

DRAFT

Guidance on Forming a “Friends Of” Advocacy Group in Wilton

This document is intended to serve as a guide to help residents who wish to organize a local advocacy group that wishes to be recognized by and partner with the Town of Wilton. These groups are often called “Friends of” groups. Examples include Friends of Horseshoe Pond and Friends of Kent Pond.

Membership & Organizational Structure

The group must have a documented membership base as well as a defined organizational structure. A point of contact must be established to work directly with the Town. This contact will serve as the group’s liaison for communications and as requested attend board or commission meetings.

Regular or Periodic Meetings

The group should hold regular meetings. Members should be up to date on working sessions held with the Town. If requested, the group must allow a representative of the Town to attend a meeting and be willing to execute a memo of understanding with the Town, related to specific project on town-owned property.

Defined Volunteer Role & Fundraising Goals

The scope of the group’s role and expected time commitment must be defined. The group must acknowledge that they work under the direction and leadership of the Town when performing volunteer labor on a town-owned property or and fundraising for a specific project. Volunteers working on town-owned must execute town liability document.

Residents seeking to be a Friends of group for a town-owned open space or trail should contact Director of Environmental Affairs Mike Conklin. Residents seeking to be a Friends of group for a town-owned playing field or recreational facility should contact Parks and Recreation Director Steve Pierce. Those interested in any other area should contact Coordinator of Community Affairs Sarah Gioffre within the First Selectwoman’s Office.