



MARK WILLIAMS
COMMISSIONER

BECKY KELLEY
DIRECTOR

Administrative Procedure # A - F - 2

Subject: Friends Memberships

Effective Date: July 1, 2014

Procedure Statement:

Wherever feasible, each site will be required to offer Friends Memberships for sale. Friends Memberships may also be purchased online at www.friendsofgastateparks.org. The Friends of Georgia State Parks provide membership packets directly to the parks. Additional packets may be ordered by contacting the Friends of Georgia State Parks.

Definitions:

N/A

Procedure:

1. Friends Membership packets should be stored in a secure area with limited access. Small quantities should be issued to the front desk on a daily basis and secured after hours.
2. When a guest asks to purchase a Friends Membership, have them complete the membership form. Keep a copy on file at the site office.
3. Using the Active sales screen, identify the type of Friends Membership desired and complete the transaction.
4. Punch out the month sold on the Park Pass. (The Park Pass does not expire until the end of the same month the following year. For example, a Park Pass purchased in May 2014 would not expire until the end of May 2015.)
5. Write the correct expiration date on the membership card.
6. Allow the guest to sign both the Park Pass and the membership card.
7. Provide the entire Friends Membership packet to the guest.

Authority: (if applicable)

N/A

Attachments:

N/A