



Federation  
of  
Friends

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January 28, 2017

# Agenda

9 a.m. – Noon

Twin Lakes Golf Course

8:30-9:00	Continental Breakfast/Mingle Time
9:00-9:10	Welcome
9:10-9:20	Friends Group Handbook/MOU/Policy Project – What’s happening and what’s in it for you!
Because you asked! Keynote speakers	
9:20-9:50	Charitable Organization Regulation Ms. Henri Stein McCartney, Cable and Consumer Affairs
9:50-10:40	Volunteers, Groups and County Insurance Mr. Len Clark, Risk Management
10:40-10:50	10-minute break

10:50-11:00	Successful Collaborative Partnerships with Friends Groups Bobbi Longworth, Park Foundation, Executive Director
11:00-11:15	Park Authority Update Kirk Kincannon, Park Authority Executive Director
11:15-11:55	Let’s Hear from You! - Friends Group Happenings! Around the Table
11:55 - Noon	Wrap Up and Drawing





# Welcome

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Harry Glasgow

Fairfax County Park Foundation

Board Director

# Handbook, MOU, Policy Project Update

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Aimee Vosper

Park Authority Deputy Director/CBD

# What's Happening

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## – **Background, Purpose and Outcomes**

- FY 2017 Strategic Plan Project
- Products - Handbook, MOU Template and PA Board Friend's Policy
- Provide guidance and process for creating and sustaining long term Friends Groups that will provide resources, help advance their goals and solidify park partnerships and collaboration.

## – **Introductions - Team and Tech Support**



# Formatting Example – Park Friends Group Guidebook from Toronto

## How do we reach out and work effectively with our community?

Reaching out to your local community not only means more people to share the work, it gives your group more legitimacy and, most importantly, makes the work more fun! There is nothing more disheartening than the same few people coming out to every meeting and event. Here are a few tips:

- Particularly in your early days, focus on fun, hands on events in the park rather than on lengthy meetings. You will find there's a lot more interest in a picnic or skating party rather than an Annual General Meeting.
- Once you are further along, a community meeting is a great way to find out if your group is doing a good job representing the community.
- Hold an occasional meeting in a bar or a café – make it a fun social night where people get to meet their neighbours.
- Reach out to all users of the park. You will be amazed that each group has their own formal and informal networks – dog walkers, walking groups, parents of kids at the playground, recreation users.
- Meet with local business people, faith groups, staff from local institutions (schools, hospitals, nursing homes). You will find that everyone has a connection with the park.



## What's the best way to get our word out?

The key first step is to develop your core email list of everyone who has expressed an interest in the group and in improving the park. Make it your top priority to keep building and adding to this list – it is your most important tool!



Talk to Park People and we will help you get started.  
[www.parkpeople.ca](http://www.parkpeople.ca)

The second step is to establish a website or Facebook page. Facebook pages are really easy and a basic website is also not that difficult. Talk to Park People and we will help you get started. Make your site attractive with lots of pictures of your park. There are links to every park friends group's websites at [www.parkpeople.ca](http://www.parkpeople.ca) – see what other groups have set up, talk to them to see how they did it.

Get the word out on your group's website, activities and meetings by putting up posters in the local recreation centre, library, councillor's office, cafes and businesses. Get the councillor to post information in their website and newsletter.



“ YOU are the spark! Share your dream for your park space with your closest friends in your neighbourhood and start the fire. Organize a community meeting with your councillor and advertise with flyers and in your local paper. Collect emails at the meeting and ask each person on that list to invite one other neighbour to get involved. Set up your park group on Facebook and ask everyone to join. Now you are ablaze! Nothing is impossible! ”

*Dawn Chapman, Friends of Moncur Park*

# What's Happening

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## – Time Line

- February/March – Handbook drafting, MOU template/Policy work
- March/April – Team/Friends Handbook reviews; begin input on MOU and Policy
- Spring Meeting with Friends
- May – Director's Office review and PAB review
- June – Final editing, formatting and go LIVE!!!



# What's Happening

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– **We need your help**

- 1) Your input is critical!
- 2) Help us provide some real life photos of our Friends in action
- 3) Confirm your group's primary contact





# Charitable Organization Regulations in Virginia

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Ms. Henri Stein McCartney

Branch Chief, Regulation and Licensing Branch

Department of Cable and Consumer Services

[Henri.Steinmccartney@fairfaxcounty.gov](mailto:Henri.Steinmccartney@fairfaxcounty.gov) 703-324-5845


# Charitable Organization Regulation



**Regulation and Licensing Branch**  
Department of Cable and Consumer Services  
[www.fairfaxcounty.gov/consumer](http://www.fairfaxcounty.gov/consumer)


# Regulation and Licensing Branch

Exercises regulatory oversight and issues licenses for:


- Solicitors
  - Charitable Organizations
  - Taxicab companies
  - Taxicab drivers
  - Trespass tow operators
  - Massage therapists
  - Massage establishments
  - Precious metal and gem dealers
  - Pawnbrokers
  - Going out of business sales
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# Charitable Soliciting Regulations

Charitable organizations in Fairfax County are regulated by two separate laws:

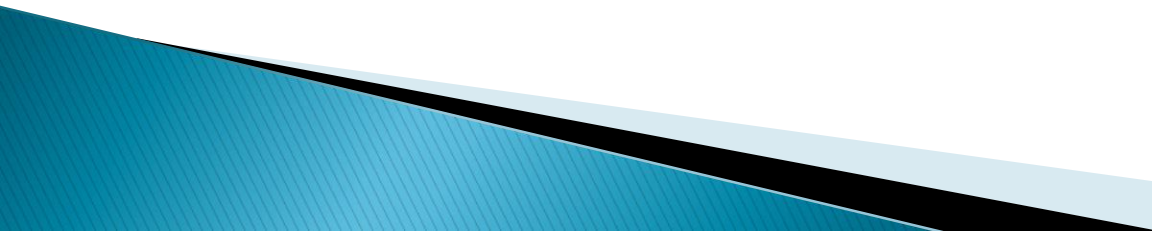
- ▶ Virginia Solicitation of Contributions Law  
(Va. Code §§ 57-48 to 57-69)
  - ▶ Fairfax County Code Chapter 34
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# Virginia Solicitation of Contributions Law


- ▶ Requires organizations that solicit contributions in Virginia to register with Virginia Department of Agriculture and Consumer Services (VDACS)
  - ▶ There are a number of exceptions to this rule
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# Virginia Solicitation of Contributions Law

## ▶ This law does not apply to:

- Any church or convention or association of churches, primarily operated for non-secular purposes and no part of the net income of which inures to the direct benefit of any individual;
  - Any political party as defined in § [24.2-101](#) or any political campaign committee or political action committee or other political committee required by state or federal law to file a report or statement of contributions and expenditures; or
  - Any authorized individual who solicits, by authority of such organization, solely on behalf of a registered or exempt charitable organization or on behalf of an organization excluded from the definition of charitable organization.
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# Virginia Solicitation of Contributions Law

- ▶ An organization may also qualify as exempt from registration under Va. Code §57–60.
  - ▶ Organizations that qualify as exempt from registration are still subject to all other provisions of Title 57, Chapter 5 of Va. Code related to the solicitation of funds.
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# Virginia Solicitation of Contributions Law


## Organizations exempt from registration under Va. Code §57–60:

- Charitable organizations that do not intend to solicit and receive, during a calendar year, and have not actually raised or received, during any of the three next preceding calendar years, contributions from the public in excess of \$5,000, and if the organization has no paid employees



# Virginia Solicitation of Contributions Law

**Organizations exempt from registration under Va. Code §57–60:**

- ▶ Organizations that solicit only within the membership of the organization
  - ▶ Civic organizations as defined in Virginia Code
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# Virginia Solicitation of Contributions Law

## Organizations exempt from registration under Va. Code §57–60:

- ▶ A charitable organization shall be subject to the provisions of §§ [57–57](#) and [57–59](#), but shall otherwise be exempt from the provisions of this chapter for any year in which it confines its solicitations in the Commonwealth to **five (5) or fewer contiguous cities and counties, and in which it has registered under the charitable solicitations ordinance**, if any, of each such city and county.

# Virginia Solicitation of Contributions Law

## Organizations exempt from registration under Va. Code §57–60:


- ▶ No organization shall be exempt under this subsection if, during its next preceding fiscal year, more than 10 percent of its gross receipts were paid to any person or combination of persons, located outside the boundaries of such cities and counties, other than for the purchase of real property, or tangible personal property or personal services to be used within such localities.

# Virginia Solicitation of Contributions Law


## Organizations exempt from registration under Va. Code §57–60:

- ▶ Nonprofit organizations that have been granted tax-exempt status under § 501(c)(3) of the Internal Revenue Code, and that solicit contributions only through:
  - Grant proposals submitted to for-profit corporations,
  - Grant proposals submitted to other nonprofit organizations that have been granted tax-exempt status under § 501(c)(3) of the Internal Revenue Code, or
  - Grant proposals submitted to organizations determined to be private foundations under § 509(a) of the Internal Revenue Code.


# Virginia Solicitation of Contributions Law

- ▶ To register as a charitable organization in Virginia, the organization must file Form 102 with VDACS Office of Charitable and Regulatory Programs (OCRCP).
  - ▶ The organization must also file multiple backup documents that verify certain details about organization operations and financial information.
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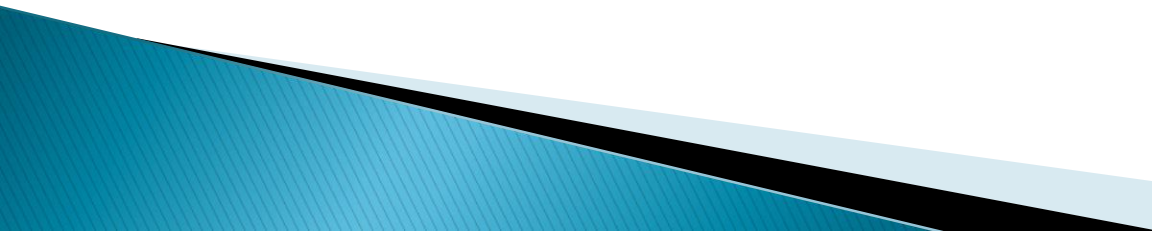
# Virginia Solicitation of Contributions Law

- ▶ To file as an exempt organization under a qualified status, the organization must file Form 100 with VDACS OCRP.
  - ▶ If filing under “five or fewer jurisdictions” exemption category, the organization must file proof of local charitable registration along with Form 100.
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# Registering with Fairfax County


- ▶ Charitable organizations that solicit funds in Fairfax County, and are not otherwise registered with VDACS, are required to register with Fairfax County.
  - ▶ Registrations are issued by Department of Cable and Consumer Services, Regulation and Licensing Branch.
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# Registering with Fairfax County


- ▶ If the organization has filed Form 102 with VDACS and has been duly registered as a charitable organization, the organization is exempt from registration with the County.
  - ▶ Exempt organizations must contact Fairfax County Regulation and Licensing Branch and provide proof of exemption condition.
  - ▶ Fairfax County will issue a letter that states the organization is exempt from County licensing requirements. The letter is valid for one year from issuance, or until the organization's VDACS registration expires, whichever comes first.
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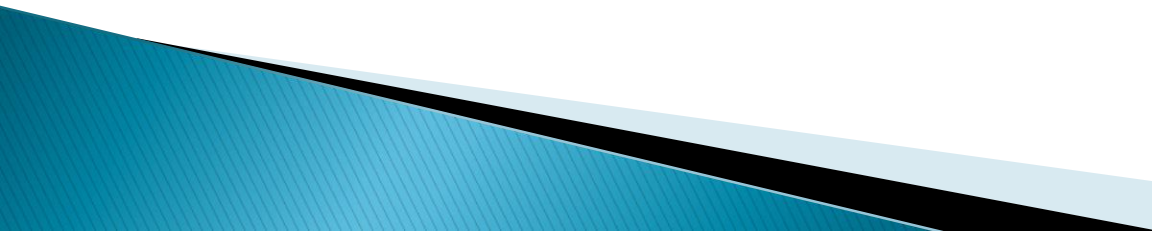
# Registering with Fairfax County

- ▶ If organization has filed Form 100 with VDACS, and has been approved as an exempt organization, the organization must register with Fairfax County Regulation and Licensing Branch.
  - ▶ To register, organizations must file the County's charitable organization registration form along with all required backup documents.
  - ▶ County registration is free of charge.
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# Registering with Fairfax County

- ▶ Fairfax County Regulation and Licensing Branch will review each charitable registration submission, and provide letters of registration to each approved organization.
  - ▶ Registration with Fairfax County is valid for one year from the date of issuance.
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# Registering with Fairfax County

- ▶ Chapter 34 also requires any individual solicitors who will perform in-person solicitations for the organization to obtain a charitable solicitors license.
  - ▶ This license is issued by Regulation and Licensing Branch and is valid for one year.
  - ▶ There is a \$15 per person Virginia background check fee, payable at time of application.
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# Registering with Fairfax County

To obtain a copy of the County Registration form, or to speak with staff regarding registration, contact Regulation and Licensing Branch by telephone at 703-324-5966, or by email at [dccs-ralb@fairfaxcounty.gov](mailto:dccs-ralb@fairfaxcounty.gov).

**Any questions?**



# Contact Information

Henri Stein McCartney, Branch Chief  
[henri.steinmccartney@fairfaxcounty.gov](mailto:henri.steinmccartney@fairfaxcounty.gov)  
703-324-5845

Department of Cable and Consumer Services  
Regulation and Licensing Branch  
12000 Government Center Parkway, Suite 127  
Fairfax, VA 22035  
703-324-5966

# Volunteers, Groups and County Insurance

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Leonard Clark, CRM, CIC, ARM

Insurance Manager

Fairfax County Risk Management

Leonard.Clark@fairfaxcounty.gov 703-324-3051

Break





# Successful Collaborative Partnerships with Friends Groups

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Bobbi Longworth

Park Foundation, Executive Director

# Friends Group Partnership with Park Foundation



- Thank you for your dedicated service to enrich FCPA
- Successful collaborations in 2016/2017
- How Fairfax County Park Foundation can assist Friends' efforts
  - Acceptance, processing and recognition of donations
  - Grant application review
  - Planned Giving

**Save the Date** - Legacy Circle Founding Member reception

**Thursday, June 1, 2017 6:30-8:30 p.m.**

**Green Spring Gardens Alexandria, VA**



Fairfax County Park Foundation



*Plant your Legacy*

Save  
the  
Date

**Legacy Circle  
Founding Members  
Reception**

**Thursday, June 1, 2017  
6:30-8:30 p.m.**

**Historic Green Spring Gardens  
4603 Green Spring Road  
Alexandria, VA**



**Fairfax County Park Foundation**



# Park Authority Update

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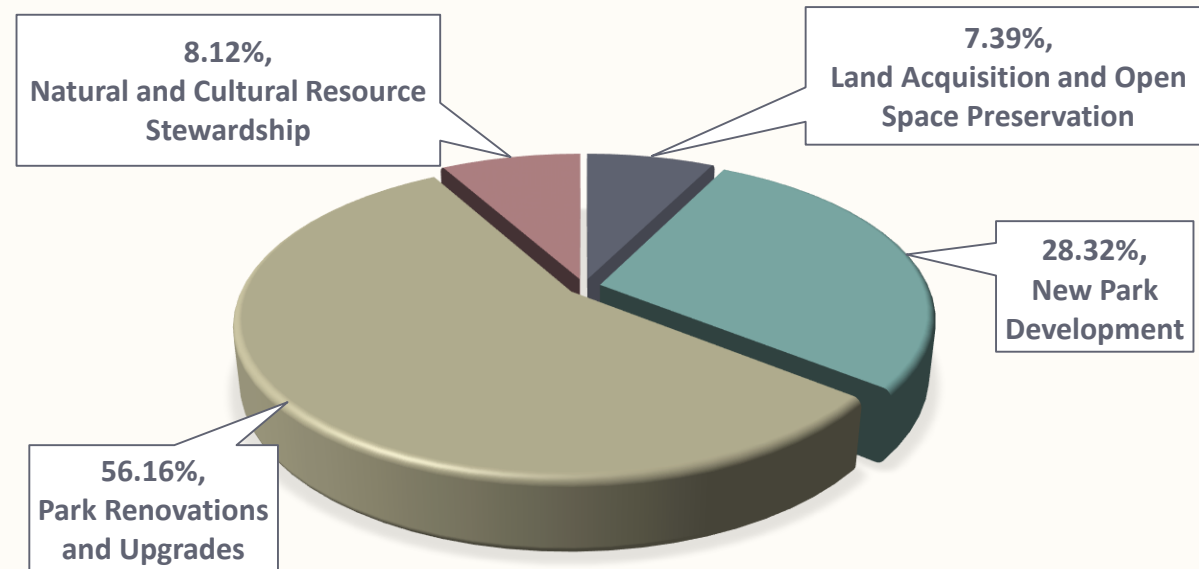
Kirk Kincannon

Park Authority Executive Director

# Park Authority Update

– 2016 Bond Update – Passed with 68% approval. \$94.7 million for FCPA

## 2016 PARK BOND DISTRIBUTION



# Park Authority Update

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- **FY18 Budget Update**
- **New Initiatives**
  - Total Cost of Ownership (TCO)/Asset Management – Foundation Support
  - Sponsorship
  - Partnership with Public Works
  - Resident Curator Program
  - Volunteer Opportunities – Volunteer Management System
- **FY 2016 Strategic Plan and Annual Report**



# Let's Hear from You!

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Friends Group Happenings!  
Around the Table


# Wrap Up

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Mary Cortina

Park Authority Board Member  
and Friends Liaison





Thank you for attending today's  
Federation of Friends meeting  
and for all of your hard work  
and dedication to the parks!

We couldn't do it without you!