



**Florida Department of Environmental Protection**

**CITIZEN SUPPORT ORGANIZATION  
2015 REPORT  
IMPLEMENTATION OF 20.058 F.S.**

Citizen Support Organization (CSO) Name: Friends of the Charlotte Harbor Aquatic Preserves, Inc.

Mailing Address: 5473 Henley Street, Bokeelia, FL 33922 (registered agent)

Telephone Number: \_\_\_\_\_ Website Address (if applicable): www.fchap.org

**Statutory Authority:**

**Section 20.2551, F.S., Citizen support organizations; use of property; audit; public records; partnerships.** In summary, the statute specifies the organizational requirements, operational parameters, duties of a CSO to support the Department of Environmental Protection (Department), or individual units of the Department, use of Department property, audit requirements, public records requirements, and authorizes public-private partnerships to enhance lands managed by the Department.

**Brief Description of the CSO's Mission:**

The mission of FCHAP is to support the protection, conservation, restoration, management, responsible public use, and the enhancement of the resources of the coastal and aquatic ecosystems of the Charlotte Harbor estuaries including Lemon Bay, Gasparilla Sound/Charlotte Harbor, Cape Haze, Pine Island Sound, and Matlacha Pass.

**Brief Description of the CSO's Results Obtained:**

Provided financial support to Charlotte Harbor Preserve State Park (PSP) staff to attend fire training course, provided financial support to CHEVWQMN for volunteer appreciation, provided financial support for "Alternative Spring Break" volunteers, educated local elected officials about the Aquatic Preserve (AP), accepted restricted funds/grants for implementing bat habitat restoration, worked with FDEP to develop a CSO agreement for FCHAP's unique situation – supporting an AP and PSP; conducted education and outreach at the Charlotte Harbor Nature Festival and the 2015 Florida Sportsman Show; continued purchases for AP lab with restricted funds; supported the oyster restoration project with funds and by featuring the project at the annual meeting.

**Brief Description of the CSO's Plans for Next Three Fiscal Years:**

Increase public awareness through involvement in educational programs, resource-based activities, and special events; establish and maintain cooperative efforts with organizations, institutions, and government agencies involved in environmental protection; Increase organization membership through recruitment of volunteers, continue supporting the Charlotte Harbor Aquatic Preserve and the Charlotte Harbor Preserve State Park and their staff, increase public awareness of the AP and PSP through outreach efforts and activities.

Copy of the CSO's Code of Ethics attached

Certify the CSO has completed and provided to the Department the organization's most recent Internal Revenue Service (IRS) Form 990, 990-EZ, or 990-N/Annual Financial Statement

**Friends of the Charlotte Harbor Aquatic Preserves, Inc.**  
**CODE OF ETHICS**

**PREAMBLE**

- (1) It is essential to the proper conduct and operation of Friends of the Charlotte Harbor Aquatic Preserves, Inc., (hereinafter “CSO”) that its board members, officers, and employees be independent and impartial and that their position not be used for private gain. Therefore, the Florida Legislature in Section 112.3251, Florida Statute (Fla. Stat.), requires that the law protect against any conflict of interest and establish standards for the conduct of CSO board members, officers, and employees in situations where conflicts may exist.
  
- (2) It is hereby declared to be the policy of the state that no CSO board member, officer, or employee shall have any interest, financial or otherwise, direct or indirect, or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties for the CSO. To implement this policy and strengthen the faith and confidence of the people in Citizen Support Organizations, there is enacted a code of ethics setting forth standards of conduct required of Friends of the Charlotte Harbor Aquatic Preserves, Inc., board members, officers, and employees in the performance of their official duties.

**STANDARDS**

The following standards of conduct are enumerated in Chapter 112, Fla. Stat., and are required by Section 112.3251, Fla. Stat., to be observed by CSO board members, officers, and employees.

**1. Prohibition of Solicitation or Acceptance of Gifts**

No CSO board member, officer, or employee shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the CSO board member, officer, or employee would be influenced thereby.

**2. Prohibition of Accepting Compensation Given to Influence a Vote**

No CSO board member, officer, or employee shall accept any compensation, payment, or thing of value when the person knows, or, with reasonable care, should know that it was given to influence a vote or other action in which the CSO board member, officer, or employee was expected to participate in his or her official capacity.

**3. Salary and Expenses**

No CSO board member or officer shall be prohibited from voting on a matter affecting his or her salary, expenses, or other compensation as a CSO board member or officer, as provided by law.

**4. Prohibition of Misuse of Position**

A CSO board member, officer, or employee shall not corruptly use or attempt to use one's official position or any property or resource which may be within one's trust, or perform official duties, to secure a special privilege, benefit, or exemption.

**5. Prohibition of Misuse of Privileged Information**

No CSO board member, officer, or employee shall disclose or use information not available to members of the general public and gained by reason of one's official position for one's own personal gain or benefit or for the personal gain or benefit of any other person or business entity.

**6. Post-Office/Employment Restrictions**

A person who has been elected to any CSO board or office or who is employed by a CSO may not personally represent another person or entity for compensation before the governing body of the CSO of which he or she was a board member, officer, or employee for a period of two years after he or she vacates that office or employment position.

**7. Prohibition of Employees Holding Office**

No person may be, at one time, both a CSO employee and a CSO board member at the same time.

**8. Requirements to Abstain From Voting**

A CSO board member or officer shall not vote in official capacity upon any measure which would affect his or her special private gain or loss, or which he or she knows would affect the special gain or any principal by whom the board member or officer is retained. When abstaining, the CSO board member or officer, prior to the vote being taken, shall make every reasonable effort to disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for the CSO board member or officer to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote.

**9. Failure to Observe CSO Code of Ethics**

Failure of a CSO board member, officer, or employee may result in the removal of that person from their position. Further, failure of the CSO to observe the Code of Ethics may result in the Florida Department of Environmental Protection terminating its Agreement with the CSO.

# Information copy. Do not send to IRS.

Form **990-N**  
Department of the Treasury  
Internal Revenue Service

## Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ

OMB No. 1545-2085

# 2013

Open to Public  
Inspection

**A** For the 2013 calendar year, or tax year beginning 7/1/2013, and ending 6/30/2014.

**B** Check if applicable

- Terminated, Out of Business
- Gross receipts are normally \$50,000 or less

**C** Name of organization: FRIENDS OF THE CHARLOTTE HARBOR AQUATIC PRESERVES INC

d/b/a: Friends of the Charlotte Harbor Aquatic Preserves Inc

% KAREN T BICKFORD  
12301 Burnt Store Rd  
Punta Gorda, FL, US, 33955

**D** Employer  
Identification Number  
65-0911036

**E** Website: www.fchap.org

**F** Name of Principal Officer: Elizabeth Donley

12301 Burnt Store Rd  
Punta Gorda, FL, US, 33955

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in Code section 6104.

The time needed to complete and file this form and related schedules will vary depending on individual circumstances. The estimated average times is 15 minutes.

**Note:** This image is provided for your records only. Do NOT mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.