

## PPFF Chapter Financial Report

12-month period ending 12/31/2023

### 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 2023?

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 2024?\*

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 Bernadette?

Yes:

No:

Do you have regular sales of merchandise (other than ice and firewood)?

Yes:

No:

We have a regular on-site store.

We sell merchandise at events.

Other: Explain.

Have you submitted your end of year inventory to Marci and Bernadette?

Yes:

No:

We don't presently have sales but would like to learn more about how to do that.

Yes:

No:



# Pennsylvania Parks and Forests Foundation

## 2023 Projects and Activities

(Feel free to attach additional pages if needed)

Service Projects:	# Projects Hosted	<input type="text"/>
	Estimated Attendance	<input type="text"/>
	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.	<input type="text"/>
Special Events:	# Events Held	<input type="text"/>
	Estimated Attendance	<input type="text"/>
	Event Descriptions: Include type of events and date held. "Events" would include annual events such as craft and other fairs, concerts, etc.	<input type="text"/>
Other Activities:	Other Activities	<input type="text"/>
	Estimated Attendance	<input type="text"/>
	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.	<input type="text"/>
Volunteers:	Total number of volunteers your group has had for the year.	<input type="text"/>
	Estimated volunteer hours provided	<input type="text"/>

***Please provide the following statistics on projects completed in 2023.  
A nice overview of the great things you're doing!***

Playground

--

Fishing Pier

--

ADA Launch

--

Trees Planted

--

Gardens Planted (or Maintained)

--

Number of Trails Maintained

--

Miles of Trails Maintained/Built

--

Trail Bridges Built/Repaired

--

Bluebird boxes built or maintained

--

Roadside Cleanups

--

Amphitheater or educational facility  
upgraded, built, or otherwise  
maintained

--

LNT courses attended

--

--

Other Projects (Number and  
Description)

--