

## 2023 ANNUAL WORK PLAN.

- A. PARTIES:** This Annual Work Plan is part of the Friends Agreement between Hopewell Furnace National Historic Site (Park) and Friends of Hopewell Furnace (Friends), signed January 2020. All terms and conditions of the Philanthropic Partnership Agreement are hereby incorporated by reference.
- B. YEAR:** Park and Friends mutually agree to undertake certain projects and programs (Identified Projects) in the year starting October 1, 2022 and ending September 30, 2023.
- C. IDENTIFIED PROJECTS, ROLES and SCHEDULE:** Identified Projects to be undertaken are described below, along with the respective roles of Park and Friends, and a schedule for completion:

Project Identifier	Project Description	Friend's Leads	Park's Lead	Schedule
WP1	Plan, acquire presenters and conduct the free Sunday Afternoon Interpretive Programs.	Gene Delaplane, Elissa Lewis	Jeff Jones	Monthly
WP2	Hopewell Ledgers data extraction and indexing of the digital pictures.	Jim McClelland	Jeff Jones	On-going
WP3	Maintain Friends Facebook page and the Friends website.	Jim McClelland	N/A	On-going
WP4	Maintain the Bylaws	Jim McClelland	Jeff Jones	As needed
WP5	Manage sale of Dan Graham's	Peter Hammond	Jeff Jones	On-going
WP6	Archive Past Friend's Presidents records	Elissa Lewis	Jeff Jones	On going
WP7	Manage Elementary School Transportation funds.	Peter Hammond	Jeff Jones	On going
WP8	Provide support for the Star Fest Event	Becky Hughes	Jeff Jones	Annually
WP9	Provide assistance in maintaining historic gardens	Becky Hughes	NPS Staff	Spring/Summer/Fall '23
WP10	Maintain the Friends Work Plan	Jim McClelland, Edie Shean-Hammond	Jeff Jones	Annually
WP11	Hervey Painter Ancestors who had involvement with Hopewell Furnace	Jim and Nancy McClelland	Jeff Jones	On-Going

WP12	Stocking brochures in St Peter's Kiosk	Peter Hammond	N/A	As needed
WP13	Support to Partnerships: Hopewell Big Woods Iron & Steel Berks Heritage Council	Edie Shean-Hammond and Peter Hammond Becky Hughes	N/A	As needed
WP14	Support annual sheep shearing event		Jeff Jones	May 13th
WP15	Collaborate with NPS on July 4 <sup>th</sup> writing contest and ceremony		Jeff Jones	July 4th
WP16	Support with planning for and execution of bi-annual charcoal burn	Becky Hughes	NPS Staff	May 13–20 and Aug 5–12
WP17	Provide 8 – 16 hours a month of volunteer assistance to the park from Friends members		Park Volunteer Coordinator	On-Going
WP18	Provide assistance with offsite programming and participation in community events		NPS Staff	
WP19	Assist in identifying and selecting food truck vendors for use during select park special events		Jeff Jones	On-Going
WP20	Provide assistance with park organized service projects and volunteer appreciation events		Jeff Jones	On-Going

D. **AUTHORITIES:** Park has consulted with the DOI Solicitor's Office re: the authorities to carry out the Identified Projects described above, and to accept the donated funds, goods and services described in Item E. Solicitor has confirmed that the following authorities are appropriate for these activities:

The primary authority to accept donations is found at [54 USC 101101](#), which expressly authorizes the NPS to accept donations for National Park System purposes. The authority to accept donations of property and money for museum purposes is found at [54 USC 102503](#). Other authorities may be contained in a park or program's enabling legislation. The NPS may also accept donations of funds, lands, buildings, and equipment from public and private entities, per [43 USC 1473a](#).

Several authorities establish guidelines for donor recognition. Section 3054 of the Carl Levin and Howard P. “Buck” McKeon National Defense Authorization Act for Fiscal Year 2015 (Public Law 113-291; [128 Stat. 3806](#)) establishes guidelines for the NPS to recognize donations to the NPS or the National Park System.

The Department of the Interior donations policy ([374 DM 6](#)) provides guidelines for permissible solicitation and for determining the acceptability of donations. [The Department of the Interior Partnership Legal Primer](#) identifies other authorities that permit the NPS to accept donations and recognize donors.

E. **BUDGET:** The estimated cost to carry out the Identified Projects identified in this Annual Work Plan is approximately \$3,000. Budget breakdown and funding sources are described below:

Project Identifier	Project Description	Estimated Cost	Cash Funding Amount & Source	Value of in-kind goods and services
WP1	Plan, acquire presenters and conduct the free Sunday Afternoon Interpretive Programs.	Volunteer Labor	Labor provided by the Friends	N/A
WP2	Hopewell Ledgers data extraction and indexing of the digital pictures.	Volunteer Labor	Labor provided by the Friends	N/A
WP3	Maintain Friends Facebook page and the Friends website.	~\$240 per year	Web site hosting costs	N/A
WP4	Maintain the Bylaws	Volunteer Labor	Volunteer Labor	N/A
WP5	Manage sale of Dan Graham’s book	Volunteer Labor	Volunteer Labor	N/A
WP6	Archive Past Friend’s Presidents records	Volunteer Labor	Volunteer Labor	N/A
WP7	Manage Elementary School Transportation funds.	\$783	Federal Grant	Remainder of grant funded program
WP8	Provide support for the Star Fest Event	~\$100	Member’s donations	N/A
WP9	Provide assistance in maintaining historic gardens	~\$100	Member’s donations	Labor provided by Master Gardeners program

WP10	Maintain the Friends Work Plan	Volunteer Labor	Volunteer Labor	N/A
WP11	Hervey Painter Ancestors who had involvement with Hopewell Furnace	Volunteer Labor	Volunteer Labor	N/A
WP12	Stocking brochures in St Peter's Kiosk	Volunteer Labor	Volunteer Labor	N/A
WP13	Support to Partnerships: Hopewell Big Woods Iron & Steel Berks Heritage Council	Volunteer Labor	Volunteer Labor	N/A
WP14	Support annual sheep shearing event	\$500	Member's donations	N/A
WP15	Collaborate with NPS on July 4 <sup>th</sup> writing contest and ceremony	\$450	Member's donations	N/A
WP16	Support with planning for and execution of bi-annual charcoal burn	~\$300	Colliers Fund	N/A
WP17	Provide 8 – 16 hours a month of volunteer assistance to the park from Friends members	Volunteer Labor	Volunteer Labor	N/A
WP18	Provide assistance with offsite programming and participation in community events	Volunteer Labor	Volunteer Labor	N/A
WP19	Assist in identifying and selecting food truck vendors for use during select park special events	Volunteer Labor	Volunteer Labor	N/A
WP20	Provide assistance with park organized service projects and volunteer appreciation events	\$500	Member's donations	N/A

**F. FUNDRAISING:** This Annual Work Plan authorizes Friends to raise \$3,000 and to provide volunteer hours to support the Identified Projects described above. Friends agree to comply with all relevant fundraising-related terms, conditions and processes contained in the Friends Agreement and in NPS Director's Order #21.

- A. The Friends are a membership organization and collect approximately \$2,000 in membership income annually in a year. This is accomplished through a mail in system from brochures that are sent to members.
- B. Friends will raise funds by writing grants to local, regional and national foundations and soliciting individuals and businesses. May include business sponsorship opportunities.
- C. Friends will also seek in-kind services and volunteer support for these projects as needed.
- D. Friends will review donors and donations by vetting prospective donors for any potential conflict of interest or NPS prohibited sources and following all NPS rules and guidelines provided in Partnership Agreement.
- E. Donors will be recognized in the following way: *Letters of gift receipt and appreciation, signed by Friends Executive Director and/or Board President. The Park Superintendent may also send a donor thank you letter to donors. All donor recognition will follow the approved Donor Recognition Plan as part of the Philanthropic Partnership Agreement.*

**PARK PROPERTY:** N/A

G. **MODIFICATIONS:** Proposed deviations from the signed Annual Work Plan require the concurrence of both parties in writing. Modifications will be subject to all terms and conditions of the Friends Agreement.

H. **ADDITIONAL PROVISIONS:** N/A

I. **SIGNATURES:** [NOTE: SEE INSTRUCTIONS FOR SIGNATURE AUTHORITY]

**NATIONAL PARK SERVICE**

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**FRIENDS OF HOPEWELL FURNACE**

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date