

GUIDELINES FOR HISTORIC SITE FRIENDS GROUPS

Among the duties assigned to the Board of Trustees of the Indiana State Museums and Historic Sites by IC 14-20 is the responsibility to "review, guide and assist statewide outreach programs" and to "develop a plan of growth to meet the physical, program, and financial needs...monitor the plan at regular intervals, and to insure that the institution stays within the developed plan."

In order to help meet this responsibility it is the long standing policy of the Board of Trustees to encourage the development of volunteer groups, generally known as "Friends Groups" whose purpose is to support the programs of each of the State Historic Sites administered by the Division of State Museums and Historic Sites. The Trustees recognize that State Historic Sites vary greatly in size, location, theme and method of operation, and that it is therefore not practical to establish a detailed set of operating procedures which will adequately meet the needs of all the existing and potential Historic Site Friends Groups. Therefore, the Trustees encourage each site's Friends Group to develop the method of operation which it finds most efficient and best adapted to its special interests and needs provided certain basic requirements are met.

For an organization to be officially recognized as a State Historic Site Friends Group it must meet the following criteria.

1. It must be a not-for-profit corporation registered and in good standing with the Indiana Secretary of State.
2. It must obtain and maintain in good standing a 501(C)(3) status with the Internal Revenue Service.
3. It must adopt and follow a set of by-laws which are approved by the Board of Trustees and include the following provisions:
 - A. The purpose of the organization must be to support the historic site and some or all of its programs.
 - B. The programs, activities and expenditures of the organization must be approved by the site curator (or another individual appointed by the division director) as being consistent with the strategic plan, policies, and procedures of the department, the division, and the historic site.
 - C. Should the organization dissolve or cease to exist its properties and monies will be assigned to either another not-for-profit organization supporting the historic site, or to the Indiana State Museum Foundation, or the historic site's donation account.
 - D. In all of its activities the organization shall indemnify and hold harmless the Department of Natural Resources and all its employees and agents.
 - E. The organization shall acknowledge that it does not have the authority to direct, bind

or obligate the site or its staff in any way.

F. Changes in the organization's by-laws must be approved by the Board of Trustees of the Indiana State Museum and Historic Sites.

Any volunteer organization which meets the above criteria (or in the opinion of the Trustees is making a sustained, good faith effort to meet the above criteria) will be deemed eligible for special assistance from the division and its staff as defined in IC 14-20-1-9.

Adopted by the Board of Trustees -- 3/12/99.