Annual Philanthropic Work Plan

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\* Required information per RM#21 4.61

(These are instructions, not part of the Work Plan itself.)

# Plan Definitions

**Annual *Aid to NPS* Work Plan** – Required park-level plan to itemize how Cooperating Association aid to NPS funds will be distributed and used. It must be signed by the park Superintendent and Cooperating Association Representative and reviewed by the regional office and approved/signed by the Regional Director. It may be submitted separately or as an appendix of the park’s Cooperating Association Annual Park Operating Plan.

**Annual (Philanthropic) Work Plan** – Required park-level plan that lays out the projects and programs that a philanthropic partner agrees to work on and fundraise for in a specific year. This plan must be signed by the park Superintendent and the Philanthropic Partner Representative and reviewed by the regional office.

**Cooperating Association Annual Park *Operating* Plan** – Required park-level plan to document operational arrangements between the Park/NPS and the Cooperating Association. It includes operating procedures for Association activities authorized by the Standard Cooperating Association Agreement, namely bookstore operations, visitor information and informal interpretation incidental to sales. Also includes mission statements, annual priorities, operating schedule, facility use, staffing plan, safety information and emergency protocols, communication plan, calendar of special events and programming, anticipated business interruption, and Association involvement in long term planning during the coming year. It must be approved and signed by the Park Superintendent and a Cooperating Association Representative.

# Developing an Annual Philanthropic Work Plan

(These are instructions, not part of the Work Plan itself.)

Per Director's Order #21 and further described in Reference Manual #21, the park and partner must approve an annual work plan (AWP) for each year their Philanthropic agreement is active.

There are two main intentions of the Annual Work Plan: 1.) Provide a forum for discussion between park and partner of proposed philanthropic activities in the upcoming year and, 2.) document the amount and use of philanthropic donations

The Annual work plan should:

* Align the identified needs of a park or program area with the authorized philanthropic partner’s assessment of philanthropic or sponsorship interest in those needs.
* Lay out the projects and programs that a park or program and an authorized philanthropic partner agree to work on in a specific year.
* Describe planned expenditures of donations and how they are used to accomplish the NPS mission.

Cooperating Associations are considered Philanthropic partners and will need to complete an AWP to document “Aid to NPS” donations. Blended park partner organizations who are both a park friends fundraising partner and a park cooperating association will need to have a philanthropic plan for both the Cooperation Association's “Aid to NPS” funds and Friends Groups donations. Contact your Regional Cooperating Associations Coordinator for specific information regarding Association work plans.

Ensure that all planned activities and donations are in compliance with RM-21. Pay specific attention to Chapter 3, section 3.1.1 *Ethical Conduct Requirements for All Employees* ([https://www.nps.gov/subjects/partnerships/rm-21-chapter-3.htm#CP\_JUMP\_5989316](https://www.nps.gov/subjects/partnerships/rm-21-chapter-3.htm%23CP_JUMP_5989316)) for any donations involving the provisions of food, event admission, and other items or experiences to any NPS employees.

You are not required to use this example but ensure that all required categories listed in RM#21 Chapter 6.4.1 [https://www.nps.gov/subjects/partnerships/rm-21-chapter-6.htm#CP\_JUMP\_5949859](https://www.nps.gov/subjects/partnerships/rm-21-chapter-6.htm%23CP_JUMP_5949859%20) are included in whatever plan you develop. The AWP is intended to be a living document. You may add in categories that are relevant to your park, program, or operation but not required in RM #21 or included in this template. Delete any *non-required* categories that do not pertain to your situation. *Required categories (marked with a \*) must be remain in the document. If not applicable, a negative reply is required.* For more information about the Annual Work plan, go to RM #21 Chapter 6.4.1.

The Sample plan begins on page 4. All Red colored text is explanatory and will need to be deleted in the final version. All text in Blue are examples and need to be edited with your specific information.

A few reminders:

* The final draft plan needs to be reviewed by the Regional Partnership Office
* This annual work plan does not supplant the need for Special Park Use Permits or for other administrative or legal requirements. The Partner will still need to apply for applicable Permits and should work with park staff to ensure enough time to process all permit applications.

# A Suggested Approach

(These are instructions, not part of the Work Plan itself.)

Gather Park Needs

* Call for potential partner-supported projects/programs from park staff/leadership team. It helps to have the following information of each project/program:
	+ Description of Need (include PMIS # if applicable.)
	+ FY key milestones/ activities/schedule
	+ NPS Role
	+ Partner Role
	+ Partner Donated Amount (Note if is a Cost Share.)
	+ Using Cooperating Association Funds?
	+ Point(s) of Contact

Hint: Including the partner’s mission statement in the call for projects/programs may help focus requests to partner opportunities.

Prioritize Needs

* Park Leadership Team to discuss and prioritize park wide needs.

Partner Alignment

* Discuss with Partner leadership team the park’s priorities. Align park needs with partner donor interests and opportunities.
* List fundraising events plans for the year
* Determine any donor cultivation visits

Annual Work plan *required* sections (RM21 6.4.1.) include:

* Planned Fundraising Events
* Management of Donation Boxes
* Planned Donor Cultivation Activities
* NPS Cause Marketing projects
* Electronic Giving
* Checkout Counter Donation Program?
* Primary points of contact for park and partner

Optional Sections:

* Plans for any Business Interruption
* How will the park and partner communicate with each other?

Signatures

* Superintendent
* Partner
* Regional Director

NOTE: Annual work plans need to be reviewed and approved by the Regional Office. More information about Annual Work Plans can be found on the NPS Partnership Toolbox at <https://www.nps.gov/subjects/partnerships/do21-rm21.htm>

Contact your Regional Partnerships Coordinator with any questions regarding Annual Work Plan elements.

# Sample Annual Work Plan

Annual Work Plan

for

Big Tree National Park & Best Partner Conservancy

January 2018 – December 2019

**Background and Objective**

As stated in the Director's Order #21 and further described in Reference Manual #21, the park and partner must approve an annual work plan for each year their Philanthropic agreement is active. This annual work plan lays out the projects and programs that [add Park name here] and [add Partner name here] agree to work on and fundraise for in a specific year. The plan is a collaborative work that aligns the identified needs of a park or program area with the authorized philanthropic partner’s assessment of interest of their donor community in supporting those needs.

This annual work plan does not supplant the need for Special Park Use Permits or for other administrative or legal requirements. The Partner will still need to apply for applicable Permits and should work with park staff to ensure enough time to process all permit applications.

**Introduction** (Add an introductory statement and Partner Mission Here)

Example: The Conservancy for Cuyahoga Valley National Park (Conservancy) is the official nonprofit philanthropic partner of the National Park Service (NPS) at Cuyahoga Valley National Park. The Conservancy is building a broad network of philanthropic supporters dedicated to committing their financial resources to preserving and engaging people in the park. The Conservancy and NPS work together to develop partnership projects and programs that address park priorities and have the potential to generate philanthropic support. This Annual Fundraising Plan (Plan) summarizes these priorities. It is Attachment A for the Philanthropic Partnership Agreement that authorizes the Conservancy’s role as philanthropic partner.

**Partner Mission Statement** (Adapted from partner's 990 form and website. Partner usually will provide this information.)

Example: The Conservancy's mission is to engage public support for the park and provide services to enhance public use and enjoyment of the park. The Conservancy's work includes: 1) operation of the Cuyahoga valley environmental education center ("CVEEC"), a 500-acre residential campus for school age children located within the national park; 2) raising funds to assist with projects not funded by the national park service yet desired by the community including a $7 million fundraising campaign for a new visitor center for Cuyahoga valley national park; 3) programs and services to enhance the park visitor experience; 4) marketing the park to increase public use and awareness; 5) co-management of the park's award-winning "volunteers-in-parks" (VIP) program with 5,977 active volunteers. "We’re driven, as a non-profit organization and friends group, to enrich lives and our communities by inspiring use, appreciation and support of CVNP and ensure its preservation."

**Timing** (Optional section but a good idea to describe how the plan fits into the fiscal year of both the park and partner.)

Example: The work plan aligns with the Conservancy’s fiscal year, which is January 1 through December 31. This allows for transparency in the Conservancy’s fundraising efforts through routine communications that occurs through NPS participation in Conservancy board meetings, finance committee meetings, development committee meetings, and other board committees. The timing of the 2019 work plan is being adjusted to align with signing the Philanthropic Partnership Agreement. It will cover July 1- December 31, 2019.

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|  |  |  | **Big Tree National Park & Best Partner Conservancy**Annual Work Plan**October 2018 – September 2019** |  |  |  |  | ***Tips & Hints:******This column is not to be printed.******See links below******All blue text are examples.*** |
| *Projects\** | **Description (include PMIS # if applicable.)** | **FY19 key milestones/ activities/schedule** | **NPS Role** | **Partner Role** | **Partner Donated Amount (Note if Cost Share in Partner Role or Notes column.)** | **Contacts**  | **Notes** |
| Rehab Dream to Haiyaha Trail, PMIS 239785 | Rehabilitate the first two miles of trail including new water bars and rock wall. | Park will provide crews and equipment to rehab trail. | Partner, through a cost share, has provided funds for supplies and equipment. Funds were deposited into NPS Donation Account. | $ 6,000 | Doug Parker, ext. 1279 | *(Make sure to include partner donations whether in-kind or monetary. And specify if donations were made to park donation account.)* | **Important information to include:*** If no projects are planned for the FY, insert statement to this effect, i.e. *"No partner supported projects are planned for FY19.”*
* Is this a cost share project/ program?
* Are the donations staying with the Partner, or are they being donated directly to NPS, into donation accounts?
* Is the donation monetary or in-kind?
* Detailed budgets are not required in the worksheet, but they should be available upon request.
* See RM21 Sec. 4.1 Types of Support Accepted by the NPS, Step 2, In-Kind Donations.
* See RM21 Sec 4.7 Accountability and Recordkeeping Requirements for Donations, Records & Documentation, Example 1

Links:RM#21 6.4.1 Annual Work Plans<https://www.nps.gov/subjects/partnerships/rm-21-chapter-6.htm#CP_JUMP_5949859>RM#21 Records & Documentation<https://www.nps.gov/subjects/partnerships/rm-21-chapter-4.htm> |
| Rehab Lower Gem Lake and Lumpy Ridge Trails, PMIS 239783 | Complete Lower Gem Lake trail from parking lot. Re-set steps. | FY19 goal is to complete Lower Gem Lake trail including setting new steps.  | RMC Conservation Corps to provide two weeks labor, and equipment. | $ 8,000 | Doug Parker, ext. 1279 | Detailed partner project budget available upon request. |
| Seasonal Archivist to process and catalog federal records into the park archives. | Archivist will begin to catalog federal records into park archive and assist researchers in accessing records. | Park will hire, train and house employee. | Providing funding for one, GS5 Seasonal Archivist | $16,000  | Kelly Cahill, ext 1340 | Funds from Parkwide Projects Funding Request - Best Use funds. |
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| \* Required Work Plan Element. See https://www.nps.gov/subjects/partnerships/rm-21-chapter-6.htm#CP\_JUMP\_5949859 for more information. | **TOTAL** |  **$ 30,000**  |  |
| *Programs\** | **Description (include PMIS # if applicable.)** | **FY19 key milestones/ activities/schedule** | **NPS Role** | **Partner Role** | **Partner Donated Amount (Note if Cost Share in Partner Role or Notes column.)** | **Contacts**  | **Notes** | **Important information to include:*** If no programs are planned for the FY, insert statement to this effect, i.e. "No partner supported programs are planned for FY19.”Is this a cost share project/program?
* Are the donations staying with the Partner, or are they being donated directly to NPS, into donation accounts?
* Is the donation monetary or in-kind? Detailed budgets are not required in the worksheet. They should however be available upon request.
* See RM21 Sec. 4.1 Types of Support Accepted by the NPS, Step 2, In-Kind Donations.
* See RM21 Sec 4.7 Accountability and Recordkeeping Requirements for Donations, Records & Documentation, Example 1
* See restrictions on Food Acceptance at Partner Gatherings, RM21 Chapter 3

Links:RM#21 6.4.1 Annual Work Plans<https://www.nps.gov/subjects/partnerships/rm-21-chapter-6.htm#CP_JUMP_5949859>RM#21 Records & Documentation<https://www.nps.gov/subjects/partnerships/rm-21-chapter-4.htm>RM21, Chapter 3, Acceptance of Food or Attendance<https://www.nps.gov/subjects/partnerships/rm-21-chapter-3.htm#CP_JUMP_5989571> |
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| Provide staffing and materials support to park’s Education Program | Provide school education programs for Front Range K-12 students.  | Park provides training and supervision for seasonal and interns. | Provide funding for interns and supplies for park education program through RMC *"Next Generation" Fund*. Supplies were purchased directly by partner. | $96,952  | Nancy Holman ext 1220, Katie Phillips, ext.1338 | See attached Education Program budget. Program schedule available upon request. |
| Tribal Voices Program engages with affiliated tribes on developing Long Range Interpretive Plan. | Two meetings with Arapahoe and Ute tribes to work on LRIP. | Facilitate stakeholder meetings and arrange meeting locations.  | Provide funds (RMC Aid to Park, *Indigenous Connections Fund*) to provide travel costs for Tribal members to attend LRIP stakeholder meetings. | $2,500  | Nancy Holman ext 1220,Kelly Dick, ext.1332 | Cheyenne tribe may attend one meeting. Partner funds were deposited in NPS donation account and paid to tribes per Tribal Consultation protocols. |
| Earth Science Teachers Workshop | Park staff to host a 1 day Earth Science Curriculum for K-9 Denver area teachers. | Park education staff (Director and two Education Technicians) will provide day-long workshop on Snow Science. This includes lesson plan development and field studies. | Annual workshop funded by RMC "Next Generation" Funds. | $3,500  | Katie Phillips, ext 1338 | Workshop held at YMCA. Park staff (3) will eat lunch with teachers at YMCA provided lunch ($7.50) as part of workshop. |
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| \* Required Work Plan Element. See https://www.nps.gov/subjects/partnerships/rm-21-chapter-6.htm#CP\_JUMP\_5949859 for more information. | **TOTAL** |  **$ 102,952**  |  |
| *Fundraising Activities\** | **Description (include PMIS # if applicable.)** | **FY19 key milestones/ activities/schedule** | **NPS Role** | **Partner Role** | **Partner Donated Amount (Note if Cost Share in Partner Role or Notes column.)** | **Contacts**  | **Notes** | * **Important information to include:**
* If no programs are planned for the FY, insert statement to this effect, i.e. "No fundraising events planned for FY19.”Park involvement and participation expectations at events.
* Reimbursement of NPS staff OT if applicable.
* Identify if there are Special Use Permit Requirements and if a SPU permit was approved.
* If funds are from Cooperating Association (Aid to NPS funds) Add "Y" to applicable column.
* See restrictions on Food Acceptance at Partner Gatherings, RM21 Chapter 3

Links:RM#21 6.4.1 Annual Work Plans<https://www.nps.gov/subjects/partnerships/rm-21-chapter-6.htm#CP_JUMP_5949859>RM#21 3.1.1. Ethical Conduct Requirements for All Employees<https://www.nps.gov/subjects/partnerships/rm-21-chapter-3.htm#CP_JUMP_5989243>RM21, Chapter 3, Acceptance of Food or Attendance<https://www.nps.gov/subjects/partnerships/rm-21-chapter-3.htm#CP_JUMP_5989571>RM21, Chapter 3, On-site Programs and Events<https://www.nps.gov/subjects/partnerships/rm-21-chapter-3.htm#CP_JUMP_5989316>RM21, Chapter 3, Widely Attended Gatherings<https://www.nps.gov/subjects/partnerships/rm-21-chapter-3.htm#CP_JUMP_5989570> |
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| Annual Member Picnic | Picnic to be held at Glacier Basin CG amphitheater from 10a-2pm on August 10 | Provide support for RMC staff, 2 LE rangers will be assisting with vehicle parking. Park Superintendent and Chief of Interpretation to speak about partnership accomplishments. | Reimburse park for LE Rangers OT costs. | $350  | Nancy Holman, ext 1220; Tim Phillips, ext.  | SPU approved by park superintendent. This picnic is for current and potential members and donors. |
| Conservation Corps (CC) BBQ | BBQ to promote CC projects and Summer 2019 accomplishments. BBQ held at Sprague Lake 2-4pm September 2. | Park Superintendent, Chief of Interpretation and Trails foreman will present program on projects CC accomplished during summer. | Through coordination with park LE staff, RMC corps will direct parking into separate event area parking at Sprague Lake.  | $0  | Nancy Holman, ext 1220;Tim Phillips, ext | SPU approved by park superintendent. Three park staff will present formal programs and eat at BBQ. The BBQ is to celebrate CC accomplishments and raise funds for the CC program. Estimated attendance 75, of which 36 are CC members.  |
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| \* Required Work Plan Element. See https://www.nps.gov/subjects/partnerships/rm-21-chapter-6.htm#CP\_JUMP\_5949859 for more information. | **TOTAL** |  **$ 350**  |  |
| *Donor Cultivation Activities\** | **Description (include PMIS # if applicable.)** | **FY19 key milestones/ activities/schedule** | **NPS Role** | **Partner Role** | **Partner Donated Amount (Note if Cost Share in Partner Role or Notes column.)** | **Contacts**  | **Notes** | **Important information to include:*** If no programs are planned for the FY, insert statement to this effect, i.e. *"No fundraising events planned for FY19.”Park involvement and participation expectations at events.”*
* Schedule of known or planned events or activities.
* Expectations of NPS subject matter expert and authorized employee participation
* If a meal is served as part of the cultivation activity, check with Regional Coordinator or Ethics Counselor for acceptance determination.

*Reminders:* * No solicitation by NPS employees.
* NPS employees participate in meetings with prospective donors as NPS subject-matter experts to explain project or program.

Links:RM#21, Chapter 3, NPS Employee Participation in Philanthropic Solicitations by Partners<https://www.nps.gov/subjects/partnerships/rm-21-chapter-3.htm#CP_JUMP_5989282>RM#21 3.1.1. Ethical Conduct Requirements for All Employees<https://www.nps.gov/subjects/partnerships/rm-21-chapter-3.htm#CP_JUMP_5989243>RM#21, Chapter 3, Acceptance of Food or Attendance<https://www.nps.gov/subjects/partnerships/rm-21-chapter-3.htm#CP_JUMP_5989571> |
|
| Plans for three visits to potential donors in the Denver metro area. | Discuss opportunities to rehab Shadow Mountain fire tower, William Allen White AIR Cabin and Alpine VC exhibits.  | Superintendent and possibly a park staff member to accompany RMC leadership to discuss projects and partner accomplishments with potential donors. | Executive director and board chair to visit potential donors to discuss park project/program needs. | $0  | NPS: Superintendent Darla Sides, ext. 1201RMC:Estee Murdock, ext. 0108 | Park staff will make presentation regarding projects. Light refreshments may be served as part of the meetings. |
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| \* Required Work Plan Element. See https://www.nps.gov/subjects/partnerships/rm-21-chapter-6.htm#CP\_JUMP\_5949859 for more information. | **TOTAL** |  **$ -**  |  |
| *Donation Boxes\** | **Description (include PMIS # if applicable.)** | **FY19 key milestones/ activities/schedule** | **NPS Role** | **Partner Role** | **Partner Donated Amount (Note if Cost Share in Partner Role or Notes column.)** | **Contacts**  | **Notes** | **Important information to include:*** If there are no donation boxes managed by the park or partner insert statement to this effect, i.e. *"There are no donation boxes on park property. No plans for the construction or management of boxes by either the park or partner in FY19.”*
* Park Superintendent needs to approve the location, design and signage of all donation boxes.
* Boxes may be placed only on NPS property or on property jointly-administered by, or for the benefit of, the NPS.
* State who owns and manages the boxes? (Note: Can only be owned/managed by NPS or by an authorized philanthropic partner if the donations will benefit the park.)
* How will the donations will be used? (Donation boxes must clearly inform the public of how the NPS or its partners will use the money.)
* Partners may use an agreed upon portion of the funds collected to cover administrative costs. Donation Box Agreement/SOP must be made available upon request.

Links:See DO#21 Chapter 4.5.2 Donations Boxes<https://www.nps.gov/policy/DOrders/DO_21.htm> |
|
| Park Donation boxes are managed by RMC |  FY '19 goal is to raise $10,000 to support park Education program (purchase new snow science equipment) and Artist in Residence building supplies. | Park will confer with RMC on the placement of donation boxes in park VCs and timing of collections. Park will account for use of funds in program reports. | RMC assumes all responsibility for production/construction, installation, security, maintenance, and upkeep of the donation box. | $10,000  | Carolyn Carlson, ext 0108Nancy Holman, ext 1220 | Donation Box agreement/SOP on file. Donation boxes have signage stating how donations will be used. RMC may recover administrative costs related to the management, collection, and accounting of donation box(es) up to 10%.The remainder of all funds will go to the agreed upon NPS projects and programs. |
|   |   |   |   | $0  |   |   |
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| \* Required Work Plan Element. See https://www.nps.gov/subjects/partnerships/rm-21-chapter-6.htm#CP\_JUMP\_5949859 for more information. | **TOTAL** |  **$ 10,000**  |  |
| *NPS Cause Marketing Activities\** | **Description (include PMIS # if applicable.)** | **FY19 key milestones/ activities/schedule** | **NPS Role** | **Partner Role** | **Partner Donated Amount (Note if Cost Share in Partner Role or Notes column.)** | **Contacts**  | **Notes** | **Important information*** If there is no Check Out Donation program in the park, insert a statement to this effect i.e. "Park does not have a Checkout Donation program."
* The value and potential of all corporate partnerships, sponsorships, and cause marketing campaigns must be consistent with NPS mission and purpose.
* The NPS should only agree to a cause marketing campaign when the relationship strengthens its assets and brand.
* Cause Marketing (CM) campaigns need Regional Office review.Any CM campaigns (including partner initiated) with a goal over $250,000 must be reviewed by the WASO Office of Partnerships.
* The WASO office will vet campaigns that involve parks or programs in more than one region.
* NO CM campaign can allow any promotion that advertises a corporate brand, service, product, or enterprise to use the NPS arrowhead symbol, an NPS employee, any part of the NPS uniform, or other elements of NPS intellectual property.

Links:See DO#21 Sections 4.3.1.1 Cause Marketing and 4.5.3 Checkout Donations<https://www.nps.gov/policy/DOrders/DO_21.htm> |
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| Partner-managed Checkout Donation Program | First $5,000 collected will be deposited to the park's Trails Restoration program. Any monies collected after this will be deposited into the RMC -Best Use fund for parkwide projects programs. | Develop program needs list for expenditures of these funds. Account for use of funds in Trails program reports. Review conditions of the Checkout Donation program in park's PPA with RMC. | Implement Checkout Donation program as per the 2015 agreement. Account for funds in Financial statements. | $5,000  | RMC: Carolyn Carlson,ext 0108Nancy Holman, ext 1220Katie Phillips, ext 1338 | Check Out Donation Program Information:RMC's Checkout Donation program is identified in the philanthropic partnership agreement, attachment E. |
|   |   |   |   | $0  |   |   |
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| \* Required Work Plan Element. See https://www.nps.gov/subjects/partnerships/rm-21-chapter-6.htm#CP\_JUMP\_5949859 for more information. | **TOTAL** |  **$ 5,000**  |  |
| *Electronic Giving\** | **Description (include PMIS # if applicable.)** | **FY19 key milestones/ activities/schedule** | **NPS Role** | **Partner Role** | **Partner Donated Amount (Note if Cost Share in Partner Role or Notes column.)** | **Contacts**  | **Notes** | **Important information to include:*** If there are no current or planned Electronic Giving opportunities occurring at the park please insert a statement to this effect. i.e. "No electronic giving activities planned for FY 2019"
* Partner intent for use of electronic givingNPS website use (i.e. Partner link from NPS website)Any Crowdfunding activities

See RM#21 6.4.1 Annual Work Plans, Electronic Giving<https://www.nps.gov/subjects/partnerships/rm-21-chapter-6.htm#CP_JUMP_5949859>  |
| No Electronic giving activities planned for FY 2019 | n/a | n/a | n/a | $0  | n/a | No Electronic giving activities planned for FY 2019 |
|   |   |   |   | $0  |   |   |
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| \* Required Work Plan Element. See https://www.nps.gov/subjects/partnerships/rm-21-chapter-6.htm#CP\_JUMP\_5949859 for more information. | **TOTAL** |  **$ -**  |  |
| ***Enter More Here*** | **Description (include PMIS # if applicable.)** | **FY19 key milestones/ activities/schedule** | **NPS Role** | **Partner Role** | **Partner Donated Amount (Note if Cost Share in Partner Role or Notes column.)** | **Contacts**  | **Notes** |    |
|   |   |   |   | $0  |   |   |
|   |   |   |   | $0  |   |   |
|   |   |   |   |   |   |   |
|   | **TOTAL** |  **$ -**  |  |
| ***Enter More Here*** | **Description (include PMIS # if applicable.)** | **FY19 key milestones/ activities/schedule** | **NPS Role** | **Partner Role** | **Partner Donated Amount (Note if Cost Share in Partner Role or Notes column.)** | **Contacts**  | **Notes** |  |
|   |   |   |   | $0  |   |   |
|   |   |   |   | $0  |   |   |
|   |   |   |   |   |   |   |
|   | **TOTAL** |  **$ -**  |  |

# Communications

Note: Communications & Business Interruption sections are optional. The signatures are required. This plan needs to be reviewed/approved at the regional office before being finalized

In any successful, thriving partnership there must be effective communication at all levels within the partnership and an understanding who within each organization is responsible to communicate to who. In addition, strong feedback loops should be outlined from the beginning so that all stakeholders receive timely information.

A few items to consider:

● Primary points of contact and communication channels

● Preferred methods of communication (emails, phone calls, ewc.)

● Board meeting attendance (Who from park?) The Superintendent or his/her designee should meet with partners a minimum of once a year to share information about planned park operations that might have an impact on partners and to resolve potential conflicts.

● Leadership Team meetings (Who from Partner?)

Example: RMC Partner Senior Leadership (Executive Director and Board members) will, in most situations, communicate directly with Park Superintendent and/or Partner Liaison to discuss larger projects, long-term plans, coordination, decision making, special requests, etc.

All other requests from park employees and volunteers need to be coordinated through their appropriate supervisor and forwarded to the park’s Partnership Coordinator.

Partner requests including staffing should be coordinated through the Executive Director and Partnership Coordinator or other partner liaison.

The Superintendent will make every effort to attend each board meeting with the park's partnership liaison and may invite additional park staff to present as subject matter experts at board meetings.

# Business Interruption

List any known or scheduled NPS actions that might affect Partner operations – construction, building renovations, utility repairs. Schedule for Partner actions that might affect NPS operations – building remodeling, staff retreats, and staff shortages. Attach the park’s Government Shutdown protocol and SOP’s if they are available.

Example:

Park road paving projects are planned in the following areas: Beaver Meadows VC, July 8; Bear Lake Parking lot July 15;

Beaver Meadows VC will be closed on July 8 due to parking lot paving project.

Moraine Park VC: Will close early (3:00pm) on June 26 for parking lot striping project

(Required Section) This Annual Work Plan may be updated as necessary. Updates must be signed by both parties and reviewed/approved by the regional office. The superintendent’s signature on the document indicates that all elements have been evaluated under the criteria in DO 21 Sections 4.2, 4.3, and 5 and RM Chapter 5 and falls within NPS gift acceptance authority.

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| --- | --- | --- |
| Park Superintendent |  | Date |
|  |  |  |
| Philanthropic Partner  |  | Date |
|  |  |  |
| Regional Director |  | Date |