

POUDRE WILDERNESS VOLUNTEERS ORGANIZATION HANDBOOK

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INTRODUCTION

The Organizational Handbook documents the processes of the Board, the Officers and Committee Chairs for Poudre Wilderness Volunteers. These process write-ups are meant to document how the organization performs its day-to-day functions. The process write-ups in this Handbook describe the implementation of the policies of the PWV Board of Directors and do not modify the boards policies. This Handbook also documents the Policies that guide PWV's activities. These Policies are controlled by the PWV Board of Directors. It is the responsibility of the Organizational Handbook Committee to manage the Handbook and ensure that changes are made when necessary.

BOARD PROCEDURES

BOARD OF DIRECTORS

The Board of Directors functions to oversee and direct all aspects of PWV, including its vision, goals and objectives; its policies and procedures; strategic and operational planning; and fundraising and financial management.

Directors are expected to prepare for, attend, and actively participate in all regular and special meetings of the Board and the Annual Meeting and Year End Event. All Board members (including all officers) except the USFS representative have Board voting rights. Board members are legally responsible—and liable—for the financial practices and decisions of the organization, and are legally responsible to protect, maintain and uphold its tax-exempt status. New Directors are elected to staggered, 3-year terms by the current Board, at its October meeting.

Desirable Skills and Experience: Active participation in trail patrols and other activities; a strong commitment to making PWV better; a commitment to attending and participating in all Board meetings; specialized skills and experience pertinent to the functions and operations of the Board; e.g., personnel management/supervision; teamwork; project management; fundraising; bookkeeping/accounting; online survey creation and management; website design, operations and management; database, spreadsheet and/or word processing; layout and publication.

NOMINATION AND ELECTION TO THE BOARD OF DIRECTORS

NOMINATIONS TO THE BOARD AND FOR OFFICERS

Identifying, nominating, and electing committed and qualified members to lead PWV is a key process for maintaining the vigor, quality, and effectiveness of the Organization. The sitting Board has the authority and responsibility to set the number of Board members (which will determine if any vacancies exist). Nominations to fill the open positions to the Board may be made by any director, at any meeting of the Board, when there is a vacancy. Similarly, active members may nominate themselves or other active members.

BOARD CALENDAR

June – August: The Nominating Committee evaluates the current and future personnel needs of the Board and its committees and reviews the performance, experience, and qualifications of PWV members in light of the Board's needs. It then begins the process of identifying and contacting potential new Board members and officers

and encourages selected members to consider serving on the Board and invites them to attend one or more Board meetings to learn about the Board's functions and operations.

August: Email notification is made to the entire membership regarding the duties and expectations for Board Directors and Officers, along with a call for nominations and volunteers, and a suggestion that interested parties attend one or more Board meetings to familiarize themselves with the Board and its operations and to make themselves known to the current Board members.

August-September: Typically, the nominating committee develops a formal slate of recommended director and officer candidates (by reviewing the membership roster and contacting selected members about their potential interest).

October 1: Nominees and candidates for director and officer positions are asked to submit to the Secretary a brief written statement: 1) Outlining their relevant knowledge, experience and interests; 2) describing their history of involvement in PWV activities and programs, and 3) indicating why they want to be on the Board or serve as an officer. Prior to the October Board meeting, Board members review the bios and consider the merits of each candidate in light of the needs of the Board.

October Board Meeting: Election of Directors and Officers is held. Since Officers on the Board of Directors need to be members of the Board of Directors, voting for New Board of Directors precedes voting for Officers to cover the situation where a newly elected Board of Directors member may be nominated to be an Officer.

PWV BY LAWS

PWV operates under "The By Laws of the Poudre Wilderness Volunteers." For further details on how the board and organization operates go to the [By Laws](#).

PWV Board of Directors Meeting Process

- Agenda
 - Board Meeting agendas are produced by the Board Chair.
 - Board members will be requested to provide suggested agenda items to the Chair at least a week ahead of the Board Meeting.
 - Presentations supporting agenda items will be emailed to the Chair prior to the meeting so that they can be distributed to Board members, Advisory Board members and committee chairs along with the agenda prior to the meeting.
 - Agenda items submitted which require a decision by the Board should include a statement of the proposed motion.
 - Agendas are approved at the start of each meeting.
 - Items may be added to the agenda during the meeting with the approval of the Board.
 - Agendas and any presentations will be posted to PWV.org website ahead of the Board Meeting, allowing general PWV members to determine if they want to attend.
- Motions
 - All discussions which require a Board decision begin with a motion. Discussion of a motion begins after the motion is seconded.
 - Motions and motions for amendments to the main motion may be made by any PWV member in attendance at the Board Meeting.
 - Motions and motions for amendments to motions must be seconded by a Board member.
 - Once a motion is seconded, the person who made the motion will be the first to speak and provide any explanatory details for the motion before further discussion takes place. If a motion affects other PWV committees, the presenter should discuss the motion prior to the Board Meeting with those committee chairs or their designees and share the results of those discussions.
 - Amendments to a motion are discussed and voted on before further discussion of the main motion. If amendment is passed by the majority, the amendment becomes part of the main motion.
 - In the event that further work is required on a motion, by majority vote, the motion can be tabled for a defined future consideration.
 - The presenter of a motion may decide to table a motion, this does not require a vote by the board.
 - The Chair calls for a vote on the final motion once the discussion is complete. The presenter of the motion is given a final opportunity to comment on the motion before the vote is taken.
 - The PWV Executive Committee may approve motions made outside of the Board Meeting when time does not permit a full Board Meeting. Any

motion approved by the Executive Committee will be presented at the following month Board Meeting for Board consideration.

- Discussions
 - When a discussion is taking place, either for a motion or a presentation which does not requiring a Board decision, speakers must be recognized by the Chair prior to speaking.
 - Members shall not interrupt the speaker with rebuttals or supporting views prior to being recognized by the Chair.
 - Members may interrupt the speaker for clarification of the issue being discussed.
- Voting
 - For the Board to vote on a motion, a quorum of the Board is required.
 - Approval a motion requires a simple majority vote of the Board members present at the meeting.
 - The PWV Secretary will record the outcome of the vote in the minutes of the meeting.
- Presentations
 - Presentations that require a Board decision are made after a motion is made and seconded.
 - Discussion items may come before the Board for any topic about which the Board wishes to be informed. Motions are not made for discussions that do not require a Board decision.
- Minutes
 - The PWV Secretary will document the board's activities after each board meeting.
 - The Minutes are approved at the next Board meeting and then posted to PWV.org website.

PWV COMMITTEE CHARTERS

Each PWV Committee is chartered by the board to perform certain functions. These functions are documented below.

Committee	Charter
Adopt-A-Highway	AAH works with CDOT Colorado Department of Transportation to do 2 litter patrols per summer season along our 4 mile stretch of Hwy 14 mile marker 69-73. 12 volunteers up for the day and pick up trash along the hwy.
Adopt-A-Trail	Volunteers perform light and heavy trail maintenance on the North Fork Trail for the Adopt-a-Trail program in the Canyon Lakes Ranger District. Trail work may include, but is not limited to cleaning and construction of drainage structures such as water bars, brushing, limbing, removal of downed trees on the trail and campsites rehabilitation. Trail maintenance is the process of keeping a trail at or near its original construction or intended standards. While the work varies, the goal is always the same: to keep the trail in safe, sustainable working order.
Annual Report	The Annual Report summarizes PWVs activities for the past year.
Fund Development	Secure funding for both annual operations as well as the endowment of PWV. It is very important that these two efforts be planned and implemented in a manner that avoids duplication in target donors and timing. <ul style="list-style-type: none">· Provide budget guidelines and projections to the Board.· Keep connected with the U.S. Forest Service and their potential funding needs to help them meet their guidelines.
Kids in Nature	The mission of the PWV Kids in Nature (KIN) program is to connect kids with Nature and foster environmental awareness, respect and land stewardship through fun, educational programs and direct experience.
LNT Program	The primary mission of the Leave No Trace (LNT) Committee is to provide and facilitate training for PWV members in the teaching of LNT principles and outdoor ethics, so that they may in turn teach those concepts to members of the public. The committee's secondary mission is to teach LNT principles and outdoor ethics directly to the public.

Member Relations	<ul style="list-style-type: none"> • Recognition: Recognize PWV members for their accomplishments and contributions to PWV, at the annual Year End Event and other times throughout the year. • Hospitality: Acknowledge serious illness or death of a PWV member or their immediate family member, along with life celebrations of members such as birth or adoption of a new child or a marriage. • Retention: Monitor member retention, identify areas for improving retention, work with the board and committees to put retention improvements into action. • Social: Monitor social activities across PWV, take ownership for some social events, work with the board and committees to ensure other social events are occurring.
Mentoring Program	<p>The Mentor Committee is responsible for annually recruiting and training Mentors as well as reviewing and analyzing feedback from annual surveys to identify opportunities for program improvement.</p> <p>Mentors commit to a minimum of 2 Mentor Patrols with typically 1-2 new members on each patrol. These patrols provide an opportunity for building on the Spring Training experiences to give the new members practice in using and reinforcing the skills learned at Spring Training.</p>
Newsletter	<p>The Newsletter serves to communicate information about PWV and its activities to: current members, potential new recruits, potential donors, and visitors to the PWV website. It forges direct connections with our members and supporters, gives our nonprofit a voice and provides a platform for accountability. All members are invited to submit articles, ideas for articles and are welcomed to join the newsletter team.</p>
New Recruit Training Committee	<p>The NRT committee is responsible for the training of new recruits each spring. This includes identifying and training the role players/instructors for the training trail. This includes producing the PWV Training Manual, Kick off Night activities and all training activities prior to and including Spring Training.</p>
Non-Patrolling	<p>Non-Patrolling finds ways to keep Non-patrolling members involved in PWV by doing work other than patrolling trails.</p>
Office Crew	<p>The role of the Office Crew is to assist and monitor the checking out and return of USFS radios, GPS and Spot units for member patrols. We also help Committees with copying and mailings as well as keeping the PWV drawer in the Visitors Center stocked with cards and literature needed for patrols. Other resources such as a slide projector, screen, and LNT/Weed ID books can be checked out for presentations, classes or workshops.</p>

Organization Handbook	The purpose of the Organizational Handbook Committee is to manage the process of maintaining the PWV Organizational Handbook in order to document the board processes, policies and committees by which PWV is managed.
Patrol Gear	The Gear Committee orders uniforms, name tags, pack and arm bands, maps and other materials for new recruits and members.
Patrol Scheduling	The Patrol Scheduling committee is responsible for scheduling new PWV members with two mentor patrols and then we try to match them up with returning PWV members for the remaining 4 patrols. If we don't have enough returning PWV members we match them with new members. Returning members are encouraged to patrol with new members when we send out the patrolling survey.
Photography & Video	The Photo Video Committee of PWV visually records activities of the organization. Committee members use their own photography equipment to capture images that reflect the operations of the whole organization and its various committees. Additionally, committee members use the organization's video equipment to produce video for the same purpose. Still images of new members are captured and provided to the USFS for identification purposes and are added to its volunteer database.
Public Outreach	<ul style="list-style-type: none">-Educate the public by speaking at local organizations and schools about PWV-Represent PWV with a booth at indoor and outdoor nature fairs-Gather contact information for folks interested in joining PWV and pass that information on to the Recruiting Committee
Recertification	Contact current members due to recertify; plan and facilitate an informative "Kick Off Morning" for them.
Recruiting	To recruit volunteers for the upcoming season by various methods, including: advertising, conducting preview events, and contacting members of the public who have previously expressed an interest in PWV either through the PWV website or attendance at community events. The committee also coordinates the application, interview and selection process for new recruits.
Restoration	The PWV restoration committee is responsible for assisting the USFS in restoring forest assets such as trails, campgrounds and any other forest asset to their proper condition.

Spring Training	Coordinate the planning and implementation of the initial training for new recruits and recertification training for returning members.
Stock Committee	The purpose of the PWV Stock Committee is varied. Part of the year is spent planning and executing training for both our stock members as well as the new recruits providing insight when encountering horses, mules, and llamas on our trails. The Stock Committee also assists in recruiting and interviewing potential stock members. A stock challenge course is also organized to evaluate potential new stock members and their animals. The PWV Stock Committee also provides a bridge between the stock members and the Board of Directors and the PWV Trail Crew. The committee also acts as a clearing house for both work days and overnight stays at the Stubb Creek Ranger Station. Once or twice a year, a public outreach type event is planned. Finally the PWV Stock Committee organizes several social events each year.
Strategic Planning Committee	<ul style="list-style-type: none"> a. Establish, maintain, and improve an ongoing strategic planning process, including metrics. b. Develop planning cycle <ul style="list-style-type: none"> i. Operational plans annually ii. Strategic Plan every 3 years c. Support committees in the development of their strategic and annual operational plans that align with the overall PWV strategic plan d. Annual review of mission, vision, and strategic plan, and recommendation of any changes to the board of directors e. Develop Committee Reporting structure for board of directors presentations
Supplemental Training	<p>The purpose of the Supplemental Training Committed is to provide opportunities for members to improve and refresh skills and knowledge base for conducting patrols, educating the hiking public, being good stewards of the forest, and generating more interest in serving PWV in other capacities. Listed in priority, topics include:</p> <ul style="list-style-type: none"> 1. Safety related skills such as First Aid, CPR, navigation, and wilderness survival. 2. Knowledge to further improve competence in performing trail patrol duties. 3. Knowledge to increase enjoyment of patrol experience such as identification of trees, plants, birds, insects, geology and local history. 4. Knowledge to understand and practice Leave No Trace and Authority of the Resource.

Supplies & Storage	<p>To allow for a complete annual accounting of PWV assets and fungible supply items. Doing so allows invested parties to better plan for such events such as Kick-Off Night and Spring Training weekend. Likewise having accurate counts should assist with other event planning including but not limited to Recruiting & Public Outreach, Weed Crew, Trail Crew, Restoration, Stock Patrol, and Member Relations.</p> <p>In addition, the annual count will provide year-to-year accountability for assets located at various sites (besides the PWV storage facility). Examples would include but not be limited to equipment managed by the PWV Office Crew; Photo & Video Committee equipment; Trail Restoration/Maintenance tools.</p>
Surveys & Evaluations	<p>Surveys and Evaluations Committee (via SurveyMonkey.com) provides PWV the means to:</p> <ol style="list-style-type: none"> 1) Automate and update the annual PWV applications; 2) match new members with returning members to schedule their first five patrols based on similar preferences, abilities, and availability; 3) recruit PWV members as volunteers for major events; 4) maintain effective communication between the membership and the Board; 5) solicit preferences from membership about new trainings and events; 6) automate and standardize evaluations of key training events within PWV; 7) update & manage the Skills data collected from the PWV applications; 8) provide opportunity for members to assess their knowledge of PWV; and 9) provide assistance with other projects as needed.
Trail Crew	<p>The Trail Crew is responsible for the trail maintenance of the trails patrolled by PWV. This includes removing down trees, working drainage issues and any other basic maintenance issues.</p>
Trails for ALL	<p>The mission of PWV Trails for ALL is to foster safe, fun, and educational connections to the out-of-doors for people of ALL abilities.</p>
Trail Patrolling	<p>Oversee patrolling activities and work any issues that come up. This includes updating patrol descriptions, promoting patrolling at busy times and in Wilderness, reviewing patrol reports and coordinating with other committees.</p>

Web Team	<p>Provide and maintain PWV Information Technology (IT) capability to meet the needs of PWV and its interface with the public for timely and up-to-date communications and sharing of information.</p> <ul style="list-style-type: none">• Manage and maintain pwv.org website that works well on all common devices including computers, smartphones, and tablets• Provide support to PWV members and committees in the use of PWV IT capabilities• Support PWV Committee document repository on PWV Google Drive• Establish and maintain procedures for the above• Establish and maintain short-term and long-term PWV IT goals• Work jointly with USFS Patrolling website personnel to<ul style="list-style-type: none">○ Maintain single common login for pwv.org website and clrdvol.org website○ Maintain a common patrol description database• Maintain a PWV Web Team to accomplish the above. Provide Web Team with training and software tools
Weed Crew	<p>The Weed Crew: 1) detects and documents noxious weeds along trails patrolled by PWV; 2) trains PWV members and volunteers in the basics of weed management, including identification and strategies for controlling locally noxious weeds; 3) schedules and conducts weed pulls; and 4) coordinates activities with the CLRD, particularly in recommending areas in need of herbicide spraying (conducted by Larimer County Weed District or other contractors). The Weed Crew also provides public outreach/education regarding invasive weeds.</p>
Year-End Event & Annual Meeting	<p>Organizes and conducts the Year –End Event to celebrate the past year’s accomplishments and the annual meeting to give PWV members an opportunity to ask questions of the board.</p>

POLICIES

Below are listed the Policies of PWV. These policies may only be modified by the Board of Directors.

	Policy Statement	Status of Policy	Date of Board
<u>1</u>	PWV members must display a commitment to PWV’s mission, goals and objectives, and procedures and be at least 18 yrs old. (Applicants under 18 will be considered on a case-by-case basis).	Requirement	11/17/2011
<u>2</u>	PWV members must obey all applicable laws and regulations.	Requirement	11/17/2011
<u>3</u>	<p>a. PWV members must follow Canyon Lakes Ranger District volunteer policies and procedures during trail patrols and other field operations.</p> <p>b. PWV members must not patrol with dogs or other pets.</p> <p>c. PWV members must not patrol with firearms or other weapons.</p> <p>d. PWV members shall not consume alcohol or marijuana while patrolling or when representing the Forest Service to the public. You are representing the Forest Service whenever you wear the Forest Service Volunteer patch.</p> <p style="padding-left: 20px;">i) PWV members shall not use marijuana while on Forest Service land.</p> <p style="padding-left: 20px;">ii) PWV members shall not be impaired by any drug or alcohol while volunteering for the Forest Service. (This includes legal or illegal drugs or alcohol which would impair your judgment or physical capabilities to perform the activity you are involved in. The decision on whether a member is impaired is left up to each member.)</p> <p>e. PWV applicants must fill out an application, successfully complete an interview, and sign an annual U.S. Government Volunteer Agreement.</p> <p>f. The PWV patrol season will not include the “regular” Rifle Seasons for deer and elk (defined by the Department of Parks and Wildlife as the first, second, third, and fourth seasons).</p>	<p>Requirement</p> <p>Requirement</p> <p>Requirement</p> <p>Requirement</p> <p>Requirement</p> <p>Requirement</p> <p>Requirement</p> <p>Fact</p>	<p>11/17/2011</p> <p>11/17/2011</p> <p>11/17/2011</p> <p>2/20/2019</p> <p>2/20/2019</p> <p>2/20/2019</p> <p>11/17/2011</p> <p>11/17/2011</p>

3	<p>g. PWV members must patrol trails and/or provide other appropriate service.</p> <p>h. PWV members are encouraged to commit to 6 days or more of patrolling or service per year. All members are encouraged to do more than the minimum 6 patrols days each year.</p> <p>i. PWV members must report their trail patrols and their non-trail volunteer hours.</p> <p>j. Attendance at the full Spring Training weekend by prospective new members who will patrol is mandatory. While a non-patrolling member is not required to attend the training as mandated for patrolling members, he/she is nonetheless strongly encouraged to do so.</p> <p>k. While the primary role of most Poudre Wilderness Volunteers is to patrol trails in the Canyon Lakes Ranger district, membership is also open to individuals who wish to serve PWV in other ways. These members will embrace PWV's mission, values and goals; and will bring to the organization skills required to support PWV. These members are required to be sponsored by a committee chair or member of the Board of Directors, hereinafter "sponsor". Non-patrolling members are encouraged to meet all requirements and duties as specified by their sponsors, and will wear the PWV uniform when/if dealing with the public in their official duties. They shall endeavor to fulfill all duties as agreed to with their sponsor in their areas of support. Non-patrolling members are expected but not required to commit to at least 36 hours of PWV volunteer service per year They must also sign the U.S. Forest Service volunteer agreement before providing any service to PWV.</p> <p>l. PWV Patrolling members shall undergo recertification at least every 7 years. As a minimum, this requires completing the training trail.</p>	<p>Requirement</p> <p>Requirement</p> <p>Requirement</p> <p>Requirement</p> <p>Requirement</p> <p>Requirement</p>	<p>11/17/2011</p> <p>11/17/2011</p> <p>3/15/2012</p> <p>3/15/2012</p> <p>3/15/2012</p> <p>12/18/2019</p>
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4	<p>When on duty as volunteers, PWV members must be readily identifiable as USFS volunteers by displaying the appropriate PWV and USFS volunteer patches. Generally, this is accomplished by wearing the official PWV uniform – shirt and name badge – in a professional manner. When conducting specialized activities (e.g., Trail Maintenance, Adopt-a-Trail, and Weed Pull), members can wear work clothing but should always be identifiable with the appropriate patches or logos on their sleeves, backpacks, hats, stock tack, tee-shirts, or safety vests.</p>	Requirement	11/17/2011
5	<p>PWV strongly recommends that volunteers patrol in pairs, however solo patrols are allowed. If solo patrolling, PWV recommends/urges:</p> <ul style="list-style-type: none"> ○ Backcountry experience ○ Prior knowledge of the trail ○ Carrying “The Ten Essentials” ○ Carrying an emergency communication device (e.g., SPOT (unit, InReach or USFS radio.) 	Recommendation	11/17/2011
6	<p>When patrolling a trail that is deemed hazardous by the USFS, it is a requirement to do a radio check-in or send a check-in/OK message with a SPOT or InReach satellite communicator at your turnaround point in the patrol. See the Training Manual for a list of hazardous trails.</p>	Requirement	12/18/2019
7	<p>Trailhead Hosting can occur any month of the year. Members who have completed Spring Training and the 2 mentor patrols, may be Trailhead Hosts. Orange vests must be worn by Trailhead Hosts October thru December.</p>	Requirement	12/18/2019
8	<p>PWV-owned equipment, tools, and supplies must only be used for PWV activities or for other events in which PWV is an active participant. Exceptions to this policy require prior Committee approval.</p>	Requirement	11/17/2011

9	<p>PWV mentors, ideally, should be at least 3rd-year members and have attended a current year, mentor training session. If a mentor is unable to attend a current year, mentor training session, the member may be deemed qualified by the Mentor Program Chairs to be a mentor if the following conditions are met: The PWV member in the prior year a) attended a mentor training session, and b) participated in at least 2 mentor patrols.</p>	Requirement	7/19/2012
10	<p>As a 501(c)(3) organization, PWV has secured Colorado, Larimer County, and Fort Collins sales tax exemptions and should not pay sales taxes assessed within those locales.</p> <ul style="list-style-type: none"> • State vendor documentation of PWV's sales tax-exempt status varies by vendor (use of a PWV credit card or check; tax-exemption letter; Colorado exemption certificate), and members should ask the vendor before making the purchase • PWV members who make purchases on behalf of PWV that include charges for sales tax may NOT be reimbursed for the sales tax. 	Fact	11/17/2011
		Fact	12/18/2019
		Requirement	11/17/2011
11	<p>When the "Non-Profit's Discretion" indicator is picked by the donor on the Colorado Gives website, the proceeds split between the operating fund and the Endowment Fund will be determined by the Board annually.</p>	Requirement	12/18/2019
12	<p>PWV will provide basic training in first aid, CPR, map & compass, and GPS and will strongly encourage all members to become proficient with these skills.</p>	Fact	11/17/2011
13	<p><i>PWV provides mechanism(s) for broadcast emails to be sent to all PWV members. These emails should be used exclusively for communication about PWV sponsored activities. Examples of broadcast email that are <u>not</u> allowed would be promotion of activities outside of PWV's interest, or political topics.</i></p> <p><i>Any exception requires approval from the Chair of PWV Board of Directors.</i></p>	Requirement	05/17/2012
14	<p>Active PWV members must have a valid unique email address registered in their profile and be subscribed to the PWV broadcast emails.</p>	Requirement	12/18/2019

15	PWV should separate couples into different Animal Groups for Spring Training.	Recommendation	11/17/2011
16	<p><i>PWV will schedule the first 5 patrols for new members. The first 2 of these patrols will be mentor patrols, and the other 3 will be regular patrols with other PWV members (either veteran or new members).</i></p> <p>- The mentor patrols should be scheduled for and completed by the middle of July when possible.</p> <p>- New members will be responsible for scheduling their 6th patrol themselves, or joining an existing patrol.</p> <p>- For the 6th (and beyond) patrols, new members are allowed to do a normal patrol or one of the more specialized patrols of a Weed Pull, Trail Maintenance, Kids in Nature, Adopt-A-Highway or Trailhead Hosting.</p> <p>PWV requires that new members complete two mentor patrols and three traditional trail patrols before they can get patrol credit for any specialized patrol programs (e.g., Trail Crew, Adopt-a-Highway, Adopt-a-Trail, Kids in Nature, Restoration, Trailhead Hosting, Weed Crew). This requirement may be waived by the appropriate /committee chairperson if justified by special circumstances.</p>	<p>Requirement</p> <p>Recommendation</p> <p>Fact</p> <p>Requirement</p> <p>Requirement</p>	<p>12/18/2019</p> <p>12/18/2019</p> <p>12/18/2019</p> <p>12/18/2019</p> <p>12/18/2019</p>
17	When preparing the yearly budget, in years when there are some unrestricted funds in excess of budget needs, plus some cushion for unexpected expenditures, the board should consider the transfer of a certain amount of unrestricted funds to the Endowment Fund. This will be done as part of the budgeting process.	Recommendation	3/15/2012
18	Committees may establish training patrols in order to provide in-field training in their areas of responsibility. These patrols will be documented and count as regular PWV patrols. (e.g. LNT training patrols, Weed training patrols.)	Requirement	12/18/2019
19	PWV may not fund monetary awards to our members. Donated gift cards for drawings are fine.	Requirement	12/18/2019

20	<p>Photos and videos of PWV related activities submitted to PWV or the USFS may be utilized for non-commercial purposes, as deemed appropriate by PWV or the USFS, without request or documentation of additional permissions.</p> <p>Uses of photos/videos include, but are not limited to, postings such as on Internet, publications, posters, brochures, calendars, training/promotional videos. The photographer and whoever provides the photos or videos must have verbal acknowledgment from any person pictured that it is permissible to use the material as described above. It is incumbent on a member who does not want his image taken to notify the photographer and/or remove themselves prior to the image being taken.</p> <p>Some PWV members have specifically requested on their volunteer agreements that their image not be used. If the image is inadvertently used, the member is to advise PWV to remove his image displayed on the Internet, in social media, or in publications. The request will be honored as soon as possible to the extent possible.</p> <p>The only exception to the above is that pictures of children will be used only if documented permission from the parent or guardian is on record.</p>	Requirement	6/19/2014
21	<p>Each year as part of the budget process the PWV Board of Directors will establish the budget reserve for the next year. The reserve will be approximately 1.5 times the normal operations budget.</p>	Requirement	1/15/2015
22	<p>The PWV Board will approve the annual operating budget no later December of the previous year. This budget will be communicated to all committee chairs and provide the spending guidelines for each committee. If a committee desires to spend over their approved budget, the committee chair can approve spending up to 10% over the approved amount. For a committee wanting to exceed their approved budget by more than 10%, the committee chair needs to present this request to the board for approval.</p>	Requirement	12/05/2022
23	<p>A strategic planning process will be initiated every 3 years.”</p> <p>Each “major” committees, as defined by the strategic plan, must identify what they plan to do (operational plan) in the next year, and how much money (if any) will be required to support that plan as part of the budgeting process. Results of the previous year’s plans should be included as part of the process.”</p>	Requirement Requirement	5/21/20 6/18/20

24	<p>Document identification practice for creating new documents and updating current documents on pwv.org website</p> <ol style="list-style-type: none"> 1. Document identification is provided in one of two locations on the document: <ol style="list-style-type: none"> a. Top right of first page of document b. Bottom right of last page of document 2. Identification to be provided in small font size. <ol style="list-style-type: none"> a. First initial and last name of person who created or modified current version of document b. PWV committee or officer responsible for the document c. Date current version of the document was created or updated using MM/DD/YYYY date format 3. Format of documents on PWV.org should be PDF <ol style="list-style-type: none"> a. Provides consistent format of documents in a widely used format that can be readily displayed on PWV.org website b. Provides documents in a read-only format 4. Document record <ol style="list-style-type: none"> a. The original document (not in PDF format) is to be stored on PWV Google Drive in one of the formats supported on Google Drive. The document is to be stored in the Folder of the committee that owns the document. Purpose of storing documents on PWV Google Drive is to facilitate future changes to the PDF document on pwv.org website which cannot be readily done if only the PDF version of the document is available. 	<p>Requirement</p> <p>Requirement</p> <p>Requirement</p> <p>Requirement</p>	<p>1/20/22</p> <p>1/20/22</p> <p>1/20/22</p> <p>1/20/22</p>
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