

A Guide For the Operation of Chapter Friends Organization (CFO) Events

The Chapter Friends Organization (CFO) has a very special relationship with the Georgia State Parks. They are able to host many different activities, participate in events, and fund developments on our sites that are extremely beneficial to Park operations. The Chapters in turn, are able to profit from these endeavors in many different ways.

While we have a working relationship with the Friends Group that is outlined clearly outlined in the Cooperative Agreement between Friends and the Georgia State Parks, we have recognized that there needs to be a more clearly outlined method for the operations of Events hosted by Friends Chapters on our sites.

Our goal is to maintain and establish a simplistic way for our two organizations to work together in a way that benefits and protects the interests of both parties. Below are the steps that need to be followed by the Georgia State Parks and Historic Sites for the operation of Friends Chapter Events.

- 1. Fill out Friends Event Application (at least two weeks before the actual event).**
- 2. Send to the Contract Specialist (**Mallory Barfield**) once everything is filled out, signed and approved.**
- 3. If any of the checklist items under "Activities Requiring Statewide Friends Approval" section are checked off, then the application will be sent by Mallory Barfield to the Friends Executive Director, Andy Fleming, for approval and signature.**

**The Friends Group has the authority to cancel the event if it is not approved by their insurance broker.*

- 4. If none of the checklist items under "Activities Requiring Statewide Friends Approval" section are checked off, then the event can proceed as planned with only Site and Region approval, along with the signature of a representative of the Friends Chapter putting on the Event.**