



# Federation of Friends Meeting

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Friday, January 26, 2018



# Agenda

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- Friends Group Project
  - Present Friends Taskforce MOU Template, Friends Group Policy, and Capacity Building Fund
- Park Authority Presentations
  - Janet Burns, Financial Management Branch Manager*
    - Park Authority Budget 101
  - David Bowden, Planning and Development Division Director*
    - Park Bond Process
- Around the Room



# Why we are doing this project

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- Friends support is essential to sustaining operations
- All park supporters should have a place in our system
- To provide tools for new friends groups to form
- To ensure you are protected

# Friends Group Project Timeline

- Surveyed the Friends
- Formed a staff working group
- Defined the outline for the Friends Handbook
- Received guidance from Risk Management and County Attorney; what we learned:
  - The term “Friends of” denotes a group
  - The County’s Volunteer Insurance Program does not cover groups
- Shared initial findings with the Federation
- Drafted and revised a Policy and a Memorandum of Understanding with input from Friends Groups
- Developed the Park Volunteer Team Program
- Friends Group Taskforce formed in response to suggestions from the Federation
- Present Taskforce’s revised Policy and MOU Template to Federation
- Meet with individual Friends Groups and sign MOUs
- Send Friends Group Policy to Park Authority Board for final approval
- Develop Friends Handbook





# Friends Group Taskforce

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- 3 Taskforce meetings
- Friends Group representatives
- County Attorney and Risk Management
- Reviewed MOU and Policy line by line
- Reviewed roles and responsibilities
- Reached consensus on the elements of the MOU
  - Identified customizable sections in the MOU
- Refined Capacity Building Fund

## Friends Groups Involved

- Friends of Accotink Creek
- Friends of Fairfax County Archaeological and Cultural Resources
- Friends of Frying Pan
- Friends of Green Spring
- Friends of Hidden Oaks
- Friends of Historic Huntley
- Friends of Huntley Meadows Park
- Friends of Riverbend
- Westgrove PACK



# Park Volunteer Team (PVT)

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- A PVT is a Park Authority volunteer program, not a separate group
- Provides support to a park or agencywide project
- Covered by the County’s Volunteer Insurance Policy
- Organized by a Team Lead or Co-Leads
- Works with the Site Liaison to plan projects, programs, fundraising, etc.
- May use park names in the “Park Volunteer Team” context, such as “Cub Run Volunteer Team”
- Possible stepping stone to a Friends Group



# Next Steps

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- Meet with individual Friends Groups and PVTs
  - With Friends: Customize and sign MOUs to be recognized by the Park Authority as a Friends Groups
  - With PVTs: Establish the PVT with the Site Liaison and in VMS
- Present Friends Group Policy to Park Authority Board for approval
  - Committee of the Whole: Wednesday, February 14, 2018
  - Park Authority Board meeting: Wednesday, February 28, 2018
- Work with Friends Groups to develop the Friends Handbook



Questions?



# Friends Capacity Building Fund Proposal



**FCPF**

Fairfax County Park Foundation

Fairfax County Park Foundation  
November 14, 2017



# Friends Capacity Building Fund

- ▶ Concept approved by the Park Foundation Board 11/14/2017
- ▶ Provides funding for Friends Groups' projects, programs, and other initiatives that furthers the missions of the Friends Group, the Site/Program, and the Park Authority
- ▶ Provides a benefit to being a Friends Group
- ▶ Provide tools for new friends groups to form and a way to support existing friends groups
- ▶ Helps ensure that Friends Groups will be protected



# Capacity Building Funding might be used to pay for...

- ▶ Guest Speakers
- ▶ Vendors for their work (i.e. construction)
- ▶ Supplies
- ▶ Equipment and Tools
- ▶ Flyers or banners
  
- ▶ Capacity Building Funding **cannot** be used for administrative costs.

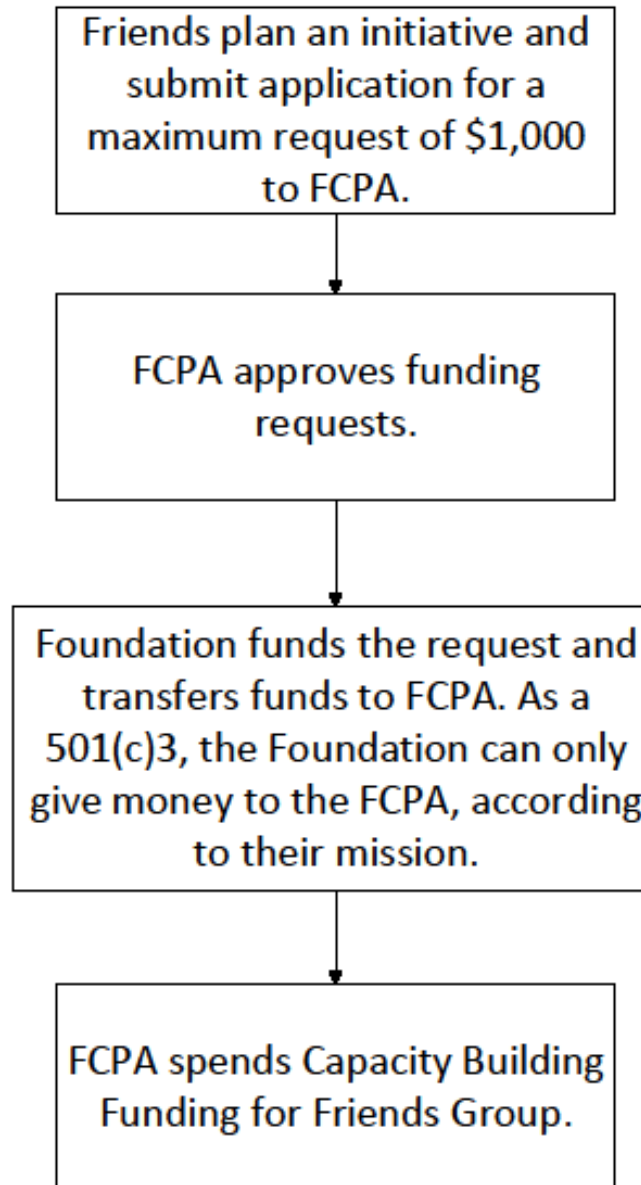


# Eligibility for Applying Friends Groups who:

- ▶ Are incorporated;
- ▶ Hold a signed and current Friends Group MOU;
- ▶ Are registered as a non-profit organization, in good standing;
- ▶ Maintain their own insurance coverage;
- ▶ Meet state and local charitable solicitation requirements; and
- ▶ Donate funds to the Park Authority through the Park Foundation;
- ▶ Match Capacity Building Funding with matching funds or in-kind services.



## In summary...



# Annual Timeframe

- ▶ End of February: Friends Groups may submit an application for the funding.
- ▶ End of March: Applications are reviewed and approved by the Park Authority.
- ▶ End of Fiscal Year: The Park Foundation transfers funds to the Park Authority.
- ▶ Beginning of Fiscal Year: Funds become available.





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Fairfax County Park Foundation

# Questions?

Thank you for your Support!

