1. Prepare a Request for Proposal (RFP) that describes the activities to be performed. Submit the RFP to Site Council (acting as Friends of TOPS) for consideration in the springtime prior to the fiscal year during which the activities are to be performed (the “proposal year”). Attend one or more budget meetings, or send a representative to do so, to answer questions about the proposal and if modified during the approval process, amend.

2. Prepare a plan for how the project is to be implemented. In the event that the original project manager is unable to continue with the project, contact the Site Council Chair and if possible, recruit a new project manager.

3. Implement the project as approved by Site Council (acting as Friends of TOPS). Work with a steering committee as appropriate.

4. It is up to the project manager and project team to recruit help from the TOPS community. The Volunteer Coordinator may be contacted to assist in communicating the needs of the project team to the community as well as to potentially identify possible volunteers to assist.

5. Manage and control expenditures as approved by Friends of TOPS. Discuss with the Friends of TOPS Treasurer the options for paying for the project such as payment and reimbursement or direct payment. All reimbursements must be accompanied with an invoice / receipt attached to a completed “request for payment” form that is signed by the Project Manager. All payments in advance must have a quotation from the service provider, attached to a completed “request for payment” form. Vendor “statements” which do not describe the goods or services purchased are not acceptable documentation. The Treasurer and Project Manager may agree to delegate signing authority for certain types of project expenses to specific project members in order to expedite payment. (Please be sensitive to team members ability to expend cash on behalf of FOT and wait the standard two weeks for reimbursement. In such situations, the project manager should work with the Treasurer to discuss options which could include expedited repayment or cash advances.)

6. Approve and manage Consultant resources utilized in support of the project. It is recommended that a written agreement with the consultant is established regarding rate, expectations, duties, etc. and be signed by both Project Manager and Consultant) for any Consultant where over $600 in expenditures will be incurred in a single year. Project Manager’s must insure that any Consultant’s used must forward Name, Address, and Tax ID number to Friends of TOPS treasurer.

7. On a regular basis (approximately monthly), the FOT treasurer will distribute statements that include a record of all expenses processed on behalf of project teams. It is important that project manager’s review these statements to ensure their completeness and accuracy.

8. Submit at least one progress report for site council, the first no later than 1/31 of the proposal year. This progress report should evaluate the budget position of the project and project and whether the project is expected to be completed as projected.

9. Submit, one time per year, a paragraph summarizing the project intent and accomplishments for the newsletter.

10. In the event that the project manager concludes that substantial changes from that approved by Site Council (acting as Friends of TOPS) should be made to the project, the project manager shall discuss the proposed changes in advance with the executive committee of site council for approval.

11. If the project is appropriate to continue, provide some continuity with the steering committee (if applicable) or with a recruited new project manager, assure a new year’s RFP is submitted, pass records on, etc.