

Member Handbook



*“Research has demonstrated that time spent in nature fosters the healthy development of children. Outdoor play helps children {and adults} manage stress and become resilient.”* -Chicago Wilderness, Leave No Child Inside

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*Skokie Lagoons*

Background Information 

**Mission Statement**

The mission of BackYard Nature Center is to promote, facilitate, and strengthen the bond between the nature environments in New Trier Township and the children and adults who wish to enrich their lives with experiences in nature.

It is the Center's position that exposure to natural habitat has enormous benefits – cognitive, physical, social, and spiritual – for healthy child and adult development. To connect with nature in one's literal and figurative backyard is a life-affirming experience to be shared with family and community.

In its initial years, it reached hundreds of children and adults with its stewardship and educational programs. Over the years it has grown and evolved, but continues to work primarily with local schools, organizations, children and adults. Today BYNC reaches thousands of individuals annually from as far south as Chicago to areas in Highland Park, IL.

BackYard Nature Center’s Board of Directors typically host meetings once a month in Glencoe, IL.

**BYNC Contact Information**

|  |  |
| --- | --- |
| Mailing Address | PO BOX 262, GLENCOE, IL 60022-0260 |
| Retired Mailing Address | BackYard Nature Center  723 Foxdale Avenue  Winnetka, Ill. 60093 |
| Email | bync@backyardnaturecenter.org |
| Online | [http://www.backyardnaturecenter.org](http://www.backyardnaturecenter.org/) |

Organization Timeline 

Dates and descriptions of historic milestones

2007

* BYNC held its first meeting on February 22, 2007. The “Board” was referred to as “The Steering Committee.” Its principle members were Jeff Terwin, Jerry Garden, Heidi Kiesler, Linn Carey, and Daniel Kielson.
* The first meeting when minutes were recorded took place April 26, 2007.

2008

* BYNC became incorporated in the state of Illinois on September 5, 2008.
* BYNC was awarded $8,000 as a grant from Chicago Wilderness. The grant money was meted out over a period from 2008-2010.

2009

* BYNC gained 501(c)(3) charity status with tax-exempt status from the IRS on May 5, 2009.
* The Chicago Branch of Audubon was BYNC’s fiscal agent until July 2009.
* BYNC was awarded a $10,000 grant from L.L. Bean.
* BYNC opened a savings & checking account at the Chase Bank in Winnetka on July 10, 2009.
* BYNC first began filing a 990-EZ (Return of Organization Exemption from Income Tax) for the year.

2010

* BYNC sent its first annual appeal fundraising letter December 8, 2010.

Past Fundraisers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | $ Received | # Contacted | # Donated | Date Sent |
| 2010 | $3,095 | 206 | 44 | Dec. 8, 2010 |
| 2011 | $2,958 | 194 | 46 | Nov. 23, 2011 |
| 2012 | $- | 238 | - | Nov. 28, 2012 |

Past Budgets & Expenses

|  |  |  |
| --- | --- | --- |
| Year | Budget | Expenditures |
| 2011 | $7,691 | $5954 |
| 2012 | $5,363 | $1,279 |
| 2012 | $5,100 | - |



*BYNC Sponsored Stewardship Days*

Past Programs and Events 

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Event | Children | Adults | Annual Total |
| 2008 | 9 | 372 | 93 | 465 |
| 2009 | 17 | 440 | 151 | 591 |
| 2010 | 33 | 415 | 224 | 639 |
| 2011 | 38 | 569 | 234 | 803 + 550 NTHS students (SCN) |
| 2012 | 34 | 656 | 301 | 787 + 170 Glencoe 7th graders (SCN) |

Stewardship Events

* Buckthorn invasive species cutting at the Skokie Lagoons Sedge Meadow and along Tower Road; also at the Little House of Glencoe
* Garlic mustard and teasel invasive species removal at Skokie Lagoons
* Litter pick-up in cooperation with Creatively Caring

  

Educational Events

* Butterfly Event with the Glencoe Park District
* Science Curricula in Nature (SCN) with New Trier High School and Glencoe School District #35
* Classroom presentations for groups coming out to Skokie Lagoons
* Nature as Teacher (NAT)

Community Events

* Booth at Go Green Winnetka-Northfield Fair at Hubbard Woods
* Informational booth and hands-on activity at Winnetka’s Fall Fest
* Chicago Wilderness Congress; Leave No Child Inside Track
* Audubon Wild Things Conference; Leave No Child Inside
* Camping for Families Program with the Winnetka Park District

  



  

Partnering Organizations & Individuals 

 **Mo Ulicny** (Peach Tree Studio)

Provided BYNC Logo and Web design

URL:http://www.peachtree-studio.com

[ptstudio@aol.com](mailto:ptstudio@aol.com) Ph. 847-835-2123

 **Valerie Roesti** (owner, InstyPrints)

Provided print services for fundraiser

URL:http://www.elkgroveinsty.com

2355 East Oakton, Elk Grove Township, IL 60005

[Oakton@elkgroveinsty.com](mailto:Oakton@elkgroveinsty.com) Ph. 847-364-6464

 **Barbara Tubekis** (Ex. Director, The Volunteer Center)

Provided listing on website and volunteer resources.

URL: http://www.volunteercenterhelps.org

520 Glendale Avenue, Suite 211, Winnetka, IL 60093

[barb](mailto:barb)[@volunteercenterhelps.org](https://app.verticalresponse.com/app/list_management/member/edit/1653?list_view_id=547265323) Ph. 847-441-7665

Login username: bync

Login password: bync



**Karen Holmes** (Outreach Naturalist, FPDCC)

Provides nature education field trips & event planning

URL:www.fpdcc.com

3120 Milwaukee Avenue, Northbrook, IL 60062

karen.holmes@cookcountyil.gov Ph. 847-824-8360 ext. 17

**Heather Burns** (Glencoe Park District, Early Learning Director)

Familiar with early childhood programs & activities

URL: [www.glencoeparkdistrict.com](http://www.glencoeparkdistrict.com)

999 Green Bay Rd, Glencoe, IL 60022

[hburns@glencoeparkdistrict.com](https://app.verticalresponse.com/app/list_management/member/edit/79?list_view_id=547265323) Ph: 847-835-3035

**DeDe Kern** (Program Manager, Northfield Park District)

Familiar with Parks Programs - Early supporter of ‘Camping with Families’ Program

**Eileen Sutter** (Environmental Naturalist of Watersmeet Preserve)

Environmental Naturalist

4125 N Monticello Ave, Chicago, IL 60618

[ehsutter@gmail.com](https://app.verticalresponse.com/app/list_management/member/edit/65?list_view_id=547265323) Ph: 773-539-0256

**Karen Glennemeier** (Audubon, Chicago Region)

Environmental Naturalist

719 Laurel Ave, Wilmette, IL 60091

[kglennemeier@audubon.org](https://app.verticalresponse.com/app/list_management/member/edit/101?list_view_id=547265323)

**Stephen Packard** (Director of Audubon, Chicago Region)

Environmental Naturalist in Somme Prairie Grove

1718 Sherman Ave Ste 210, Evanston, IL 60201

sgpackard@comcast.net Ph: 847-328-1250 X-11

**BUSINESSES**

**48HourPrint.com**

Provided print services for brochure

URL:http://www.48hourprint.com

User: katie\_kat466@hotmail.com

Pass: buck1thorn

**TinyTreks**

Provided parent-child outdoor programs for young children

Contact info:

Pamela Worth, pam@tinytreks.com

846 Forest Ave, Deerfield, IL 60015  
Ph: (650) 722-0059

**VistaPrint.com**

Provided print services for business cards & promotional items

URL: [http://www.vistaprint.com](http://www.vistaprint.com/)

**AtlasSoft.com**

Provided non-profit website development

URL: [http://www.atlassoft.com](http://www.atlassoft.com/)

Contact info: William Schroeder, WSchroeder@atlassoft.com

URL: [http://www.tinytreks.com](http://www.tinytreks.com/)

**SCHOOLS**

**New Trier High School** (District 203)

Contact info:

Robyn J. Ward, Science Coordinator

1430 Central Ave, Deerfield, IL 60015

wardr@newtrier.k12.il.us

847-784-8716

**Glencoe Central School** (District 35)

Contact info:

Catherine Wang, Dir of Curriculum & Instruction

620 Greenwood Ave, Glencoe, IL 60022

[wangc@glencoeschools.org](https://app.verticalresponse.com/app/list_management/member/edit/181?list_view_id=547265323)

847-835-7800

**Skokie School** (District 36)

Contact info:

Kathy McDonough

kathymcdonough@winnetka36.org

**Marie Murphy (Avoca) School**

Contact info:

Jim Gravagna, District Science Coordinator

gravagnaj@avoca37.org

**Sacred Heart School**

Contact Info:

Brittany Jones

bjones@shwschool.org

847-446-0005



*Glencoe Central School 7th Graders*

BYNC Members 

Current Members

|  |  |
| --- | --- |
| **Daniel Kielson** | **Email:** dkielson@backyardnaturecenter.org  **Position/Duties:** President, Skokie Lagoons Site Master Steward  **Address:** 723 Foxdale, Winnetka IL, 60083  **Phone:** 847-501-3735 **Member Since:** 9/5/2008 |
| **Linn Carey** | **Email:** lcarey@backyardnaturecenter.org  **Position/Duties:** VP/Treasurer, Programs  **Address:** 637 Drexel Ave, Glencoe IL, 60022  **Phone:** 847-835-3738 **Member Since:** 9/5/2008 |
| **Heidi Kiesler** | **Email:** hkiesler@backyardnaturecenter.org  **Position/Duties:** Secretary, PR, Programs  **Address:** 537 Jackson Ave, Glencoe IL, 60022  **Phone:** 847-835-1968 **Member Since:** 9/5/2008 |
| **Katie Keller** | **Email:** kdevogelaere@backyardnaturecenter.org  **Position/Duties:** Webmaster, Technology  **Address:** 1279 Deerfield Pkwy. #303, Buffalo Grove IL, 60089  **Phone:** 815-540-0370 **Member Since:** 8/17/2010 |
| **Kat Kocisky** | **Email:** kat.kocisky@gmail.com  **Position/Duties:** p/t staff, Grants, Technology, Programs  **Address:** 4435 N. Hamilton #2, Chicago, IL 60625  **Phone:** 773-960-5320 **Member Since:** 9/5/2012 |
| **Erika Robers** | **Email:** erobers@backyardnaturecenter.org  **Address:** 5034 N Troy St Apt 2 Chicago, IL 60625  **Phone:** 773-272-5412 **Member Since:** 10/2/2012 |

Current Members Continued

|  |  |
| --- | --- |
| **Marie Dolan** | **Email:** mdolan@backyardnaturecenter.org  **Address:** 428 Cedar Ave. Winnetka, IL 60093  **Phone:** 847-501-3735 **Member Since:** 11/18/2012 |
| **Robert (Ben) Keller** | **Email:** r.benkeller@gmail.com  **Position/Duties:** p/t staff, grant research, PR, website, hike leader  **Phone:** 708-495-7689  **Member Since:** 7/18/2011 |

Past Members

|  |  |
| --- | --- |
| **Jerry Garden** | **Email:** jgarden@backyardnaturecenter.org  **Position/Duties:** former board member, one of the original members, nature expert  **Active:** 9/5/08 – 6/1/09 |
| **Jeff Terwin** | **Email:** jterwin@chasemail.org  **Position/Duties:** former board member, one of the original members, works with schools  **Active:** 9/5/08 – 12/1/08 |
| **Bernie McKee** | **Email:** jbmcke@aol.com  **Position/Duties:** former board member, still volunteers often  **Active:** 9/26/08 – 1/5/10 |
| **Sandy Ritterson** | **Email:** csritterson@comcast.net  **Position/Duties:** former board member, programs, Volunteer Coordinator  **Active:** 9/14/10 – 12/6/11 |
| **Lily Kaminski-Bradford** | **Email:** lkambrad@backyardnaturecenter.org  **Position/Duties:** former board member, volunteer  **Active:** 5/8/12 – 8/12/12 |
| **Betsy Leibson** | **Email:** betsy.leibson@gmail.com  **Position/Duties:** former board member, helped with PR, e-blast emails, started group 'Friends of the Glencoe Green Bay Trail'  **Active:** 4/19/11 – 8/31/11 |
| **Meg Hathaway** | **Email:** margaret.e.hathaway@googlemail.com  **Position/Duties:** former p/t staff, helped add website content  **Active:** 2/1/10 – 10/1/10 |
| **Marci Neuman** | **Email:** marci.nauman@gmail.com  **Position/Duties:** former p/t staff, helped w database, PR, fundraiser, misc.  **Active:** 9/1/10 – 8/1/11 |

Past Members Continued

|  |  |
| --- | --- |
| **Emily Kofman** | **Email:** emilyh12@comcast.net  **Position/Duties:** former summer intern, attended Board meetings  **Active:** 5/8/12 – 8/12/12 |
| **David Kosnik** | **Email: dkosnik@backyardnaturecenter.org**  **Position/Duties: Technology, Skokie Lagoons Site Master Steward**  **Address: 2740 Hampton Pkwy. #H-1, Evanston IL, 60201**  **Phone: 847-456-6368 Member Since: 9/26/2008** |

Resources 

Online web tools, information access, and tax info (EIN#)

**Not-for-profit Information**

* BYNC is a 501(c)(3) non-profit and has obtained tax-exempt status effective as of Sept. 5th 2008.
* IL state tax-exempt effective Nov. 16th 2012, expires Dec. 1st 2017.
* EIN# (Employer Identification Number): 30-0504247

Non-profit status is usually a requirement for obtaining funds from government agencies and private foundations. If proof of non-profit status is required, a copy of our determination letter from the IRS is made available online at:

<http://www.backyardnaturecenter.org/admin/DeterminationLetter.protected.pdf>

The PDF document is password protected; Password: GET0ut5ide

BYNC has also been approved for state sales tax-exempt status in Illinois, a copy of our exemption letter is made available online at:

http://www.backyardnaturecenter.org/admin/ILSalesTaxExemptLetter.pdf

**Tech Links**

|  |  |
| --- | --- |
| **BackYard Nature Center Website** | [www.backyardnaturecenter.org](http://www.backyardnaturecenter.org) |
| **BackYard Nature Center Website Management** | **URL:**  [www.backyardnaturecenter.org/admin](http://www.backyardnaturecenter.org/admin)  **Username:** admin@admin.com  **Password:** \*\*\*\*\*\*\*\*\*\*  **Description:**  Used for adding and updating content on the BYNC website. |
| **BYNC Events Calendar**  **BYNC Events Calendar (cont’d)** | **URL:** www.backyardnaturecenter.org/calendar  **Username:** admin@admin.com  **Password:** \*\*\*\*\*\*\*\*\*\*  **Description:** Used for viewing, updating, adding, or removing events on the calendar.  **How to:**   1. Click ‘Login’ in upper-right corner of calendar; enter login information. 2. Click ‘Add Event’ in upper-right corner; supply event details and submit. 3. Close the ‘Add Event’ window or add another new event. |
| **BYNC Facebook Group Page** | **URL:**  www.facebook.com/BackYardNatureCenter  **Description:** Used to share information and events with our Facebook followers. |
| **Google Checkout** | **URL:**  <https://checkout.google.com>  **Username:** bync.northshore@gmail.com  **Password:** \*\*\*\*\*\*\*\*\*\*  **Description:**  Used to collect online donations and view previous online donors. |
| **Google Analytics** | **URL:** [www.google.com/analytics/settings/home](http://www.google.com/analytics/settings/home)  **Username:** bync.northshore@gmail.com  **Password:** \*\*\*\*\*\*\*\*\*\*  **Description:**  Used to view website visitor traffic information and page clicks. |
| **Google Apps for Business** | **URL:** [www.google.com/a](http://www.google.com/a)  **Login Domain:**  backyardnaturecenter.org  **Go-to:** domain management  \*See webmaster for individual user access  **Description:**  Used for E-mail management of all @backyardnaturecenter.org personal e-mail accounts. |
| **Picasa Web Album** | **URL:**  <http://picasaweb.google.com/home>  **Username:** bync.northshore@gmail.com  **Password:** \*\*\*\*\*\*\*\*\*\*  **Description:**  For uploading and sharing photos. |
| **VerticalResponse** | **URL:** [www.verticalresponse.com/login](http://www.verticalresponse.com/login)  **Username:** bync.northshore@gmail.com  **Password:** \*\*\*\*\*\*\*\*\*\*  **Description:**  Online database of BYNC contacts and marketing tool for E-newsletter. |
| **Volunteer Match** | **URL:** <http://www.volunteermatch.org/>  **Login Info:**  New users can sign-up and request administrator access for BYNC.  **Description:**  Nationwide website used for posting volunteer opportunities and recruiting new volunteers. |
| **Volunteer Center** | **URL:**  [www.VolunteerCenterHelps.org](http://www.volunteercenterhelps.org)  **UserID:** bync  **Password:** bync  **Description:** NTT (New Trier Township) local website used for posting volunteer opportunities in and recruiting new volunteers. |
| **Tech Soup** | **URL:** <http://home.techsoup.org>  **Registration Info:**  **Member Name:** backyardnature  **Password:** \*\*\*\*\*\*\*\*\*\*  **Association Code:** BYNC2010  **Description:** Used to apply for discounted software products and hardware. |
| **GoDaddy** | **URL:** www.godaddy.com  **Login Info:**  **Username:** backyardnaturecenter  **Password:** \*\*\*\*\*\*\*\*\*\*  **Customer#:** 32729513  **PIN# (Call-in only):** 2962  **Description:**  Domain name host service. |
| **DreamHost Web Panel Dashboard** | **URL:** http://dreamhost.com  **Username:** bync.northshore@gmail.com  **Password:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Description:**  Used to manage users for website access (cPanel). |
| **Children & Nature Network** | **URL:** [www.childrenandnature.org](http://www.childrenandnature.org)  **Login Info:**  **Username:** BackYardNature  **Password:** \*\*\*\*\*\*\*\*\*\*  **Description:** Networking website. |

Volunteer 

The following are ways that you can get involved and help us grow

* Join the board
* Volunteer time at an event
* Make a donation
* Share your ideas for an innovative project or program
* ‘Like’ us on Facebook
* Lead an event
* Tell a friend about BYNC!
* Host a committee or project meeting
* Share your ideas for new outreach methods
* Research available grant opportunities
* Volunteer your skills - we welcome all skills and levels!
  + Nature hike guide
  + Event reporter editorialist and photographer
  + Nature photographer
  + Volunteer leaders and coordinators
  + Classroom lesson planner
  + Event activity design and setup
* Invite a friend to join BYNC
* Mentor a new intern, board member, or staff
* Share your past volunteer success stories with BYNC
* Invite someone you know to an event
* Just Ask!