

*Friends of the Ouachita Trail
(FoOT)*



Procedure Manual

(September 2015)

FoOT is organized exclusively to provide assistance for the maintenance, enhancement and use of the Ouachita National Recreation Trail.

*Friends of the Ouachita Trail (FoOT)
PO Box 8630
Hot Springs, AR 71910*

www.friendsOT.org

FoOT@friendsOT.org

Friends of the Ouachita Trail
Index of FoOT Operating Procedures

as of: Sept 15, 2015

Proc #	Title	Current Version	Date Originated	Comment
1	FoOT Operating Procedures	Jul-07	Jul-07	
2	Membership	Aug-07	Aug-07	
3	District Captains	Dec-07	Dec-07	
4	Tool Master	Dec-07	Dec-07	
5	Resource Committee	Jan-08	Jan-08	
6	Software Procurement	Feb-09	Feb-09	
7	Nominations for Office	Sep-12	Sep-12	
8	FoOT Legacy Foundation	Sept-12	Sep-12	



Friends of the Ouachita Trail
(FoOT)
Operating Procedure

FoOT Operating Procedure No. 001

Subject: FoOT Operating Procedures

Date: July 2007

Purpose:

To define a system of operating procedures applicable to **Friends of the Ouachita Trail**.

Background/Summary:

Friends of the Ouachita Trail is an organization composed of volunteers and individual donors who give of their time or money to achieve the objectives of the organization. We have an obligation for control and oversight of those contributions in a manner that assures their effective use. **Friends of the Ouachita Trail** has been recognized by the state of Arkansas and the US Internal Revenue Service as a tax-exempt, non-profit organization. This recognition gives an added requirement for management of our processes and our finances. This procedure defines a system of operating procedures to help assure those obligations are met.

Procedure:

1. Procedure Development / Approval:
 - 1.1 Any FoOT member may recommend and/or draft a FoOT procedure. Any such procedures shall follow a similar outline to this procedure, starting with a clear statement of the purpose, the background and summary of what it accomplishes, and step by step instructions.
 - 1.2 Draft procedures shall be submitted to the Secretary / Treasurer for review and approval. After being put into the standard organizational format, draft procedures shall be submitted to the FoOT Board of Directors for review and comment. Comments made by directors shall be discussed and incorporated into the draft prior to a final vote.
 - 1.3 The final draft shall be submitted to the Board of Directors for approval. Approval of the procedure requires a majority vote of the Directors.
 - 1.4 Upon approval, the Secretary / Treasurer will assign a procedure number, add the date of approval, record the master copy in the permanent files of the corporation, and make distribution to Board members.
 - 1.5 Procedure numbers shall be assigned sequentially, using a three digit numbering system. The first procedure shall be **001**.
2. Procedure Revision or Amendments
 - 2.1 Any FoOT member may recommend a revision to an existing FoOT procedure. Once the recommendation has been made, and rationale provided, the review and approval shall be the same as for a new procedure.
 - 2.2 Revised procedures shall carry the original number modified by the addition of a revision letter. The first revision to procedure 001 shall be identified as **001 A**.
 - 2.3 Procedures may be cancelled by a majority vote of the Directors. The official files will include a statement of why the procedure was cancelled and the date of the cancellation.
 - 2.4 The number of a cancelled procedure shall not be re-used.
3. Procedure Implementation and Enforcement
 - 3.1 Implementation and enforcement of FoOT operating procedures is the responsibility of the Board of Directors.
 - 3.2 All those persons assuming positions of responsibility in the organization shall be made familiar with applicable procedures and assume a responsibility for compliance.

Friends of the Ouachita Trail (FoOT)

organized exclusively to provide assistance for the maintenance, enhancement and use of the Ouachita National Recreation Trail
PO Box 8630, Hot Springs, AR 71910

Friends_OT2003@yahoo.com

www.friendsOT.org

The IRS recognizes FoOT as exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code

Federal Tax ID # 20-2278590



Friends of the Ouachita Trail
(FoOT)
Operating Procedure

FoOT Operating Procedure No. 002

Subject: FoOT Membership

Date: Aug 2007

Purpose:

To clarify the requirements for membership terms, membership renewal, and membership expiration.

Background/Summary:

The FoOT by-laws specify the types of membership and state that all memberships are on a calendar year basis. This procedure provides specific instructions regarding terms of membership, membership expiration, and membership renewal. The membership types, as specified in the by-laws, are:

- Working Member
- Supporting Member
- Supporting Organization
- Sustaining Member
- Sustaining Organization
- Sponsor

Article II of the by-laws, covering membership, is included at the end of this procedure for reference only. The inclusion here of that article does not supplant or supersede the by-laws.

Procedure:

1. The Secretary / Treasurer of FoOT shall maintain membership records and keep a current membership roster for use in the annual election, the annual meeting, or any other mailings to the general membership. The Secretary / Treasurer shall send renewal notices prior to the end of each year.

2. General Membership Terms.

2.1 All memberships are for the calendar year. The effective date of the membership is the date a volunteer signs a work agreement or the date a membership fee is received by FoOT, as appropriate. All memberships are valid until the last day of that calendar year and, where applicable, allow the member a vote at the FoOT Annual Meeting in November, and on any other matters that may come before the membership for a vote during that year.

2.2 If the effective date of membership is past the FoOT Annual Meeting in November of each year, the membership shall be effective for the following calendar year and provide voting status until, and including, the next annual meeting.

2.3 Members will be asked to reconfirm their commitment to the organization prior to the end of each calendar year. If membership is based on a membership fee, membership for the following year is dependent on receipt of a new membership fee. Membership renewal for Working Members is covered in section 3.0 below.

2.4 Members of any category may resign their membership at any time, and the resignation becomes effective on the date notice is received by FoOT. Upon resignation, the former member surrenders all rights to vote on FoOT matters.

2.5 Members who fail to satisfy the obligations of the membership requirements, or who otherwise act contrary to the objectives of the organization may be expelled in accordance with the procedure outlined in section 2.09 of the by-laws. Expulsion is generally considered a last resort action, after other efforts to reconcile differences have failed.

Friends of the Ouachita Trail (FoOT)

organized exclusively to provide assistance for the maintenance, enhancement and use of the Ouachita National Recreation Trail
PO Box 8630, Hot Springs, AR 71910

Friends_OT2003@yahoo.com

www.friendsOT.org

The IRS recognizes FoOT as exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code

Federal Tax ID # 20-2278590



Friends of the Ouachita Trail
(FoOT)
Operating Procedure

3. Specific Membership Terms for Working Members.

3.1 Working Members contribute volunteer labor as a condition of their membership. The Volunteer Work Agreement, signed by those adopting a section of trail, specifically states that the agreement remains in effect until terminated by either party. The submittal of a work report, or the inclusion of member hours on another member's work report, shall be evidence of good faith compliance with the terms of membership and for their continued commitment to the organization. Any member who has submitted a work report during the preceding year, *and who does not indicate otherwise*, shall be automatically renewed as a Working Member for the following year. No renewal notice is required.

3.2 When an organization adopts a section of trail, that organization shall be considered as a single Working Member and entitled to one (1) vote at the annual meeting and in other membership votes. Individual members of the organization are not voting members by virtue of their participation. Any member of the organization who contributes effort in support of the adoption may consider themselves "members" of FoOT for the purposes of other membership benefits, such as meeting attendance or discounts on merchandise.

3.3 When a working member subsequently makes a contribution to FoOT, at a level that would justify Sustaining Member level, the membership status shall be revised upon receipt of the membership fee by FoOT. The term of the membership does not change, however. Such members will receive a renewal notice each year. For the following year, they will have the option of continuing as a Sustaining Member (work and donation), to revert to Working Member (no further donation), or to become a Supporting member (membership fee only).

3.4 Working Members who provide no evidence of work performed during the year will receive a renewal notice asking them to confirm their continued support of the organization. If no work reports have been submitted or no other evidence of work performed is available, such members will *not* be granted Working Member status for the following year. Continued membership shall be contingent on payment of a membership fee, and they will be asked to become either Supporting or Sustaining Members.

3.5 If a Working Membership is *not* renewed in accordance with paragraph 3.4, *and* that member has adopted a section of trail, the Vice President of Maintenance shall determine if the adoption agreement is also terminated. Such decision shall be based on the individuals stated intentions and prior history of compliance. If it is determined to continue the adoption, the member still must become a Sustaining Member to have voting rights for that year. If it is determined to also terminate the adoption, the member will be notified in writing and that section shall be returned to the available sections list.

3.6 No membership action shall be taken during the middle of the membership year, based on lack of performance, unless the condition is serious enough to trigger the expulsion procedure as defined in the by-laws. Review of adoption status, however, may occur at any time, as determined by the Vice President of Maintenance. Likewise, participation in The FoOT Patrol or other work groups is at the discretion of the VP/Maintenance, and these decisions may be made independently of membership status.

4. Specific Membership Terms for Sponsor

4.1 The Sponsor membership category has not been implemented by the Board of Directors and is therefore not included in this procedure. When the Board chooses to implement the Sponsor category, requirements shall be identified in this section.

Friends of the Ouachita Trail (FoOT)

organized exclusively to provide assistance for the maintenance, enhancement and use of the Ouachita National Recreation Trail
PO Box 8630, Hot Springs, AR 71910

Friends_OT2003@yahoo.com

www.friendsOT.org

The IRS recognizes FoOT as exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code

Federal Tax ID # 20-2278590



Friends of the Ouachita Trail
(FoOT)
Operating Procedure

FoOT By-laws: **ARTICLE II – MEMBERSHIP**

(Cited for reference only)

- 2.1 WORKING MEMBER:** Any individual or organization who adopts a section of trail, and routinely provides reasonable maintenance thereon, or who otherwise contributes time and effort in support of FoOT, is eligible to become a WORKING MEMBER. Eligible members must indicate their desire to become a member by signing a Volunteer Agreement. The Board of Directors shall determine the minimum level of effort necessary for all members in this category to remain in good standing. Each Working Member is entitled to one (1) vote on all matters subject to Member's determination.
- 2.2 SUPPORTING MEMBER:** Upon payment of an annual membership fee, in an amount established by the Board of Directors, any individual who supports the purpose of FoOT becomes a SUPPORTING MEMBER. In no event shall such fee exceed \$100.00. Each Supporting Member is entitled to one (1) vote on matters subject to Member's determination.
- 2.3 SUPPORTING ORGANIZATION:** Upon payment of an annual membership fee in an amount established by the Board of Directors, any organization who supports the purpose of FoOT becomes a SUPPORTING ORGANIZATION. Supporting Organizations are not entitled to vote on matters subject to Member's determination.
- 2.4 SUSTAINING MEMBER:** Any individual eligible to be a Working Member who, in addition, provides financial support for FoOT, is eligible to become a SUSTAINING MEMBER. The Board of Directors shall determine the minimum level of contribution necessary for Sustaining Members. In no event shall such fee exceed 75% of the membership fee for a Supporting Member. Each Sustaining Member is entitled to one (1) vote on matters subject to Member's determination.
- 2.5 SUSTAINING ORGANIZATION:** Any organization eligible to be a Working Member who, in addition, provides financial support for FoOT, is eligible to become a SUSTAINING ORGANIZATION. The Board of Directors shall determine the minimum level of contribution necessary for Sustaining Organizations. In no event shall such fee exceed 75% of the membership fee for a Supporting Organization. Each Sustaining Organization is entitled to one (1) vote on matters subject to Member's determination.
- 2.6 SPONSOR:** The Board of Directors may designate any member, as defined in the categories above, to receive additional recognition as a "Sponsor" in appreciation of significant contribution or support. If implementing this classification, the Board shall determine specific criteria for such "Sponsor" designation and may define more than one level of "Sponsor", based on specific levels of contribution. Sponsors receive no additional vote on matters subject to Member's determination.
- 2.7 DURATION AND TRANSFER:** Memberships are for a calendar year and are nontransferable.
- 2.8 RESIGNATION:** A Member may resign at any time, but no portion of the membership fee is refundable.
- 2.9 EXPULSION:** Any Member may be expelled for Member's classification. Within thirty (30) days after receiving a signed statement setting out an alleged infraction of Member obligations, the Board of Directors shall consider all relevant facts and circumstances and will determine if membership termination is appropriate. If an affirmative decision is made, the Secretary-Treasurer shall, no less than fifteen (15) days prior to the effective date of membership termination, provide the Member written notice of such action and the reason therefore. If the Member chooses to challenge the termination, notice must be filed with the Secretary-Treasurer at least five (5) days prior to the termination by providing a written statement as to why the termination should not become effective. The Member's termination shall be suspended until the Board makes a final determination. First-class or certified mail shall be used to convey all notices required herein.

Friends of the Ouachita Trail (FoOT)

organized exclusively to provide assistance for the maintenance, enhancement and use of the Ouachita National Recreation Trail
PO Box 8630, Hot Springs, AR 71910

Friends_OT2003@yahoo.com

www.friendsOT.org

The IRS recognizes FoOT as exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code

Federal Tax ID # 20-2278590



Friends of the Ouachita Trail
(FoOT)
Operating Procedure

FoOT Operating Procedure No. 003

Subject: District Captains

Date: Dec 2007

Purpose:

To define and implement a procedure for the assignment and use of District Captains to assist in maintaining the trail.

Background/Summary:

Friends of the Ouachita Trail maintains almost 225 miles of trail managed by four Ouachita National Forest ranger districts and Pinnacle Mountain State Park. As many as 65 adoption teams (individuals, groups, or clubs) have adopted sections of the trail. The details involved of coordinating this activity are extensive and complex. Primary responsibility for the performance of maintenance lies with the Vice President - Maintenance (VP-Maint). Communication between the VP-Maint, the individual trail volunteers, and the ranger districts is complicated. The position of District Captain was initiated to help manage this situation. The District Captains are intended to help the volunteers, to assist the VP-Maint, and to improve communication at all levels.

Procedure:

1. District Captain Appointment

1.1 District Captains are volunteer positions. They are appointed by and responsible to the VP-Maint. There is no specific term of duty for District captains. They may serve as long as they are willing and the VP-Maint is satisfied with the job being done.

1.2 District Captain assignments generally correspond to a district ranger office (or other managing agency) and/or logical geographic sections of the trail. It is envisioned that four or five districts will be assigned at any one time. The VP-Maint, however, may modify the number of districts and their definition as necessary to best achieve the objectives stated above.

1.3 District Captains will generally be an individual volunteer who has shown an ability and interest to provide greater service to FoOT and to the trail. The duty may be shared among two (or more) individuals at the discretion of the VP-Maint. It is preferred, but not mandatory, that District Captains have or obtain USFS chain saw certification. A District Captain may, when assuming this greater responsibility, give up their individual adopted sections.

2. District Captain Duties

2.1 District Captains will keep up to date on trail conditions across their district and coordinate maintenance needs with both individual adopters in their section and the VP-Maint.

a. District Captains will be provided copies of trail maintenance reports for their district upon request, or at the discretion of the VP-Maint. They will work with the individual volunteers to understand open trail maintenance requirements in the district.

b. District Captains will regularly review the Trail Condition Report on the FoOT website and report discrepancies and action taken to the VP-Maint.

c. District captains will routinely contact their counterparts in the district ranger office or state park to keep an open dialogue on conditions and any corresponding USFS plans.

2.2 District Captains will assist volunteer trail adopters in their district and provide an interface between the volunteers and the VP-Maint.

Friends of the Ouachita Trail (FoOT)

organized exclusively to provide assistance for the maintenance, enhancement and use of the Ouachita National Recreation Trail
PO Box 8630, Hot Springs, AR 71910

Friends_OT2003@yahoo.com

www.friendsOT.org

The IRS recognizes FoOT as exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code

Federal Tax ID # 20-2278590



Friends of the Ouachita Trail
(FoOT)
Operating Procedure

- a. They will communicate with the adopters on a regular basis. They will make sure that the needs identified on trail maintenance reports are understood and they will provide feedback to the volunteers on planned actions in their sections.
 - b. They will work with the volunteers, answer questions, help obtain tools, or other actions as necessary to assist the individual volunteers.
 - c. They will let the adopters know when problems are reported in their sections that need work.
 - d. They will communicate with adopters who do not seem to be able to fulfill the obligation undertaken and determine if there is a loss of interest, a misunderstanding of the needs, a lack of training, or other problems and make appropriate recommendations to the VP-Maintenance.
- 2.3 District Captains will assist the VP-Maint in managing the open maintenance requirements.
- a. They will maintain a list of out-of-the-ordinary open maintenance needs in their district, and regularly coordinate this list with the VP-Maint to request FoOT Patrol assistance. List will include the situation reported (including mile marker identification to extent possible), source of the report, action needed, and status.
 - b. They will, in coordination with the VP-Maint, lead work party (FoOT Patrol) efforts in their district. They will endeavor to have the adopters in their section join work parties that include their assigned sections.
- 2.4 District Captains will maintain a subset of FoOT owned tools for use by volunteers in their district.
- a. They will obtain space from the corresponding ranger district, or store them at their home.
 - b. They will maintain inventory control of the tools taken and coordinate tool maintenance needs with the FoOT Tool Master.
 - c. They will make inventory reports to the FoOT Tool Master (in accordance with FoOT Operating Procedure 004).
3. Miscellaneous
- 3.1 The FoOT Vice President – Recruitment will provide to the District Captains regular updates on the adoption status report. District captains will be provided the names and contact information for adopters in their district and will be notified of any changes to adoption status in their district.
 - 3.2 District Captains will remember that they too are volunteers and that their efforts are appreciated by all FoOT members. Hours spent performing their duties should be periodically reported to FoOT.

Friends of the Ouachita Trail (FoOT)
organized exclusively to provide assistance for the maintenance, enhancement and use of the Ouachita National Recreation Trail
PO Box 8630, Hot Springs, AR 71910

Friends_OT2003@yahoo.com

www.friendsOT.org

The IRS recognizes FoOT as exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code

Federal Tax ID # 20-2278590



Friends of the Ouachita Trail
(FoOT)
Operating Procedure

FoOT Operating Procedure No. 004

Subject: Tool Control

Date: Dec 2007

Purpose:

To define responsibilities for management of FoOT tools.

Background/Summary:

Friends of the Ouachita Trail owns an assortment of tools used by trail volunteers in the conduct of trail maintenance. These tools are of various types and are stored in various locations to make them convenient for the broadest number of trail volunteers. The tools have either been donated to FoOT or purchased using FoOT funds. This procedure defines the concept for management of the tools and creates the appointed position of Tool Master to maintain inventory control of the tools, to keep the tools accounted for and in good operating condition, and to coordinate efforts to get the tools into the hands of volunteer trail maintainers when needed.

Procedure:

1. Position of Tool Master

1.1 The FoOT Tool master shall be appointed by and responsible to the Vice President – Maintenance (VP-Maint). The Tool Master has no set term and may serve as long as he/she is willing and the job is being satisfactorily performed. The Tool Master may be replaced at any time, at the discretion of the VP-Maint.

1.2 The Tool Master is responsible for maintaining an accurate and up-to-date inventory of the tools owned by FoOT, for keeping the tools in good working order, for assisting the District captains in maintaining an inventory of tools needed in their district, and for assisting the volunteer trail maintainers in obtaining the tools they need to perform their job. The Tool Master will also assist the VP-Maint in determining what tools are necessary and helping develop a means to acquire tools.

1.3 Tool Master's name and contact information will be made available to all FoOT members. Member needing to borrow tools may contact their District captain or the Tool Master for assistance in obtaining the tools required from the storage location most convenient for the volunteer.

2. Concept of Tool Management

2.1 Tool Inventory. Tool Master will maintain a complete tool inventory including the item designation, the source and original value, and the current location, including custodian contact information. Copies of the master inventory list will be provided to the VP-Maint and the Secretary/Treasurer.

2.2 Tool Storage

- a. Major Tool storage will be in the Jessieville Work Center. This storage location is referred to as the Jessieville Tool Cache (or the "FoOT locker").
- b. Tools will be distributed to the District Captains as appropriate when those districts establish a means of tool storage, either in corresponding work centers or at District Captain's homes.
- c. In some cases, individual members will be allowed to store tools at their own homes, when this is considered the best use of the tool for FoOT. Storage at individual homes shall be approved by the VP-Maint.

2.3 Tool Maintenance / Repair

- a. Tool custodians are expected to keep tools clean and operable to the extent of their ability and to let the Tool master know if maintenance or repair is needed.

Friends of the Ouachita Trail (FoOT)

organized exclusively to provide assistance for the maintenance, enhancement and use of the Ouachita National Recreation Trail
PO Box 8630, Hot Springs, AR 71910

Friends_OT2003@yahoo.com

www.friendsOT.org

The IRS recognizes FoOT as exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code

Federal Tax ID # 20-2278590



Friends of the Ouachita Trail
(FoOT)
Operating Procedure

- b. The Tool Master shall be responsible for supervision of tool maintenance and repairs. Tool Master will normally perform tasks such as sharpening or routine maintenance. More extensive repairs, particularly for power equipment, will be taken to an appropriate repair shop or dealer.
 - c. Expenses incurred by tool custodians for tool maintenance and repair are reimbursable if authorized by the Tool Master. Requests for reimbursement must be substantiated with receipts for expenses incurred and submitted by Tool Master to the Secretary/Treasurer for payment.
4. Specific Responsibilities of the Tool Master
- 4.1 Inventory
 - a. Upon assuming the job, the Tool Master will conduct a complete inventory of tools owned by FoOT and verify that the tools listed are located where the inventory indicates. This may be accomplished via email or telephone or in person as each situation dictates. The inventory list will be provided to the FoOT Secretary and the VP-Maint.
 - b. The Tool Master will subsequently keep a calendar year inventory of the tools (past and present) and equipment owned by FoOT. The past inventories may be stored electronically and/or printed. The annual inventory list will be provided to the FoOT Secretary and the VP-Maint.
 - c. The inventory will be updated as needed to reflect new tools, the loss of a tool, or as tools are relocated. If significant changes are made to the inventory list during the year, updated copies will be furnished to the FoOT Secretary and the VP-Maint.
 - d. Quarterly, the Tool Master will contact each District Captain, or other tool custodian shown on the inventory list, and ask that they inventory tools in their custody and validate the master inventory records.
 - 3.2 Tool Storage
 - a. Tool Master will work with the District Captains, and the USFS District Rangers as necessary, to keep the tools distributed in a manner that balances control of the assets and the most convenient use by volunteer trail maintainers. Indicate the storage location of tools on the inventory.
 - b. If a member requests to store tools at his own home and this request is approved by the VP-Maint, the Tool Master will help distribute tools from the major tool storage or from district tool storage. The inventory list will be updated to show the members name/address as the current location.
 - c. Tool Master will instruct all tool custodians to keep a running account of who borrows and returns tools they have responsibility for so that they can maintain inventory control.
 - d. Tool Master will personally retain custody of the electric tool sharpener/grinder. The tool sharpener shall be used only by authorized persons who have been instructed in its use.
 - 3.3 Tool Maintenance / Repair
 - a. During the quarterly inventory validation with tool custodians, the Tool Master will also ask custodians to identify any needed maintenance or repairs.
 - b. Quarterly the Tool Master will check on the tools in the Jessieville Tool Cache and determine requirements for sharpening, other routine maintenance, and/or major repairs.
 - c. Tool Master will perform sharpening or other routine maintenance as needed and return tools to storage or the custodian.
 - d. If more extensive repairs are required, Tool Master will coordinate with the custodian to obtain the tool and deliver it to suitable repair agent for repairs. Upon completion of the repair, Tool Master will pick up the tool and deliver it back to the appropriate storage area or custodian.

Friends of the Ouachita Trail (FoOT)

organized exclusively to provide assistance for the maintenance, enhancement and use of the Ouachita National Recreation Trail
PO Box 8630, Hot Springs, AR 71910

Friends_OT2003@yahoo.com

www.friendsOT.org

The IRS recognizes FoOT as exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code

Federal Tax ID # 20-2278590



Friends of the Ouachita Trail
(FoOT)
Operating Procedure

- e. In some cases, the Tool Master may direct the District Captain or other tool custodian to have the necessary repairs made and submit a receipt for reimbursement. This shall be at Tool Master's discretion, based on practical considerations.
- 3.4 Miscellaneous
- a. Tool Master will utilize his/her own judgment as appropriate to help the District Captains and the FoOT volunteer trail maintainers get their job done.
 - b. Tool Master will periodically record the volunteer hours and mileage expended in performing this job and submit to FoOT via a Trail Maintenance Report.
 - c. Tool Master shall remember that he/she is also a volunteer!

Friends of the Ouachita Trail (FoOT)

organized exclusively to provide assistance for the maintenance, enhancement and use of the Ouachita National Recreation Trail
PO Box 8630, Hot Springs, AR 71910

Friends_OT2003@yahoo.com

www.friendsOT.org

The IRS recognizes FoOT as exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code

Federal Tax ID # 20-2278590



Friends of the Ouachita Trail
(FoOT)
Operating Procedure

FoOT Operating Procedure No. 005

Subject: Resources Committee

Date: Jan 2008

Purpose:

To authorize and implement a Resources Committee to focus the necessary activity to identify and obtain the resources necessary for Friends of the Ouachita Trail to conduct their trail work and special projects.

Background/Summary:

The by-laws of **Friends of the Ouachita Trail** establish the position of **Vice President - Resources** with the responsibility “to identify and obtain resources that will further FoOT activity”. This procedure empowers the Vice President – Resources to form a Resources Committee to further the effort to identify and obtain those resources to meet established needs as documented by the Board or the Vice president – Maintenance. Resource solutions envisioned include grants, partnerships, major donations, or other sources as appropriate.

Procedure:

1. Resources Committee:

1.1 The Vice President – Resources shall form a committee of no more than seven permanent members to further the goals of his charter. Members shall be chosen to represent a balance of talent and expertise, including a dedication to the objectives of FoOT, an understanding of trail maintenance and the needs of the trail, a background in the grant application process and knowledge of grant opportunities, an understanding of the legal and tax ramifications of alternative approaches to be reviewed by the committee. Members shall be chosen from among active FoOT membership and other necessary specialists to provide the expertise necessary. Membership may be augmented by ad hoc members as needed for specific time periods or projects. The Vice President – Resources shall serve as Chair of the Resources Committee. Members of the committee shall have no set term and serve at the pleasure of the Chair.

2.1 The resources committee shall perform tasks as necessary to identify and obtain resources. The tasks of the Committee shall include, but not be limited to:

- Identification, pursuit, and application for financial grants to meet the trail needs as identified by the Vice President - Maintenance;
- Major fund raising for specific projects as approved by the FoOT Board of directors;
- Proposal and execution of other resource solutions to further the goals of FoOT

2. Authority and Limitations

2.1 The Resources Committee is established to pursue solutions to existing requirements. The primary source of requirements for the Committee is the list of on-going trail maintenance needs as identified by the VP – Maintenance. In addition, the Board of directors may from time to time authorize specific projects to improve or enhance the trail, and identify a Board Member responsible for such project.

2.2 The Resources committee is authorized to research and propose funding solutions for all established maintenance needs, as defined in paragraph 2.1. If a need has not been formally recognized by the VP – Maintenance or the Board, the Resources Committee shall first make a proposal to the board before pursuing the project.

2.3 Upon identifying a resource solution, and after consultation with the VP – Maintenance or cognizant Board member, as appropriate, the Committee is authorized to

Friends of the Ouachita Trail (FoOT)

organized exclusively to provide assistance for the maintenance, enhancement and use of the Ouachita National Recreation Trail
PO Box 8630, Hot Springs, AR 71910

Friends_OT2003@yahoo.com

www.friendsOT.org

The IRS recognizes FoOT as exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code

Federal Tax ID # 20-2278590



Friends of the Ouachita Trail
(FoOT)
Operating Procedure

prepare grant applications or take other necessary action to obtain the resources identified.

2.4 The Chair of the Resources Committee shall be the single point of contact between FoOT and the cognizant governing authority / agency for the request being made. The intent of this requirement is to present a unified voice to the agency and to keep the discussions focused during critical evaluation and negotiation periods. The Chair may delegate this responsibility to a committee member on an item-by-item basis.

2.5 Prior to submitting a grant application, the committee shall obtain, in writing, the concurrence of the managing agency for the area of trail where the proposed work will be performed.

2.6 Prior to submittal of grant (or similar) applications, the chair of the committee will notify the Board of Directors and provide a copy of the application, allowing at least one week for review and comment. With the exceptions noted in paragraph 2.6, the application may then be submitted, unless negative comments are received from a Board member.

2.7 A grant (or other) application must be voted on by the FoOT Board of Directors, *prior* to submittal, in the following situations:

- a. The application includes a corresponding commitment on the part of FoOT (such as matching funds or volunteer labor).
- b. The application received negative comments from one or more Board members during the review cycle defined in paragraph 2.5.

A majority vote of the board is required for approval in these cases.

Friends of the Ouachita Trail (FoOT)

organized exclusively to provide assistance for the maintenance, enhancement and use of the Ouachita National Recreation Trail
PO Box 8630, Hot Springs, AR 71910

Friends_OT2003@yahoo.com

www.friendsOT.org

The IRS recognizes FoOT as exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code

Federal Tax ID # 20-2278590



**Friends of the Ouachita Trail
(FoOT)
Operating Procedure**

FoOT Operating Procedure No. 006

Subject: Software Procurement

Date: Jan 2009

Purpose:

To define a procedure for approving the purchase of software by Friends of the Ouachita Trail.

Background/Summary:

Friends of the Ouachita Trail is an organization composed of volunteers. These volunteers not only perform trail maintenance, but also manage and record the activities of this non-profit corporation. The Board of Directors recognizes that there are times when individuals will have a need for specific software in order to perform the support functions expected by the organization. This procedure spells out the criteria for when FoOT will procure software and the procedure for approval of that procurement.

Procedure:

1. Criteria for FoOT provided software.
 - 1.1 FoOT will consider procurement of software for an individual when all of the following conditions are met:
 - the software must be intended for use on a task directed by, or approved by, the Board of Directors;
 - the task must be of an on-going nature and the member who is provided the software must give reasonable assurance that they will continue to perform the task;
 - the member must request the software, stating that they do not currently have software to accomplish the same task;
 - the procurement of the software must be deemed by the Board of Directors to be in the best overall interests of the organization as a whole;
 - the procurement expense must fit within the current budget.
2. Approval of purchase
 - 2.1 The member needing the software must make a request to the Board of Directors outlining the need.
 - 2.2 The board shall review the request and determine that the criteria in section 1 have been met. Upon motion and second, the board will vote on the procurement, to include a maximum dollar amount. A clear majority of all current directors is required to approve the purchase.
3. Implementation
 - 3.1 Once approved, the Secretary/Treasurer shall notify the member making the request and authorize the amount of funds approved.
 - 3.2 The member may procure the software directly and submit a request for reimbursement to FoOT.
 - 3.3 The software shall be registered in the name of Friends of the Ouachita Trail. Original software media must be saved. If a software key is involved, the member purchasing the software shall provide that key to the Secretary/Treasurer. When the software is no longer required by the original member, it must be surrendered to FoOT, *if requested*. Whether or not FoOT requests the software will be determined by the Secretary/Treasurer based on considerations such as whether or not the software is still current and the task is still ongoing.

Friends of the Ouachita Trail (FoOT)

organized exclusively to provide assistance for the maintenance, enhancement and use of the Ouachita National Recreation Trail
PO Box 8630, Hot Springs, AR 71910

Friends_OT2003@yahoo.com

www.friendsOT.org

The IRS recognizes FoOT as exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code

Federal Tax ID # 20-2278590



Friends of the Ouachita Trail
(FoOT)
Operating Procedure

FoOT Operating Procedure No. 7

Subject: Nominations for Office

Date: May 2012

Purpose:

To define a procedure for soliciting applicants for open Board positions and for open Officer positions.

Background/Summary:

Friends of the Ouachita Trail is an organization composed of volunteers and individual donors who give of their time or money to achieve the objectives of the organization. These members possess a wide range of skills and abilities that can be used to further the objectives of the organization. This procedure defines a process for soliciting applicants from the general membership for open Board and Officer positions.

Procedure:

1. Soliciting applicants for Board positions:
 - 1.1 Not later than September 1 of each year, the Board will determine the Board positions that must be filled in the coming election cycle, and ask the secretary to issue a formal announcement to the general membership soliciting nominations for the open Board positions.
2. Soliciting applicants for Officer positions:
 - 2.1 The same formal announcement will solicit applications for the Officer positions (Secretary/Treasurer, Vice President of Membership, Vice President of Resources, Vice President of Maintenance, Vice President of Community Relations, etc.) and other vacant support positions (Ouachita Challenge, etc.).
3. Formal ballot:
 - 3.1 The Board will ask the secretary to confirm that those members nominated are willing to serve. The Secretary shall then issue a formal ballot containing the names of all qualifying candidates for election to the Board not later than four weeks prior to the annual membership meeting in November. Members will be asked to submit a vote prior to the meeting or to vote at the meeting.
4. Board elections:
 - 4.1 The Board elections take place at the general meeting in November.
5. Officer selection:
 - 5.1 The Board, including the newly elected members will meet prior to December 31, and will select Officers and other vacant support positions from the list of applicants. The incoming Board will make selection.

Friends of the Ouachita Trail (FoOT)

organized exclusively to provide assistance for the maintenance, enhancement and use of the Ouachita National Recreation Trail
PO Box 8630, Hot Springs, AR 71910

Friends_OT2003@yahoo.com

www.friendsOT.org

The IRS recognizes FoOT as exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code

Federal Tax ID # 20-2278590



Friends of the Ouachita Trail
(FoOT)
Operating Procedure

FoOT Operating Procedure No. 008

Subject: FoOT Legacy Foundation

Date: Sept 2015

Purpose:

To establish a permanent endowment for Friends of the Ouachita Trail (FoOT) to guarantee forever, an independent base of financial stability for the purpose of providing funding for special maintenance and improvements on the trails of the Ouachita Mountain Region with emphasis on the Ouachita National Recreation Trail (OT).

To establish the management foundation for this endowment

Background/Summary:

The government agencies that manage the Ouachita National Recreation Trail are consistently underfunded to provide required maintenance support of the trail, even with FoOT providing a majority of the volunteer labor. FoOT has therefore established a permanent endowment to provide an ongoing source of supplemental funding. This endowment fund will be directed by a Legacy Foundation Board, as defined in this procedure. To insure the fund is operated as a true endowment, within the requirements of an Arkansas non-profit corporation and IRS tax exempt organization, the FoOT Board will select a professional endowment manager to handle this account. Members contributing to the Legacy Foundation will be recognized by the organization, at five different levels of giving.

Procedure:

1. Legacy Foundation Board

1.1 A seven-member Legacy Foundation Board will manage the fund. The board shall consist of the following FoOT officers: President, VP of Maintenance, Resources VP, and one additional Board Member at-large. In addition, 3 members from the FoOT Legacy Foundation contributors would be voting at-large members.

1.2 The FoOT President will serve as Chairman of the Legacy Board. The FoOT Legacy Foundation at large members would be selected by a vote of the full FoOT Board initially and by the Legacy Foundation Board in the following years. The at-large members will be selected from those contributing to the Foundation.

1.3 The Legacy Foundation Board members will serve 3 year terms with the ability to serve two additional terms. The initial at-large members will draw for 1, 2, or 3 year terms for the purpose of alternating terms. Serving Board Members terms will coincide with their FoOT Board terms.

1.4 Attendance of five members are required for a voting quorum. Email polling of the Legacy Foundation Board is permitted with an appropriate made motion.

2. Fund Management

2.1 The FoOT Board has chosen Arkansas Community Foundations to be the professional manager of the endowment and has established an account with them.

Friends of the Ouachita Trail (FoOT)

organized exclusively to provide assistance for the maintenance, enhancement and use of the Ouachita National Recreation Trail
PO Box 8630, Hot Springs, AR 71910

Friends_OT2003@yahoo.com

www.friendsOT.org

The IRS recognizes FoOT as exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code

Federal Tax ID # 20-2278590



Friends of the Ouachita Trail
(FoOT)
Operating Procedure

2.2 A majority vote of the Legacy Board would be required to authorize expenditures from the Legacy Foundation funds. While the Legacy Foundation is focused on the Ouachita Trail, a two-third vote of the Legacy Foundation Board would allow funds to be used on other special trail needs in the Ouachita Mountain Region used by FoOT members and other trail users.

2.3 Since the Legacy Foundation would be a part of the FoOT Budget, the annual audit would include these foundation expenditures. The FoOT Legacy Foundation status would be given in a report to FoOT membership at the annual meeting.

3. Donation Levels

3.1 Donors to the FoOT Legacy Foundation would be recognized at five levels, as defined below. Gifts may be direct donations, estate planning gifts, or a combination of both. Recognition levels are cumulative; gifts from the same donor in different years will be added together for recognition level. All donors will be considered voting members of FoOT and will be invited to an annual event to honor Legacy Fund contributors. Additional recognition will be defined for each level of giving.

3.2 Legacy Donor Level Definitions

Ouachita Trail Legacy Supporters: A donation to the Legacy Foundation of \$50,000 or more, in either direct giving, estate planning gift, or combination, qualifies the donor as a ***Ouachita Trail Legacy Supporter***. As a member of our highest level of donors, Conservancy Supporters can expect to have their gifts memorialized in a special way.

Ouachita Trail Conservancy Supporters: A donation to the Legacy Foundation between \$25,000 and \$49,999, in either direct giving, estate planning gift, or combination, qualifies the donor as a ***Ouachita Trail Conservancy Supporter***.

Trail Builder: A donation to the Legacy Foundation between \$10,000 to \$24,999, in either direct giving, estate planning gift, or combination, qualifies the donor as a ***Trail Builder***.

Trail Maintainer: A donation to the Legacy Foundation between \$1,000 to \$9,999, in either direct giving, estate planning gift, or combination, qualifies the donor as a ***Trail Maintainer***.

Trail Friend: A donation to the Legacy Foundation up to \$999, in either direct giving, estate planning gift, or combination, qualifies the donor as a ***Trail Friend***.

Friends of the Ouachita Trail (FoOT)

organized exclusively to provide assistance for the maintenance, enhancement and use of the Ouachita National Recreation Trail
PO Box 8630, Hot Springs, AR 71910

Friends_OT2003@yahoo.com

www.friendsOT.org

The IRS recognizes FoOT as exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code

Federal Tax ID # 20-2278590