

## Requirements for Entering into and Renewing an MOA with the Office of State Parks, Recreation and Historic Preservation

Updated 2021

State Parks Regional Directors and individual Facility Managers are essential participants in formalizing and renewing Friends groups' affiliation agreement.

Groups interested in becoming a formalized Friends group should submit a written request to enter into a Memorandum of Agreement with State Parks to the Facility Manager and/or Regional Director. As part of this application, the Friends group should also provide the required documentation set forth in the list below. The following list is also required for renewing your MOA with State Parks every five years.

- Mission statement
- 5-year plan
- Bylaws
- Articles of incorporation and any certificates of amendment
- Internal Revenue Service Determination Letter
- Conflict of Interest Policy - (policy must meet the minimum requirements set forth in NYS Not-For Profit Corporation Law §715-a. The model policy provided by [www.hcr.ny.gov](http://www.hcr.ny.gov) and [attached here](#) meets such requirements.)
- Financial and/or Accounting Policy
- Anti-Discrimination Policy – (pursuant to NYS Human Rights Law, the policy must protect from discrimination and harassment the following protected classes: Age, Creed, Disability, Domestic violence victim status, Gender identity or expression, Familial status, Lawful source of income (in housing only), Marital status, Military status, National origin, Predisposing genetic characteristics, Pregnancy-related condition, Prior arrest or conviction record, Race/color, Sex, Sexual orientation, and Retaliation for opposing unlawful discriminatory practices. Important information on the NYS Human Rights Law [can be found here](#))
- Sexual Harassment Prevention Policy (policy must meet the minimum requirements set forth in NYS Labor Law §201-g and the [model policy found on this webpage](#) meets such requirements)
- Contact info for Friends President and/or Friends Representative
- Most recent [IRS 990](#) annual filing with all attachments (If this is a new Friends group, they may not have this filing)
- For Not-for-Profits, the most recent [NYS CHAR500](#) annual filing with all attachments (If this is a new Friends group they may not have this filing.) For education Corporations, the most recent Annual Report filed with the Commissioner of Education.