

# Policies of the Northwest Chapter of the Oregon-California Trails Association

## Member Contact Information Policy

Adopted March, 2016

NW OCTA shall not make membership contact information available to anyone who is not a chapter member, except with the member's permission. This means that membership contact information will not be available on the web.

Contact information includes a person's address, phone number, cell phone, email address, electronic accounts such as Facebook or Twitter.

No person with any access to membership contact information, authorized or otherwise, shall use the information for their own or anyone else's profit or gain. Membership contact information shall not be sold or given away to anyone for the purposes of profit, or any illegal or illicit activity.

Chapter leadership contact information may be available on the web, with information as provided by the individual. If the individual does not provide contact information, only their name will be listed. This includes the chapter newsletter after January 2016. The newsletter is posted on the web.

The chapter membership chair may provide membership contact information to any leadership member on request, or to any member who needs it in the furtherance of chapter or OCTA business. The requesting member need state for the record the purpose for which the contact information will be used.

Chapter members may choose to "opt out", meaning that only chapter leadership will have access to their contact information.

## Trail Marking Policy

Adopted January 11, 2002

1. No trail markers other than Carsonite or Novalloy "pedestals" (as described in OCTA's national policy manual) shall be placed by the chapter until OCTA's national organization adopts a policy on the use and placement of other types of markers.
2. All trail marking conducted by the chapter shall be in strict accordance with OCTA's national policy-
3. Proposals to place markers other than carsonite posts shall be reviewed by the chapter's board of directors. Minimum information to be provided shall include:
  - a. A description of the marker or markers to be used.
  - b. The proposed location of each marker on a 1:24,000 USGS map (or equivalent).
  - c. The location of existing trail markers in the area to be marked.
  - d. Text to be included on the marker.
  - e. Copies of appropriate permits and permission for each marker (some permits and permissions may cover more than one marker).
  - f. Identification of controversial aspects of the marking (e.g., a "new route"), if any.
4. The names of living OCTA members shall not be included on any marker.

# Preservation Funds Donation and Grant Policy

The Northwest OCTA board may determine to allocate a portion of chapter funds for donations or grants to other (**non-profit**) volunteer trails or historical organizations, or groups providing services aligned with Northwest Chapter and OCTA preservation goals.

## Donations

The NW OCTA board may choose without a written request to make a donation for a cause that meets chapter goals and objectives. An example might be a National OCTA endowment fund.

## Grants

All grant requests must be provided to the board in writing, as indicated below. Requests for grants.

Requests are to be in writing, directed to the chapter president, and shall include:

- A specific amount.
- A clear description of the intended use of the grant funds.
- The name of all organizations involved in the project.
- The name of the lead organization or individual responsible for spending funds.
- A defined timetable for the completion of the activity.
- An indication if the NW OCTA funds will be sufficient to complete the project or if additional funds must be raised.

The board will approve grants; approval may be accomplished at a board meeting, by telephone or by e-mail. The president will collect and announce the voting results. A simple majority is required.

### Preference in awarding grants.

Preference will be given to those projects that have the following characteristics:

- Can be completed within one year.
- Involve OCTA members.
- Have wide community support.
- Have the potential for favorable publicity.
  - Clearly fall within the definition of the OCTA Statement of Purpose.

### Project Status Reports

The individual or organization responsible for the use of NW OCTA grant funds will provide a status or progress report to OCTA at least annually and/or upon completion of the project.

### Membership Notification

The *Northwest Trails* newsletter editor will publish a notice of the grant award, including details as known. A follow-up article should be provided upon completion of the project.