

PA-DE ASLA Chapter Proposed Funding for the Historic American Landscapes Survey

Submitted to: Chapter Executive Committee

Submitted by: HALS Chapter Representatives (N. Minich, J. Hershey, L. Vavro, R. Robinson)

Date: June 7, 2013

The Executive Committee of the PA/DE ASLA Chapter wishes to encourage its membership to participate in the Historic American Landscapes Survey (HALS) by documenting historic landscapes within the states of Pennsylvania and Delaware. To support this effort the Executive Committee intends to make funds available to Chapter members for reimbursement of out-of-pocket expenses. The following policy will apply for funding HALS activities within our chapter.

1. Each year, at their annual budget meeting, the Chapter Executive Committee will review and approve funds to support HALS documentation.
2. The allotted annual funds will be divided equally among the four sections (Western, Central, Eastern, and Delaware).
3. The purpose of the funds is to encourage and support the documentation of historic landscapes according to the HALS guidelines and formats. The funds are to reimburse out-of-pocket expenses such as travel, reproduction, printing, equipment rental and access fees for archival information. The funds are not to be used as compensation for labor or time invested by members, students or others.
4. One chapter member will be designated as the HALS representative for each of the four sections. Each representative will be responsible for receiving reimbursement requests from chapter members in their section. All requests for reimbursement must come from chapter members in the form of a one page estimate and must be approved by all four section representatives before approval can be given and documentation can begin.
5. The Executive Committee HALS Liaison will report monthly on applications and survey status.
6. The policy and funds for HALS related activities are subject to change at the discretion of the Chapter Executive Committee at any time.