POLICY STATEMENTS

The Policy Statements as listed, are those that have been taken from the minutes of CTF Meetings during the period from 1987 through the present and have been reviewed and revised by the Board of Directors on 06.01.2025. The Secretary exhausted all sources in order to piece together history.

Administrative	
Date	**Statement**
4/5/1987	Any promotions should be sent out on Official Stationery.
4/12/1987	A Voucher Form for any expense along with the original billing attached to the Voucher must be presented the Treasurer to be paid. That no further personal invoices should be paid until we have a vendors receipt and the services have already been performed (11/03/1991)
10/22/1989	Effective 01/01/1990 we will change our meeting times to the first Sunday of every month.
1/7/1990, updated 7/7/24	1/7/1990: That no expenditure exceeding $100.00 (Excluding normal utility and lease Payments) can be contracted for, or paid for, without a majority vote of the Directors* and Officers, at a regularly, scheduled, Foundation meeting. Emergency repairs up to $500.00 may be authorized by obtaining advance verbal approval from the majority of the Directors*. 5/5/24: Spend up to $500 each month on general maintenance of the camp, with the intent is that each month the reporting will be done at Buildings & Grounds. 9/9/23: To allow up to $500 per month spend limit for trail maintenance purchases from the Dirtline Account using the camp credit card they can be reviewed and discussed at the following meeting if necessary
2/4/1990	To take all money ear marked for future projects such as construction and invest it at the highest possible reasonable liquid rate.
6/1/1997	Any future CTF events have a designated Director* as a co-chair for the event.
9/7/1997, updated 7/7/24	To make it a CTF Policy that any check returned for non-sufficient funds (NSF) will be charged the amount to cover bank fees payable to CTF.
3/1/1998	The Camp Tuscazoar Foundation Board of Directors will approve any grant requests.
10/5/2003	To keep syrup funds in a separate account with the requirement that project financial statements be provided to the CTF treasurer before each monthly director's meeting and upon request."
3/9/2014, updated 7/7/24	To reinvest 10% net profit back into CTF Endowment from every Camp Fundraiser event (Pig Roast, Maple Days, Dover Dam Days, Gold Rush, etc).
1/4/2015	Treasurer has to be bondable with a 700 credit score. Treasurer must get counter-signatures on all checks over $1,000.00.
7/10/2022	Purchase new shirts when inventory threshold (at or below 25 of each item), proposed purchase must be approved by the Board of Directors.

	EMAIL VOTING BY THE CAMP TUSCAZOAR FOUNDATION BOARD OF DIRECTORS WHEREAS from time to time it becomes necessary for the Camp Tuscazoar Foundation Board of Directors (hereinafter CTF) to propose, discuss, and vote for or against various motions put forth by its members between scheduled meetings of the CTF for various reasons and WHEREAS because of the urgency of these matters and their timeliness concerning the subject matter of the vote a vote between meetings may be necessary and WHEREAS technology has evolved which allows the CTF to vote for matters deemed urgent by its members via email which shall be known as an "Email Vote" and WHEREAS an orderly process is necessary to conduct said votes. It is therefore moved as follows: 1. Any Board Member of the CTF may call for an "Email Vote" which is defined as the proposal of a matter within the jurisdiction of the CTF after the conclusion of the regularly scheduled meeting of the CTF and prior to the commencement of the next regularly scheduled meeting of the CTF in the following manner: a. Said Board Member shall email the Secretary of the CTF their Motion in Full. b. Said Board Member shall state within the body of their email the reason for the urgency of this vote, explaining why this matter must be voted on via email prior to the commencement of the next regularly scheduled meeting of the CTF. c. Said Board Member shall state within the body of their email the length of time the Motion should be left open for voting by the CTF based on the reasoning explained in Section b above. 2. The Secretary of the CTF shall forward the proposed Motion to the Executive Board of the CTF for review. This shall include the President, Vice President, and Treasurer of the CTF. 3. In the event that a majority of the Executive Board agrees that the conditions contained in #1 have been fulfilled and that this matter is of such urgency that an "email vote" is appropriate the Secretary shall forward the Motion as written by the Board Member, the reason stated for urgency, and the time period for the vote to the Board of Directors via email. This email shall be contained in its own "thread" and shall not be coupled or attached to any previous "threads". 4. Each Motion which calls for an "email vote" shall endeavor to have a period of discussion prior to the taking of the actual vote. Because of the level of urgency concerning the matter at hand, this period may be brief, but is necessary and shall be communicated to the Board in the Secretary's email. 5. At the conclusion of the discussion phase, a vote shall be called for in a SEPARATE email by the Secretary which shall only contain the Motion and the Votes. All voting shall be via the "Reply All" function unless the vote is to be made in secret, and if so voting shall be made by utilizing the "Reply" function. 6. A quorum as defined in Article VI, Section B (3) (d) shall be necessary for any "email vote". The number of those who vote shall define whether a quorum is present. In the event a quorum is not present for voting the Motion shall fail. In order to achieve a quorum the period of voting may be extended by a majority vote of the Executive Board of the CTF, however the period for voting may not be shortened. 6. The results of the vote shall be communicated at the conclusion of the voting period and shall be made a part of the minutes for the
2/5/2023	
4/2/2023	Include Capital Projects discussions in Buildings & Grounds
8/6/2023	That food will be provided at the meetings with a budget of up to $150.00 dollars at each monthly meeting

Buildings & Grounds, Camping	
Date	**Statement**
9/10/1989	We will not permit anyone to run coon dogs or do anything that pertains to hunting or trapping in the camp.
1/7/1990	To disallow Kerosene Heaters in camp.
01/06/1991 change as of 01/08/1995	Anyone discovering alcoholic beverages or illegal drugs in the possession of, or being used by hikers or campers is to tell those parties to leave the property. They are to be given forty-five (45) minutes to break camp and leave with out any refund of fees. People refusing to leave as requested are to be told that the Sheriff will be called to escort them from the property.
3/3/1991, updated 7/7/24	Re-affirm by vote that the facilities are available on a first come first serve basis unless otherwise approved by the Board of Directors*
3/3/1991	The revocation of an accepted reservation can only be done by the Board of Directors*.
3/3/1991	All cancellations of camping fees must be made within seven (7) days of the reservation, except in the case of an emergency, which will be determined by the Board of Directors*
4/28/1991	The Board of Directors* of the Camp Tuscazoar Foundation authorized or authorizes no one to solicit donations on a commission basis.
8/4/1991, updated 7/7/24, updated 3/2/25	The Foundation should receive three (3) written quotes on any expense over $500.00. Amended: 3/2/25: The Foundation should receive up to three (3) written quotes for any expense over $500. The Board retains the right to accept fewer quotes.
4/5/1992	No individual Director* may call in an inspector of any kind, without prior approval of the Board of Directors*.
11/1/1992	That the Camp Ranger, through the President, has the authority to eject, or charge with trespassing any member, or person, who is intentionally harassing, or verbally abusing anyone, or damaging personal property on Camp Tuscazoar property.
1/3/1993	That authority be given to drive handicapped personnel into camp, and park accordingly.
12/5/1993	No Tuscazoar kitchen equipment is to be loaned to any units camping in camp.
6/3/2001	That Camp Tuscazoar Foundation allows recreational panning for gold and metal detecting on any part of Foundation property, whether owned or leased. Items found of a historic nature should be reported and turned into the Camp Ranger for the Foundation's museum collection. However, any unrefined gold or other material found may be kept by the finder.
7/1/2001	Amend motion from 06/03/2001 and remove the wording "and metal detecting." That Camp Tuscazoar allows recreational panning for gold on any part of Foundation Property, whether owned or leased. Items found of an historic nature should be reported and turned in to the camp ranger for the Foundation's museum collection. However, any unrefined gold or other finds may be kept by the finder.
11/2/2003	Camp vehicles should be transferred to the Foundation.
11/2/2003	Ranger needs a copy of the driver's license of anyone operating equipment for insurance purposes. All directors should be on the list.
8/3/2008	To allow utility vehicles to be used at Camp under the following restrictions; it is insured, it is used for Camp use only and it carries a placard stating it is a CTF vehicle.
7/11/2010, updated 7/7/24	Any individual or group asking for financial help from CTF, board agreed this is the responsibility of the individual or group to obtain any financial assistance and raise the funds needed for the project. The Board can vote to authorize up to $250 towards projects if requested.
2/5/2012	A policy passed to enact a 45-day limit put on all items placed in lost and found.
7/12/2015	Allow ATV's and Side-by-Sides for work projects, driven by a Board Member or a ranger designee. Regular trails should be used when possible.
6/3/2018, updated 7/7/2024	Any non-monetary donations need to be discussed in Buildings and Grounds to gauge appropriateness and if they will be accepted by the Foundation.
1/5/2020	Towing Policy, Ranger has permission to tow, waiver needs signed – some waivers need added to the museum
4/19/2020, updated 12/04/2022	Formally restrict electric mountain bikes and pedal assist mountain bikes on all trails at Camp Tuscazoar to class 1 e-bikes.
6/6/2021	Any equipment brought to camp needs to have a letter of intent of the time frame of the equipment or it becomes a donation whether immediately or after a certain amount of time
1/9/2022, updated 7/7/24	A $250 non-refundable deposit must be made one month in advance for whole camp rental. Refunds can be made at Board discretion.

5/1/2020, updated 7/7/24	Camp Tuscazoar Facility Reservation Policy Effective 5/1/2020 1. Camp Tuscazoar's facilities can be reserved by units/groups or individuals for a weekend via the following options: a. Online at http://tuscazoar.org/reservations/ b. Email your request to reservations@tuscazoar.org c. Mail, fax or email a completed paper application, which can be found at: http://tuscazoar.org/wp-content/uploads/2020/02/CTCampingApp2020.pdf d. Call Camp Tuscazoar at 330-859-2288 2. Full payment must be made via credit card or echeck to reserve cabins, RV sites or campsites. a. For paper applications, attach a check or call /email reservations@tuscazoar.org to arrange payment. 3. Confirming reservations: The registration system will send a confirmation by email once the paid reservation is booked. 4. Reservations are accepted on a first-come, first-served basis. 5. Reservations will not be accepted or confirmed more than one year in advance of the desired date. 6. Cancellation of a confirmed reservation must be made 2 weeks before the reserved arrival date to qualify for a credit or refund. Credits or refunds for cancellations occurring thereafter for any reason are subject to the discretion of the CTF Board of Directors. 7. A security deposit of $50 is required for cabin rental. Deposits will be returned after cabin checkout with approval by camp ranger. 8. When paying by credit card the following applies to any messages sent to the owner of the card or reservation: The information contained in the message may be privileged and confidential and protected from disclosure. If you are not the intended recipient, or a person responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by replying to the message and deleting it from your computer 9. See official camp rules at http://tuscazoar.org/rules/ 10. For the latest rates, visit https://tuscazoar.org/reservations/ 11. Rosters for groups are required at check-in. A roster form can be found at: http://tuscazoar.org/wp-content/uploads/2019/05/ctf_roster_2013.pdf 12. The Camp Tuscazoar Foundation reserves the right to revoke a confirmed reservation at any time if it believes that a unit/group's use of camp facilities will be detrimental to the welfare of the camp or other campers. 13. For reservations in excess of a weekend or to reserve the whole camp, please contact by email at
3/5/2023, updated 7/7/24	Charge a $250 non-refundable deposit for each central camp reservation due when it is made (at least one month in advance). The remainder of the balance is to be made 5 days in advance. Refunds can be made at Board discretion.
7/9/2023	Equestrian group will take responsibility to maintain the campsites at the Preserve.
7/9/2023	We do not allow fireworks in camp
11/5/2023	RV camping is not permitted at the RV park and Preserve during the period of defined seasonal closure.
11/5/2023	The Directors have access to the wifi. We can't give to any groups for any reason. We agreed administratively we could use it at our events

	To approve the Service Project Guidelines as outlined below. Camp Tuscazoar Service Project Guidelines Thank you for your interest in conducting your service project (Eagle, Gold Award, etc.) with Camp Tuscazoar Foundation, Inc., herein referred to as CTF. Please read through the following instructions and expectations before requesting a project. 1. Submit a Project Request Form at least 3 months prior to the expected project completion date. 2. Once the Project Request Form is received, CTF will contact the candidate and connect them with the appropriate CTF Director based on the project idea, location, or other factors. It is the responsibility of the candidate to reach out to this CTF Director in a timely fashion. 3. The CTF Director will schedule a mandatory in-person meeting with the individual (candidate and parent/adult guardian) or service project representative. o If the candidate already has a project in mind, they must provide a draft version in writing at this meeting to be reviewed with CTF Director(s). This meeting is to discuss project specifics and to make special note of needs from CTF. Directors may refuse project ideas if they are not a good fit with CTF priorities, but they may offer alternative project ideas whenever possible. o During this meeting candidates will also discuss any means and plans for fundraising, noting that CTF is the beneficiary and any use of the CTF name in fundraising will need to be approved by CTF prior to utilizing the CTF name/logo, in print, on social media etc. Note: CTF may offer resources, when possible, but rarely offers monetary support for projects. o If the candidate does not have a project in mind, this meeting will serve as an opportunity to tour camp to determine the needs and propose a project to CTF Directors. 4. The service project is then taken to the CTF Board. If the project is approved by the CTF Board of Directors, the candidate will work with the designated CTF Director to obtain the proper sign offs, implement the project, schedule workdays, and generally keep the designated CTF Director along with their adult/parent guardian (if applicable) updated on the progress of the project. o Workdays on CTF property must be scheduled with at least 72 hours advance notice through the CTF designated Director and outline how the volunteers will use proper safety procedures and guidelines (examples: youth protection: never a one-on-one meeting, texts will include adult/guardian, phone calls will be to adult guardian first.) o All volunteers must complete a volunteer waiver form prior to conducting any work on CTF property. 5. Upon completion of the project, the candidate will schedule an in-person walk through/inspection with the designated CTF Director and parent/adult guardian to ensure the project was completed as outlined. Thank you for choosing Camp Tuscazoar as your project beneficiary. We look forward to working with you!
12/3/2023	– Camp Tuscazoar Foundation Board of Directors
	RV Sites for this year is a blended experience as we learn more and more on how. Eventually may need to turn off the RV park to Horse camping.
1/7/2024	Preserve Horse camp is for horse camping – Board has the right to manage. We may choose that during NICA weekend it could be blended or for regular camping
1/7/2024	B&G set camping rates at Horse camping at Preserve: rates $25 per night with water access at RV camp and port-a-jon

Membership	
Date	**Statement**
12/5/1993	That any new member accepted will not have voting rights for a period of forty-five (45) days from the start of said membership.
11/1/1992	To prohibit any attorneys that represent any individuals in litigation against CTF in the past five (5) years, from becoming a member.
6/1/2025	i. Each Life member can only make one reservation at a time. If you reserve a spot a year ahead of time, you may not make a new reservation until the current one has expired. ii. Unlimited tent camping and 4 nights cabin and RV rentals per calendar year iii. Life member must be present during the time of camping.