

2025 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, 2024 and ending September 30, 2025.

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	Edie Shean-Hammond	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, Dave Steele, Becky Hughes	N/A	On-going
WP4	Maintain the Bylaws	Stan Weinstein	Jeff Jones	As needed
WP5	Manage sale of Dan Graham's books	Peter Hammond	Jeff Jones	On-going
WP6	Archive Past Friend's Presidents records	Elissa Lewis	Jeff Jones	On going
WP7	Provide assistance in maintaining historic gardens	Becky Hughes	NPS Staff	Spring/Summer/Fall

WP8	Maintain the Friends Work Plan	Jim McClelland, Dave Steele	Jeff Jones	Annually
WP9	Hervey Painter Ancestors who had involvement with Hopewell Furnace	Jim McClelland, Nancy McClelland	Jeff Jones	On-Going
WP10	Maintain stock of brochures in St Peter's Kiosk	Peter Hammond	N/A	As needed
WP11	Support to Partnerships: Hopewell Big Woods Iron & Steel Berks Heritage Council	Edie SheanHammond, Peter Hammond, Becky Hughes	N/A	As needed
WP12	Support annual sheep shearing event	Peter Hammond	Jeff Jones	May
WP13	Collaborate with NPS on July 4th writing contest and ceremony	Jenn Shelgren	Jeff Jones	July 4th
WP14	Support with planning for and execution of bi-annual charcoal burn	Becky Hughes	NPS Staff	May and Aug
WP15	Provide 8-16 hours a month of volunteer assistance to the park from Friends members	Jim McClelland	Park Volunteer Coordinator	On-Going
WP16	Provide assistance with offsite programming and participation in community events	Jim McClelland	NPS Staff	On-Going
WP17	Provide assistance with park organized service projects and volunteer	Jim McClelland	Jeff Jones	On-Going

	appreciation events			
WP18	Provide assistance with park farm program	Jim McClelland	Jeff Jones	On-Going
WP19	Support after hours programming at park focused on physical and mental health through public yoga sessions	Jim McClelland	Jeff Jones	May - September
WP20	Explore partnership opportunities with local hard cider distiller Excursion Cider	Jim McClelland	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 \$3,500. 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.	~\$100 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 books	Volunteer Labor	Volunteer Labor	N/A
WP6	Archive Past Friend's Presidents records	Volunteer Labor	Volunteer Labor	N/A
WP7	Provide assistance in maintaining historic gardens	As requested	Member's donations	Labor provided by Master Gardeners program
WP8	Maintain the Friends Work Plan	Volunteer Labor	Volunteer Labor	N/A
WP9	Hervey Painter Ancestors who had involvement with Hopewell Furnace	Volunteer Labor	Volunteer Labor	N/A
WP10	Maintain stock of brochures in St Peter's Kiosk	Volunteer Labor	Volunteer Labor	N/A
WP11	Support to Partnerships: Hopewell Big Woods Iron & Steel Berks Heritage Council	Volunteer Labor \$185 per year memberships	Volunteer Labor	N/A

WP12	Support annual sheep shearing event	\$600	Member's donations	N/A
WP13	Collaborate with NPS on July 4 th writing contest and ceremony	\$600	Member's donations	N/A
WP14	Support with planning for and execution of bi-annual charcoal burn	~\$300	Colliers Fund	N/A
WP15	Provide 8-16 hours a month of volunteer assistance to the park from Friends members	Volunteer Labor	Volunteer Labor	N/A
WP16	Provide assistance with offsite programming and participation in community events	Volunteer Labor	Volunteer Labor	N/A
WP17	Provide assistance with park organized service projects and volunteer appreciation events	\$400	Member's donations	N/A
WP18	Provide assistance with park farm program	\$500	Jeff Jones	On-Going
WP19	Support after hours programming at park focused on physical and mental health through public yoga sessions	\$200	Jeff Jones	May - September
WP20	Explore partnership opportunities with local hard cider distiller Excursion Cider	Volunteer Labor	Jeff Jones	On-Going

Note that administrative costs (insurance, bank charges, etc) and cost of snacks for general public are estimated to require \$700 in addition to the amounts shown in the above table.

FUNDRAISING: This Annual Work Plan authorizes Friends to raise \$3,500 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 \$1,600 to \$2,200 in membership and donation income annually. This is accomplished through a mail in system from brochures that are sent to members. Donations are likewise received by mail and collected as cash during some events.

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

F. 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.

G ADDITIONAL PROVISIONS: N/A

H. SIGNATURES: [NOTE: SEE INSTRUCTIONS FOR SIGNATURE AUTHORITY]

NATIONAL PARK SERVICE

2/1/ 2025.

FRIENDS OF HOPEWELL FURNACE

James McClelland, President

2/1/2025

