

# **Policy Precepts for Activity and Service Groups Within the Burke Centre Conservancy Community**

***Board of Trustees Approval: November 7, 2023***

Community interest groups, social organizations, athletic or civic-related activities, and similar collective action teams can provide both tangible and intangible benefits to the community. Tangible benefits include community service such as cleanup activities along Burke Centre roads and/or streams, specific Earth Day activities, volunteer services at the annual Burke Centre Festival, and other notable contributions to the community. Intangible benefits include anything that generally improves the quality of life to Burke Centre members.

From its earliest days, the members (residents and non-resident owners) of Burke Centre have placed special value in supporting and chartering youth-related organizations in the community. This policy derives in part from social education, prevention of youthful mischief or gang-related activity, and, from recognizing our youth as future leaders in the local community and beyond. These goals remain as important now as they did when Burke Centre Conservancy was founded. Thus, continuing with our traditional approach, members of Burke Centre specifically target charter organizations that serve our youth.

A Burke Centre community “Charter Group” or recognized “Non-Charter Group” is a non-profit/not-for-profit organization that provides necessary or desirable services to a large segment of the Burke Centre Conservancy membership. The Board of Trustees recognizes that a group’s mission can change over time, and therefore, may deem it necessary to adjust or dissolve the charter or recognized group relationship. Examples include community groups getting involved in for-profit endeavors or groups becoming engaged with a commercial entity, etc.

## **I. CHARTERED GROUPS**

Members of Burke Centre Conservancy are best served when the aforementioned groups are formally organized and implemented within guidelines of an approved charter. The charter serves to formally recognize the group’s role within the community and serves as a contract of sorts between the Conservancy members and the chartered group.

Becoming a chartered group within the Burke Centre Conservancy brings benefits to the group. For example, through the chartering process, Burke Centre may choose to subsidize charter groups by allowing these groups to use community resources, amenities, and facilities without paying usage fees, (except for a possible sanitation pass-through fee per use, depending on the type, timing and location of the usage). Reduction or waiving of fees may be requested through group charters. Determination will be made by the Board of Trustees.

Resources and amenities benefits may include, upon request and at the sole discretion of the Conservancy, priority placement of contact information, recruitment, advertising, announcements, etc. in official Conservancy communications such as “The Conservator,” the “BC BUZZ,” the mobile app, social media, and LED signboard on Burke Centre Parkway as space permits; free booth/table space to recruit and participate in Burke Centre outreach events as appropriate (e.g., Welcome Reception, Earth Day, Fall Festival, Shredding Events, etc.); recognition and speaking opportunities at meetings; and other support considerations as requested.

Becoming a chartered group brings responsibilities and requirements to the group. In exchange for Conservancy recognition of the charter group, Burke Centre may provide subsidies, and priority in community center usage. Chartered groups must adhere to the Policy Precepts established herein and as modified by their specific charter. To this end, charter groups are subject to the following requirements.

**A. MEMBERSHIP COMPOSITION:** At least 50% of the members of the charter group must be members of Burke Centre Conservancy.

**B. CHARTER RENEWALS:** Charter groups shall present their charter to the Board of Trustees annually. Format for the group charter is at attachment (1). Charter renewal requests and new charters shall be submitted to the Conservancy office no later than January 15th of each new year.

Charters shall document the type of community service proposed during the upcoming year. Chartered organizations wishing to hold community activities and/or events at any Burke Centre Conservancy facility (e.g., community centers, pools, open space areas, tennis/pickleball courts, etc.) shall provide an annual schedule including event details such as date/time/location, type of event, expected attendance, point of contact, type of food service e.g., catering, food trucks), alcohol, etc., which is subject to Board approval.

The Board of Trustees can approve charters with a simple majority vote.

Charters shall contain an addendum that lists organization members' names and addresses to validate 50% group membership composition as Burke Centre members.

**C. INSURANCE:** Groups seeking to become chartered must carry liability insurance for its members. The level of liability insurance coverage shall not be less than \$1 million dollars, or the amount specified by the current Burke Centre Conservancy insurance carrier, and the policy shall name Burke Centre Conservancy as co-insured. Charter organizations may determine coverage needs by contacting the Executive Director.

**D. ANNUAL REPORT:** The charter group will provide an Annual Report prior to renewal each year, due to the Conservancy office with the charter renewal or new charter by January 15th. Format for the charter group annual report is at attachment (2). The report will at a minimum contain (1) the type of activities in which they have participated; (2) the average number of participants; and (3) the service or contribution the organization has provided to the community.

The Board of Trustees will review this Annual Report as part of the charter renewal process. Failure to submit the annual report may suspend or preclude charter approval for the new year.

**E. COMMUNITY SERVICE:** Charter groups shall provide community service to benefit the Burke Centre community in accordance with facility usage. Volunteer hours for Burke Centre Festival is a requirement for charter renewal as stated in each Chartered Groups' charter agreement, minimum 10 volunteer hours. However, it is expected that charter groups will commit increased volunteer hours above the minimum and proportionate to the level of agreed Conservancy facility use which is requested by the group for the new year.

Desired roles for volunteers will be determined in discussion between the chartered groups and the Conservancy Activities Staff.

Some other examples of community service include:

1. Environmental activities in conjunction with Earth Day
2. Landscaping opportunities (for example, adopt-a-spot)
3. Snow removal or other assistance for seniors or those with disabilities.

The listing above is not meant to be limiting nor all encompassing. Manifold opportunities exist to provide community services and aid the general welfare of Burke Centre Conservancy members. Charter organizations are required to plan their Community Services for the upcoming year and submit them for Board of Trustees review and approval as part of their initial charter and subsequent charter renewals.

**F. REQUESTS FOR BURKE CENTRE CONSERVANCY FUNDING/RESOURCES:**

Requests for Conservancy funds must be submitted in writing to the Conservancy office with details describing the nature of the request, estimated cost, expected number of Burke Centre Conservancy member participants, and anticipated goal of the activity(ies)/event(s) associated with the request. Requests are due annually with the charter renewal requests or new charters by January 15th, which will allow adequate time for review in line with the annual budget cycle. The Executive Director, and/or, his designee shall review and have approval authority for requests of up to \$500.

Charter organizations may make Requests for Funding of more than \$500 which must be reviewed and approved by the Board of Trustees. Once approved, funds will be allocated for the described purpose in the following year's budget. Please note that unused funds are not rolled over into subsequent budget years. The Board of Trustees reserves the right to make adjustments to BCC-funded activities, which shall be considered on a case-by-case basis. An after-action report following the approved activity or event is required for submission to the BOT within 45 days of the event.

## II. NON-CHARTERED GROUPS

Several community groups that offer opportunities for members of the Conservancy have been unable to meet the criteria for becoming a chartered group. The Board of Trustees have recognized their involvement in molding our community into what it has become today. As these groups maintain a non-profit/not-for-profit status, they can remain “recognized” by the Board of Trustees with varying benefits due to the historic and continuous contributions these groups have made in the growth and development of Burke Centre. In support of these groups, fees for community center use may be either discounted or waived for regular organizational meetings. Other fees such as the sanitation pass-through fee per use apply depending on the type, timing and location of the usage. Determination to reduce or waive fees will be made by the Board of Trustees.

In return for “non-chartered” recognition, however, these groups must meet the outlined membership requirements and provide the volunteer hours as described below.

**A. NON-CHARTERED GROUP RECOGNITION:** The following groups are currently recognized by the Board of Trustees as non-chartered groups. Each of these groups must be non-profit or not-for-profit service organizations that benefit Burke Centre community members and must include a Burke Centre resident who acts as the point of contact and contract-holder (when necessary) with the Conservancy. These groups have continued to be recognized by virtue of being grandfathered over the years of history in Burke Centre Conservancy. While they do not have the benefits or privileges in the Conservancy of chartered groups, they do have selected requirements to retain their designation as unchartered groups. Non-chartered Group requirements are listed below.

- Boy Scout Troops 1346, 1347
  - Each troop must be led by an adult Burke Centre resident
  - Sanitation fee applies to events with food
  - Volunteer hours
  - Insurance
- Burke 55'ers
  - Sanitation fee applies to events with food
  - Volunteer hours
  - Insurance
- Burke Historical Society
  - Sanitation fee applies to events with food
  - Volunteer hours
  - Insurance
- Burke VFW Post 5412
  - Sanitation fee applies to events with food
  - Volunteer hours
  - Insurance

- Fairfax County Government Officials
  - Sanitation fee applies to events with food
  - Insurance
- Fairfax County Schools
  - Sanitation fee applies to events with food
  - Insurance
- Fairfax Little League
  - Managed by a separate contract with the Executive Director
  - Sanitation fee applies to events with food
  - Volunteer hours
  - Insurance
- Girl Scout Troops in service Units 52-7, 54-16, and 54-14 of the Girl Scout Council of the Nation's Capital
  - Each must be led by an adult leader who is a resident of Burke Centre
  - Volunteer hours
  - Sanitation fee applies to events w/ food
  - Insurance
- Senior Center Without Walls (Fairfax County)
  - Insurance for instructors
  - Free community center usage as space permits. No payment for conducting classes to Burke Centre Conservancy required
  - A contract agreement is required for all classes. Schedule changes must be agreed upon in writing. Building keys must be returned to Burke Centre Conservancy following each use.
  - Sanitation fee applies to events w/ food
- Mothers of Multiples
  - Sanitation fee applies to events w/ food
  - Volunteer hours
  - Insurance
- Gold Wing Riders
  - Sanitation fee applies to events w/ food
  - Volunteer hours
  - Insurance

**B. RENEWALS:** At any time, the Board of Trustees can review the non-chartered status of the group to change status with a simple majority vote.

**C. INSURANCE:** Non-chartered groups liability insurance coverage shall be at least \$1 million dollars, or the amount specified by the current Burke Centre Conservancy insurance carrier, and the policy shall name Burke Centre Conservancy as co-insured. Groups may determine coverage needs by contacting the Executive Director.

**D. ANNUAL REPORT:** The non-charter group will provide an Annual Report prior to renewal each year, due to the Conservancy office by January 15th. Format for the annual non-charter group report is at attachment (3). The report will at a minimum contain (1) leadership contact data; (2) the type of activities in which they have participated; (3) the average number of participants; and (4) the service or contribution the organization has provided to the community.

The Board of Trustees will review this Annual Report as part of the Non-chartered Group status review process. Failure to submit the annual report may suspend or preclude status approval for the new year.

**E. COMMUNITY SERVICE:** Non-charter groups shall provide community service to benefit the Burke Centre community in accordance with facility usage. Volunteer hours for Burke Centre Festival is a requirement for Non-chartered group recognition, minimum 10 volunteer hours. However, it is expected that Non-chartered groups will commit increased volunteer hours above the minimum and proportionate to the level of Conservancy facility use which is requested by the group for the new year.

Desired roles for volunteers will be determined in discussion between the Non-chartered groups and the Conservancy Activities Staff.

Some other examples of community service include:

1. Environmental activities in conjunction with Earth Day
2. Landscaping opportunities (for example, adopt-a-spot)
3. Snow removal or other assistance for seniors or those with disabilities.

The listing above is not meant to be limiting nor all encompassing. Manifold opportunities exist to provide community services and aid the general welfare of Burke Centre Conservancy members. Non-charter organizations are required to plan their Community Services for the upcoming year and submit them for Board of Trustees review and approval as part of their initial recognition in Burke Centre subsequent renewals.

**F. REQUESTS FOR BURKE CENTRE CONSERVANCY FUNDING/RESOURCES:**

Requests for Conservancy funds will be submitted in writing to the Conservancy office with details describing the nature of the request, estimated cost, expected number of Burke Centre Conservancy member participants, and anticipated goal of the activity(ies)/event(s) associated with the request. Requests are due annually by January 15<sup>th</sup>, which will allow adequate time for review in line with the annual budget cycle. The Executive Director, and/or, his designee shall review and have approval authority for requests of up to \$250.

Requests totaling more than \$250 will not be considered for non-chartered groups.

### III. COMMUNITY CENTER USAGE BY CHARTERED AND NON-CHARTERED GROUPS

**A. CONTRACT AGREEMENTS:** For both chartered and non-chartered community groups, a rental (usage) agreement will be required for the use of the community centers, which must be executed by a Burke Centre Conservancy member. The contract holder/point of contact assumes responsibility for the center and any keys checked out.

**B. FREQUENCY:** Community Business/organizational meetings may be held based on availability, at any community center M-F (during operating hours)., Saturday and Sunday may be requested based on availability and priority use order.

**C. PRIORITY OF USE ORDER:** Reservations will be made using the following guidelines for priority use. A group may be replaced by another group with a higher priority due to conflicting requests:

1. Burke Centre governance groups including boards, cluster committees, task forces and special committees (i.e., Election, Festival, Open Space, etc.), condominium or co-op associations, and Conservancy-hosted meetings and events.
2. Classes and Paid Rentals
3. Burke Centre Chartered Groups
4. Scouting Organizations
5. Non-Chartered Groups, Other - as determined by Community Services- Activities staff on a case-by-case basis (e.g., school groups, local government officials, etc.).

Attachments:

- (1) Burke Centre Charter Group Agreement format
- (2) Burke Centre Charter Group Annual Report format
- (3) Burke Centre Non-Chartered Group Annual Report format

Submission Date: \_\_\_\_\_

**Attachment 1**  
**BURKE CENTRE CHARTER AGREEMENT**  
**[CHARTER GROUP NAME]**

**I. BACKGROUND:**

*[Describe the group's community history or origin. Who comprises the charter group membership and participants? What common interests?]*

**II. CHARTER GROUP'S PURPOSE:**

*[State the purpose(s) or objective(s) of the charter group]*

**III. CHARTER GROUP'S BENEFITS TO BURKE CENTRE CONSERVANCY:**

*[Describe the expected benefits that Burke Centre residents will gain from the charter group.]*

**IV. CHARTER GROUP RESPONSIBILITIES:**

The \_\_\_\_ Charter Group will manage the group's proceedings with integrity and proper financial handling.

The planned \_\_\_\_ Charter Group membership and expected participants with residence addresses in the next calendar year are listed in the attached Addendum.

The \_\_\_\_ Charter Group plans to conduct the following activities:  
*[List proposed actions, activities, and services ...]*

The \_\_\_\_ Charter Group will contribute \_\_\_\_ volunteer hours *[minimum 10 and more to be proportionate to the level of desired Conservancy support and group's usage of facilities and resources]* to assist the Burke Centre Fall Festival. *[If known, include which Festival events or activities are preferred for activities staff planning].*

The \_\_\_\_ Charter Group will contribute \_\_\_\_ additional volunteer hours, actions, and community services to assist other Burke Centre activities *[if any]*:  
*[List the number of volunteer hours and/or service per proposed activity.]*

The \_\_\_\_ Charter Group proposes to use Burke Centre community facilities as follows and as facilities are available.



*[List the proposed usage schedule. This list is a planning proposal but does not replace the group's need to schedule facilities via the Conservancy's scheduling and reservation procedure.]*

When using Burke Centre community facilities, the \_\_\_\_ Charter Group will ensure the integrity and cleanliness of facility buildings, grounds, parking lot, and open space that the group uses, including re-storage of furniture, to the highest degree possible as outlined in the rental/use agreement. The group will report any problems found at a Conservancy facility or open space to the staff immediately. Upon completion of any activities, the facility will be properly secured, internal lights off, and locked.

The \_\_\_\_ Charter Group will submit its certification of at least \$1M liability insurance, naming Burke Centre Conservancy as co-insured, prior to contracting use of community facilities.

When using Conservancy facilities, the \_\_\_\_ Charter Group will promptly pay appropriate usage fees per the separate usage contract and will pay the \$50 fee each time the community center keys are not returned to the Conservancy office within 48 hours following each usage and/or in the instance that after hours staff assistance is required in obtaining keys. Fees will be paid before any next use of Burke Centre facilities.

As a benefit in return for being formally chartered and recognized by the Burke Centre Board of Trustees, the \_\_\_\_ Charter Group requests the following adjustments of fees or subsidies for the coming year:

*[List requested fee adjustments.]*

The \_\_\_\_ Charter Group will submit its annual charter renewal requests to the Conservancy office by January 15<sup>th</sup>.

The \_\_\_\_ Charter Group will submit its annual Reports of Activities in the previous calendar year to the Conservancy office by January 15<sup>th</sup>.

[Note: The Annual Report must include: (1) a list of activities conducted in the previous calendar year, (2) the average number of participants at those activities, (3) a list of community services and contributions made to Burke Centre Conservancy by the \_\_\_\_ Charter Group during the previous calendar year, and (4) a list of participants.]

## **V. CHARTER GROUP EXPECTATIONS FROM THE BURKE CENTRE CONSERVANCY:**

The Conservancy agrees to:

*[e.g., Publishing and advertising.]*

*[e.g., Use and scheduling (if known) of community facilities, subject to availability.]*

**VI. OTHER CHARTER GROUP COMMENTS:**

*[Any additional matters for Burke Centre Board to consider, if any.]*

**VII. CHARTER GROUP LEADERS AND POINTS OF CONTACT:**

*[President/Chairman and other leaders(s) name(s). Include point of contact info.]*

\_\_\_\_\_ **[Date:]** \_\_\_\_\_  
**Charter Group President/Chairman or Designated Representative**

**Approved by Board of Trustees at subsequent Board meeting following charter submission.**

\_\_\_\_\_ **[Date:]** \_\_\_\_\_  
**President, Board of Trustees or Designated Trustee**

Notes:

Brackets [ xyz ] denote required discussion to be added by the Charter Group.

Annual chartering is subject to Board of Trustees' approval and is subject to review throughout the participating year in case of changed or adverse circumstances. Formal guidance is also found in the Policy Precepts for Burke Centre Conservancy Community.

A structured format is prescribed with defined sections and some specific verbiage in order to achieve general uniformity across groups. However, the Board of Trustees recognizes the need and opportunity for varying and tailoring the content within sections to fit the group's specific activities, needs, and commentary on service.

**ADDENDUM**  
**\_\_\_\_\_ CHARTER GROUP PARTICIPANTS IN ITS ACTIVITIES**

Names:

Addresses (street and city):

Submission Date: \_\_\_\_\_

**Attachment 2**  
**BURKE CENTRE CHARTER GROUP ANNUAL REPORT**  
**[CHARTER GROUP NAME]**

**I. The \_\_\_\_ Charter Group conducted the following activities during the calendar year \_\_\_\_.**  
*[List dates and activities. Include average number of participants.]*

**II. The \_\_\_\_ Charter Group's leadership included:**  
*[List the officers and leaders and their contact information who served during the reporting period.]*

**III. The \_\_\_\_ Charter Group's membership and participants and their residence addresses are listed in the attached Addendum.**  
The membership and participants list shows that at least 50% of members and participants were Burke Centre residents or non-resident Burke Centre owners.

**IV. The \_\_\_\_ Charter Group contributed the following community services, benefits, and volunteer hours to the Burke Centre Conservancy during the previous calendar year:**  
*[List the provided community services and, if applicable volunteer hours for each.]*

**V. The \_\_\_\_ Charter Group used Burke Centre Conservancy community facilities as follows:**  
*[List each facility used and dates]*

\_\_\_\_\_  
**[Date:]** \_\_\_\_\_

**Charter Group President/Chairman or Designated Representative**

Notes:

Brackets [ xyz ] denote required discussion to be added.

Annual Reports constitute important input to the Board of Trustees, needed to form a decision to approve a charter renewal. Formal guidance can also be found in the Policy Precepts for Burke Centre Conservancy Community.

A structured format is prescribed with defined sections and some specific verbiage in order to achieve general uniformity across groups. However, the Board of Trustees recognizes the need and opportunity for varying and tailoring the content within sections to fit the group's specific activities, needs, and commentary on service.

**\_\_\_\_\_ CHARTER GROUP MEMBERSHIP AND PARTICIPANTS ADDENDUM**

Names:

Addresses (street and city):

Submission Date: \_\_\_\_\_

**Attachment 3**  
**BURKE CENTRE NON-CHARTER GROUP ANNUAL REPORT**  
**[NON-CHARTER GROUP NAME]**

- I. The \_\_\_\_ Non-Charter Group conducted the following activities during the calendar year \_\_\_\_.  
*[List dates and activities. Include average number of participants.]*
- II. The \_\_\_\_ Non-Charter Group's leadership included:  
*[List the officers and leaders and their contact information who served during the reporting period.]*
- III. The \_\_\_\_ Non-Charter Group's membership and participants and their residence addresses are listed in the attached Addendum.
- IV. The \_\_\_\_ Non-Charter Group contributed the following community services, benefits, and volunteer hours to the Burke Centre Conservancy during the previous calendar year:  
*[List the provided community services and, if applicable volunteer hours for each.]*
- V. The \_\_\_\_ Non-Charter Group used Burke Centre Conservancy community facilities as follows:  
*[List each facility used and dates]*

\_\_\_\_\_ **[Date:]** \_\_\_\_\_

**Charter Group President/Chairman or Designated Representative**



Notes:

Brackets [ xyz ] denote required discussion to be added.

Annual Reports constitute important input to the Board of Trustees, needed to form a decision to approve a charter renewal. Formal guidance can also be found in the Policy Precepts for Burke Centre Conservancy Community.

A structured format is prescribed with defined sections and some specific verbiage in order to achieve general uniformity across groups. However, the Board of Trustees recognizes the need and opportunity for varying and tailoring the content within sections to fit the group's specific activities, needs, and commentary on service.

**\_\_\_\_\_ NON-CHARTER GROUP MEMBERSHIP AND PARTICIPANTS ADDENDUM**

Names:

Addresses (street and city):

Submission Date: \_\_\_\_\_