



TENNESSEE DEPARTMENT OF ENVIRONMENT & CONSERVATION

TENNESSEE STATE PARKS

Tennessee Tower • 312 Rosa L Parks Ave, 2nd Floor • Nashville ,TN • 37243



TENNESSEE State Parks

FRIENDS GROUP YEARLY REPORT

Group Name _____

Reporting Period _____ thru _____

INCOME

1. Contributions	\$ _____
2. Donation Boxes	\$ _____
3. Membership Dues	\$ _____
3. Grants	
_____	\$ _____
_____	\$ _____
4. Fundraising Events	
_____	\$ _____
_____	\$ _____
_____	\$ _____
5. Other Income	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
5. TOTAL INCOME	\$ _____

SUPPORT PROVIDED TO PARK

DOLLAR VALUE

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Please turn over to complete the remainder of the report

Group Name _____

Reporting Period _____ thru _____

VOLUNTEER HOURS CONTRIBUTED TO PARK _____ hours

MEMBERSHIP

Individual _____

Family _____

Corporate _____

Other (briefly explain) _____

TOTAL MEMBERSHIP _____

BOARD MEMBERS

ADD/KEEP	<u>OFFICERS</u>	<u>NAME</u>	<u>E-MAIL</u>
<input type="checkbox"/>	President	_____	_____
<input type="checkbox"/>	Vice President	_____	_____
<input type="checkbox"/>	Treasurer	_____	_____
<input type="checkbox"/>	Secretary	_____	_____
<input type="checkbox"/>	Historian	_____	_____
<input type="checkbox"/>	Other	_____	_____
<input type="checkbox"/>	Other	_____	_____
<input type="checkbox"/>	Group E-mail	_____	_____

When do you hold meetings?

Every month Every other month Quarterly Other: _____

Day of Meeting: _____ Time of Meeting: _____

If need more space to report information or you would simply like to share more about your group, please feel free to attach additional pages.

Please complete and return this form to the Volunteer Coordinator at the above address by April 30, 2020 if your fiscal year ends December or September 30, 2020 if you fiscal year ends June. You may also e-mail it to: Nancy.Schelin@tn.gov

FRIENDS GROUP YEARLY REPORT

INCOME

Line 1: Contributions – Report cash amounts received as gifts from individuals or organizations.

Line 2: Donation Boxes – Report amounts received from your donation boxes or tubes.

Line 3: Membership Dues – Report the total amount received as dues from all categories of membership within your organization.

Line 3: Grants – Report the amounts of any grants awarded. Please list the source of each grant, the total amount received and project or activity that is being funded by the grant.

Line 4: Fundraising Events - Report the net proceeds from your fundraising events/activities such as craft fairs, auctions, contests, plant sales, concerts, races or runs, tours, etc... Please list each event/activity individually.

Line 5: Other Income – List net income from all sources not covered by lines 1 through 4, such as sale of firewood or ice, program fees (Jr. Ranger Camp), merchandise sales, etc... Please list each source individually.

Line 6: Total Income – Please add all the amounts recorded for items 1-5.

SUPPORT PROVIDED TO PARK

Itemize any significant support provided to the park such as equipment (computer, audio visual, medical, recreational, etc...), supplies, tools, park signage, maps, land, etc... Include expenses for improvements to park structures, special event assistance, park personnel trainings, educational programs, research and other activities furthering the organization's charitable mission and purpose.

VOLUNTEER HOURS CONTRIBUTED TO PARK

List the total of all volunteer hours attributable to enhancing park programs and activities. This can include, but is not limited to: trail construction and repair; educational programming; volunteer work days, special event assistance, etc...

MEMBERSHIP

Please provide the total number for each of the group's membership categories – individual, family, corporate and other.

BOARD MEMBERS

Please provide the names of your current slate of officers and their e-mail address. E-mail addresses will only be used to communicate information that pertains to being a Friends group in support of a state park or natural area. E-mail addresses will be added to the Friends E-mail list only if the box to the left of the board member role is checked. Checking the box also confirms that you would like to remain on the E-mail list. A group e-mail (e.g. friendsofstatepark@tn.gov) will be accepted in lieu of individual e-mail addresses.