



POLICIES

PROCEDURES

GUIDELINES

MANUAL

Revision 3

Policy & Guidelines Table of Contents

Initial release 2/17/2010

Revision 3 6/29/2010

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Revisions Page

1. Intial Release Policies 1, 2, 3. 2/17/2010
2. Revision 1, Policy 3 Sponsorship Removed (under revision),
Policy 4 Signs and Policy 5 Dues added. 4/17/2010
3. Revision 2, Policy 5 Dues corrected 4/27/2010
4. Revision 3, Policy 2 Deposit of Funds Para 3.2 revised 6/29 minutes 6/29/2010

1 Process/Guidline for Ordering Panhandle Pathway Merchandise

Source:

JT's Shirt Shack AKA Web Printing-
315 North West St,
Winamac, IN 46996
574 946 3551 webbpri@pwrtp.com

1. Purchaser wants an item
2. Provide purchaser with order form (Next page)
3. Purchaser fill out order form
 - 3.1. If Purchaser is FoPP, for Publicity or?, FoPP will do this
4. Purchaser gives order form and money to FoPP Director or Officer
 - 4.1. If FoPP order, money will be handled when invoice received from JT
 - 4.2. Be sure to collect postage if item is to be shipped
5. FoPP Give order form to JT / Web printing
6. FoPP Deposit payment in checking account
7. JT / Web printing creates the merchandise
8. JT / Web Printing notify FoPP Director or Officer that item(s) are completed
9. FoPP Director or Officer picks up the item(s)
10. JT / Webb printing submits invoice to FoPP
 - 10.1. If not hand delivered then send to PO Box 153 Winamac, IN 46996
11. FoPP Director or Officer delivers items to the Purchaser.
 - 11.1. Ship or hand deliver as required
12. JT/Webb Invoice delivered to the Treasurer for payment
13. FoPP Check written and countersigned (no meeting approval is required)
14. FoPP Check delivered to JT / Webb Printing.

Order form on next page

Order Form

Panhandle Pathway

Item	Sizes	Retail \$\$\$	Addition
Polo	S - XL	\$19	2XL up + \$3
Bag	One Size	\$12	None
Tee	S - XL	\$10	2XL + \$2
Sweatshirt	S - XL	\$18	2XL + \$2
Hood	S - XL	\$25	2XL + \$3
Wind Shirt	S - 5XL	\$28	None
Ball Cap	One Size	\$15	None
Shipping & Handling \$8			

Please mark the size and quantity of each item.

	S	M	L	XL	2XL	3XL	4XL	5XL	TOTAL \$\$\$
Polo									
Tee									
Sweatshirt									
Hood									
Wind Shirt									
Ball Cap									
Bag									

Please Make Check Payable To **PANHANDLE PATHWAY**

Mail to FoPP PO Box 153 Winamac, IN 46996

TOTAL \$	
SALES: \$0	
SHIPPING: \$8.00	
TOTALS	

Name: _____

Address: _____

Phone #: _____

Check # _____

Email: _____

2- Process/Guideline for Deposit of Donation Funds

- 1.** All funds received (except for Grants) are classed as Donation funds (dues, merchandise, signs, benches, etc.)
- 2.** There are 3 accounts for funds as follows:
 - 2.1.** Community Foundation Endowment
 - 2.2.** Community Foundation Pass Through (operational uses)
 - 2.3.** Checking (Operational uses)
- 3.** Funds received shall be deposited as follows
 - 3.1.** If specifically designated for Endowment it shall go directly to the Endowment Fund
 - 3.2.** Donations equal to \$50.00 or more and are for sponsored items which cost more than \$50.00 should be handled as follows:
 - 3.2.1.** The cost of the item is deducted from the total of the donation and deposited in the Community Foundation Pass Through account.
 - 3.2.2.** The balance of the funds are divided 80/20.
 - 3.2.2.1.** Eighty percent goes into the pass through account
 - 3.2.2.2.** 20 percent goes into the Restricted Endowment.
 - 3.3.** If less than \$50 it shall go to the checking account.
- 4.** Periodically (monthly) all donation funds, except those designated specifically for Endowment, shall be summarized and distributed as follows:
 - 4.1.** Pass through and Checking account shall be totaled
 - 4.2.** Any merchandise, obtained or due, shall be subtracted from the total
 - 4.3.** Of the remainder
 - 4.3.1.** 20% shall be moved to the endowment fund
 - 4.3.2.** 80% shall remain in the Checking and Pass through accounts. Used for FoPP operational needs (distributed between checking and pass through as convenient).
 - 4.4.** These actions shall be reviewed during the monthly Treasurers report.

3- Ground Rules & Guidelines for Sponsoring Emenity Items Along the Pathway.

(Undergoing Revision)

4- Information/directional signs on the Panhandle Pathway

Voted in by board of directors March 30, 2010

- ✓ There should be no more than 9 **informational** signs at present
- ✓ Signs provide historical content of area where sign is located
 - will include a “Sponsored by”
 - content will be provided by Historian/committee and approved by FoPP BoD
- ✓ Logos are not allowed
- ✓ Locations suggested are:
 - 1 at Winamac
 - 1 at Tippecanoe River
 - 1 at Mill Creek/Dead Man’s Hollow
 - 1 at Star City
 - 1 at Thornhope
 - 2 at Royal Center
 - 1 at Ford’s Crossing
 - 1 at Kenneth
- ✓ Signs should be similar or same as those on the River Bluff Trail in Cass County
 - 24 x 48 in size
 - cost (of signs) approx. \$3,000.
- ✓ There may be 3 **directional** signs
 - These are generic street maps of the three communities, Winamac, Star City, and Royal Center located at the beginning of the trail in that community
 - Includes map of streets (not necessarily needing names)
 - Includes X or other symbol locating generic comforts. i.e. food, drink, water, park, medical care
- ✓ Will include a “sponsored by” same as informational signs
- ✓ Logos are not allowed
- ✓ Civic organizations may submit a project that must be approved by the FoPP Board of Directors

4- Membership Dues

Voted in at BoD meeting on 3/30/2010 meeting. Para 3 corrected 4/27/2010

1. Dues are \$20 per fiscal year (Jan 1 - Dec 31)
2. Initial dues paid during the last quarter of the year (i.e. Oct 1 - Dec 31) are good for the next year.
3. Renewal dues for the current year are due by the end of the 1st quarter. i.e. March 31.
4. Membership application's and certificates can be for Families or individuals.
5. Clarification of family membership, if needed, shall be determined by a majority vote of the Board of Directors. President abstaining in case of a tie vote.
6. There is only 1 vote per membership
7. A membership certificate will be issued after acceptance, by the BoD, of application and dues
8. Sealed and signed membership certificate will be deactivated 2 years after the last active membership year.
9. A deactivated certificate cannot be re issued..