



POLICIES

PROCEDURES

GUIDELINES

MANUAL

Revision 6

Policy & Guidelines Table of Contents

Initial release 2/17/2010

Revision 6 2/5/2012

0 Revisions Page	
1 Process/Guideline for ordering Panhandle Pathway Merchandise	1/20/2012
2 Process/Guideline for Deposit of Donation Funds	6/29/2010
3 Sponsoring items along the pathway	9/8/2010
4 Information/directional signs on the Panhandle Pathway	3/30/2010
5 Membership Dues	4/27/2010
6- Removing Metal from the Panandle Pathway	6/28/2011
7- Project/Activity Information Sheet	2/5/2012

Revisions Page	
Intial Release Policies 1, 2, 3.	2/17/2010
Revision 1, Policy 3 Sponsorship Removed (under revision), Policy 4 Signs and Policy 5 Dues added.	4/17/2010
Revision 2, Policy 5 Dues corrected	4/27/2010
Revision 3, Policy 2 Deposit of Funds Para 3.2 revised 6/29 minutes	6/29/2010
Revision 4 Policy 3 Sponsorship Policy Revised	9/8/2010
Revision 5 Policy 6 Removal of Metal added, Numbering cleaned up.	7/5/2011
Revision 6 Policy 1 Updated merchandise Costs	1/31/2012
Policy 7 Project/Activity Information Sheet	2/5/2012

1 Process/Guideline for Ordering Panhandle Pathway Merchandise

Source:

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

Panhandle Pathway Merchandise

Items	Sizes	Retail	Additional Cost
Windshirt	S-5XL	\$32	None
Hood Sweatshirt	S-XL	\$28	2XL up + \$3
Polo	S-XL	\$21	2XL up + \$3
Sweatshirt	S-XL	\$20	2XL up + \$2
Ball Cap	One Size	\$17	None
Bag	One Size	\$13	None
Tee	S-XL	\$11	2XL up + \$2

Ordering Size/Quantiities

Items	S	M	L	XL	2XL	3XL	4XL	5XL	\$ Total
Windshirt									\$
Hood Sweatshirt									\$
Polo									\$
Sweatshirt									\$
Ball Cap									\$
Bag									\$
Tee									\$
SubTotal									\$
Sales Tax									\$
Shipping (if rqd)									-
Total:									\$
Check: Payable to Friends of the Panhandle Pathway- # _____									\$

Name: _____

Address: _____

City, State, Zip _____

Phone: _____

Email Address: _____

Mail to:	Friends of the Panhandle Pathway PO Box 153 Winamac, IN 46996
----------	---

or pass to Officer or
Director

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 Amenity Items Along the Pathway.

Sponsorship donations are used to support short and long term operation and maintenance of the Panhandle Pathway

Guidelines

1. Check payable to Pulaski County Community Foundation with "for the benefit of the Panhandle Pathway" in memo line.
2. Mail to POBox 153 Winamac, IN 46996 or deliver to any Board member / Officer or to the Community Foundation
3. Sponsor ship donation includes the item, plaque, installation, maintenance etc/.
4. Memorial/Sponsorship inscription on an attached plaque
5. Desired sponsorship location choice will be taken into account.
 1. Location not to affect pathway use
 2. Final location decision after review by the BoD of Directors.
6. Either side of pathway as fits location.
7. Direction facing dependant on location and view.
8. Assure that type of mounting is specified if required
 1. E.g. Bench's surface mounted (screwed to concrete slab) or post mounted
9. Installation by Construction Committee.
10. Donations will be divided between operating funds and endowment fund.
11. Sponsorship guidelines and list subject to change.

The following information should be obtained from the Sponsor as applicable:

1. Benefactor Sponsorship contact information
2. FoPP contact
3. Location
4. Orientation
5. Plaque memorial Inscription (make sure it is readable, not subject to error)
6. Installation Timing (if important)

Sponsorship Donation Item List

	Donation	Sponsorship Item
1	\$10 - \$99	Panhandle Button.
2	\$100 - \$249	Engraved R. R. Spike
3	\$250 - \$749	Bird House.
4	\$750 - \$999	Park Bench.
5	\$1,000 - \$2,499	Indiana Native Tree with Marker.
6	\$2,500 - \$2,999	Stone Trail Marker or Directional Signs
7	\$3,000 - \$4,999	Train Station Shelter with Bench
8	\$5,000 - \$9,999	Mill Creek Bridge Dedication.
9	\$10,000 - \$24,999	Informational Signs.
10	\$25,000 -	Boulder
11	Other	Others, as approved by the Board of Directors

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

5- 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..

6- Removing Metal from the Panhandle Pathway

Executive Committee meeting 6/28/2011

1. Metal shall not be removed from the Panhandle Pathway except under the approved circumstances shown below.
2. Metal defined as follows:
 - 2.1. Railroad spikes, bolts, bars, rails, etc.
 - 2.2. Signal Boxes
 - 2.3. Etc.
 - 2.4. Metal herein does not include metals imbedded in RR ties
3. A request to remove specific metal may be made to the Board of Directors, in writing or verbally at a scheduled meeting.
 - 3.1. If approved a specific letter shall be written giving approval for the specific circumstance.

7- Project/Activity Information Sheet

This project sheet should be initiated at the Project beginning planning stages and finalized after completion. Place the completed report in the Project Reports Notebook

Name of Project/Activity _____

Committee: Operations, Maintenance, Construction, Public Relations, Fund raising,
Land Acquisition, Safe Routes to School

Person Submitting: _____ Date: _____

Email: _____ Phone: _____

Chairman: _____

Email: _____ Phone: _____

Committee members: _____

Place & Time: _____

Prices charged: _____

1- Manpower Needed/Assignments

2- Resources/Supplies Needed:

3- Advertising Done/Time Frame:

4- Steps to Implement Project:

5- Project Budget:

Income:

Expenses

Net projected:

6- Actual Accounting Summary:

Income:

Expenses:

Net Gain/Loss

Earmarked for:

7- Evaluation (how did it go?)

Summary Benefits

Things that went right

Problems and suggested corrections:

8- Other Information: (Photos, Newspaper articles, Comments, etc.)