

Friends of Aztalan State Park Volunteer Guidelines



QR Codes: These QR codes store the URLs of selected sites. Point your smartphone camera or app at the code and tap on the URL that pops up.



Home: aztalanfriends.org



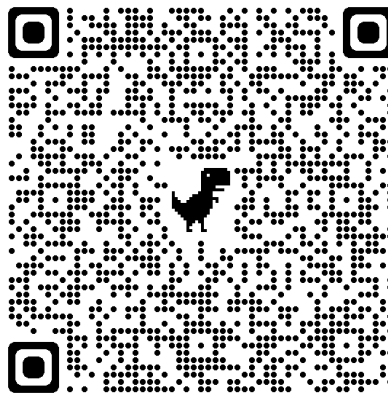
Facebook page



Membership



Donate



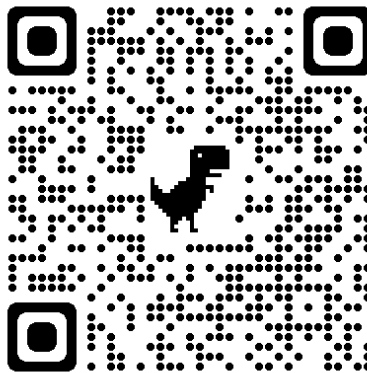
GoFundMe Donate



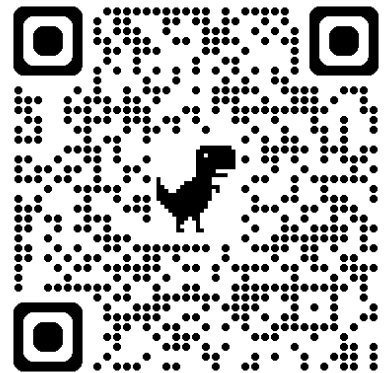
Calendar of Events



Online Store



QuickPay 1 Item



Vehicle Admission
Stickers

Procedure

Friends of Aztalan Volunteer Guidelines – Temporary Interpretive Center

Updated April 19, 2025

As a park volunteer, your main function is to provide information about the park and Friends activities to visitors.

Other functions:

- Provide information about the local area.
- Help visitors purchase park vehicle tags when DNR personnel are not available.
- Sell Friends merchandise.
- Sell Friends memberships.
- Accept donations.

Covid Guidelines

Masking and social distancing are encouraged. Free masks and sanitizer are available on the counter tops.

Procedure

Open the trailer.

- You should have two keys, for the main door only. One unlocks the deadbolt, the other unlocks the door knob. Unlock the main door.
- From the inside, unlock the disabled entrance door.
- If electricity will be used, make sure the electric supply panel switches are turned ON.
- If air conditioning is not used and the doors are to be kept open, use the velcro straps to tie the outer door knobs to the railings.
- If air conditioning is used, close all windows and doors.
- There are “Open/Closed” signs in some of the windows. Turn them to show “Open” to the outside.
- (Optional) Hang a “Volunteer” tag (from the hook at the disabled entrance) around your neck, using the lanyard. Or, if you prefer, clip a tag to your shirt.
- Enter your name, date, and “Begin time” on the Volunteer Hours & Merchandise Sales sheet.
- Count any “seed” money in the cash box (usually \$50, for making change) and in each donation jar (usually \$7 each).

Provide information to visitors.

- You can refer to the state park and other brochures and offer brochures for free. Extra brochures are in the file cabinet under the north countertop, drawers labeled “Brochures”.
- Offer the Walking Tour guide. Much of the information you provide to the visitor can be taken from this guide. Be sure to insert a donation envelope and membership form.
- Play the “Aztalan” DVD movie, picture slide show, and/or music on the DVD player or digital picture frame.
- Show the Friends **Events Calendar** to visitors and offer a free copy. Show the **Membership Form** and suggest joining. Show the **Donation Form and 2 Donation Jars** and suggest a donation.
- Refer to the Friends web site, www.aztalanfriends.org/ and Facebook page www.facebook.com/groups/661766400660116/. A page showing **QR codes** for navigating to selected sites is at the front of this manual. Also see the **Park Information** section in this manual.

Sell merchandise and Friends memberships, and accept donations.

- Price labels are posted near or on some of the items. Prices are listed on **Price List** sheet (on the south countertop) and the **Volunteer Hours & Merchandise Sales** sheet (on a clipboard). Copies of these documents are included in this manual. *All sales are tax exempt.*
- Offer to put hat, shirt, and book purchases into a plastic bag. Bags are located under the south counter top in a plastic bucket. Slip a membership/donation form into the bag with the merchandise.
- For each item sold (including memberships), add a tick mark next to the item on the **Merchandise Sales Sheet**. Add the tick in the appropriate box: Member or Non-Member.
- We are in the first phase for building a permanent Visitor Center, so please emphasize the importance of donations to this cause. Enter individual donation amounts on the **Merchandise Sales Sheet**. Donations for the Interpretive Center must be marked separately from General donations. Inform donors that *all memberships and donations are tax-deductible*, due to the Friends' status as a Public Charity. If asked, show them the tax-exempt documents in the **Legal Docs** section of this manual.
- All checks and cash received should go into the cash box. Checks should be made out to “Friends of Aztalan”. A receipt book is in the bottom of the box should a visitor want one. Note: We can handle credit or debit cards only with PayPal on our web site. See the **PayPal** section of this manual.
- Make change from the cash box. If there isn't sufficient cash to do this, you might use your own cash to make change, but be sure to reimburse yourself by the end of your shift.

Help visitors purchase park vehicle tags for the DNR.

- Help the visitor fill out the tag and stuff the envelope if needed.
- A fees list is in the **DNR** section of this manual. Another is near the pack of fee envelopes on the countertop.
- Explain, if need be, that the top copy of the form is to be placed on the dashboard, visible through the windshield. Motorcyclists should find a place to anchor the tag so the wind won't

blow it away. For yearly fees, explain that the tag is temporary and should be used whenever entering any state park until the permanent sticker is received in the mail.

- Do not accept the envelope. Tell the visitor to deposit it in the fee box at the upper parking lot.
- Do not use the Friends cash box to make change for vehicle tags. You can either use your own funds and reimburse yourself later, or tell the visitor that overpayment will be refunded by the DNR.

Operating the TV, DVD player, and digital picture frame.

- See instructions near those devices. Copies are also included in the **Media** section of this manual.

Finalize the Merchandise Sales Sheet when your shift is finished.

- *This step is optional; the treasurer can do this if you prefer not to.* For each category – Merchandise, Memberships, and Donations, write the dollar amount in the appropriate Subtotal box on the sheet.
- Remove cash and checks from the Donations boxes and jars, but leave the “seed” amount in each. For each donation type - General or Interpretive Center, write the total dollar amount received in the Subtotal box on the sheet. Include any donations given directly to you.
- Calculate or count all money received and write that in the Total Receipts box on the sheet. Verify that this total matches the cash and checks total in the cash box and donation jars, less any “seed” money that was there when you started.
- Enter the “End Time” on the sheet.
- If no money was received, you can leave the **Merchandise Sales Sheet** in the bottom of the cash box. Volunteer hours will be recorded by the treasurer.
- Otherwise, fold the sheet, along with cash and checks (minus any “seed” money) into the manila envelope labeled “Friends of Aztalan” (bottom of the cash box) and seal the envelope. Add the date to the envelope.

Close the trailer (if you're the last volunteer for the day).

- Turn off the TV, DVD player, and digital picture frame. Unplug the power strip from the outlet (to protect from lightning).
- Turn off the air conditioner.
- Turn the electric supply panel switches OFF.
- If possible, remove trash from the trash can under the south countertop and take it with you. Replacement plastic bags are stored in the bottom of the can.
- Close and lock all windows.
- Turn the “Open/Closed” signs to show “Closed” to the outside.
- Close all window curtains.
- Wrap the velcro straps on the inner door knobs.
- Lock the disabled entrance door deadbolt and door knob lock from the inside.
- Hang your “Volunteer” tag on the hook at the disabled entrance.

- Turn the door knob lock on the main door so it's in the locked position.
- Take your personal items and lock the deadbolt from the outside using your key.
- If the Friends treasurer is available to take the cash, checks, and sales sheet, give it to him/her. Otherwise, put cash, checks, and sales sheet in a manila envelope from the **bottom of the cash box, add the date to the envelope, and place it back in the bottom** of the cash box.

Getting help

Contact the following to get help or provide information:

- Kristine Kust, Friends Volunteers Coordinator:
Cell – 608-770-7159
- Bob Birmingham, Friends Executive Director:
Home – 608-241-4958 Cell – 608-516-3421
- Bob Persons, Treasurer:
Home – 608-233-8994 Cell - 608-658-2854

You can use your own cell phone or use the Friends phone in the trailer if it is available.

[April 27, 2024]

Volunteer Hours & Merchandise Sales

Instructions

- Fill out the top of the 'Volunteer Hours & Merchandise Sales' sheet:
 - If you are working at the trailer, check the **Trailer** box. Otherwise, check the **Event** or **Tour** box and enter the Event Name.
 - For Events at the park, check the **Trailer** and **Event** boxes and enter the Event Name.
 - Please record your name and the hours worked, for tracking volunteer hours.
- (Trailer only): Try to count visitors and record the count at the bottom of the page.
- For all money receipts, try to accept cash or check. A book of blank receipts is in the bottom of the cash box. If a person needs to use a credit or debit card to purchase a **single item**, and you or the customer has a suitable smartphone, point the phone's camera at the **QR code**. This will generate an Internet link. Tap on it to go to the **QuickPay** page, where a single item can be purchased and handed to the person. **Do not record Online Store sales on this sheet; those purchases will be shipped.**
- For each item sold using cash, check, or QuickPay, add a vertical tick mark in the blue box to the right of its selling price. Use the 'Full' or 'Member' box as appropriate. If payment is made by check, note what item(s) were purchased in the Memo field of the check or in a Comment on the sales sheet.
- **The Friends group is exempt from collecting sales tax. A copy of the certificate is taped to the inside of the cash box lid.**
- **Members of the Friends get a \$5 discount on the 'Aztalan' book and 10% discount on all other merchandise.**
- Enter the total money received for Merchandise, Photos, Consignment sales, Memberships, and Donations in the respective **SUBTOTAL** boxes.
- At the end of the job:
 - If the cash box had cash for making change when you started, leave that much in the box when you leave – small bills and coins if possible.
 - If no sales were made, place the 'Volunteer Hours & Merchandise Sales' sheet in the bottom of the cash box.
 - If sales were made:
 - (Trailer only): Fold the 'Volunteer Hours & Merchandise Sales' sheet and put it, along with cash and checks received, in the manila envelope labeled 'Friends of Aztalan' and add the date.
 - (Non-Park Event): Place the 'Volunteer Hours & Merchandise Sales' sheet, along with cash and checks received, in the bottom of the cash box or a suitable envelope.
 - Place any filled Membership and Donation forms, plus copies of receipts written, in the bottom of the cash box.
- The Friends' Treasurer will reconcile the cash box.

Questions? Call Bob Persons (Treasurer) at:
608-658-2854 (mobile - preferred)
608-233-8994 (home).

[Please see the manual in the trailer for the latest **Merchandise Sales sheet]**



Friends of Aztalan State Park Membership / Volunteer Form

Join us in supporting Ancient Aztalan,
Wisconsin's great cultural treasure!

The Friends of Aztalan State Park provide volunteer services to Aztalan State Park in the form of financial support, educational activities, tours, special events, promotion, visitor services, and park maintenance. As a member, you are entitled to a \$5 discount on the book 'Aztalan: Mysteries of an Ancient Indian Town', plus a 10% discount on all other merchandise for sale. The Friends maintain a website at

www.aztalanfriends.org

Membership: (select one)

☐

New

☐

Renewal

All memberships except
Life expire on
December 31, 2025

(select a level)

☐

\$ 20 Basic

☐

\$ 100 Corporate

☐

\$ 50 Patron

☐

\$ 250 Life

Date: _____ / _____ / 20 _____

I would like to Volunteer for (select any number):

☐

Visitor Center:

Provide site information, Sell merchandise and memberships, Collect donations, Tour assistance.

☐

Special Events:

Setup, Provide site information, Sell merchandise and memberships, Collect donations.

☐

Work on Newsletter.

☐

Provide Skills:

Legal, Accounting, Tax, Fund raising, etc.

☐

Other (specify)

Name: _____

Address: _____

Email: _____

Phone (Home): (_____) _____ (Mobile): (_____) _____

Make checks out to: Friends of Aztalan State Park

Send to:

Friends of Aztalan State Park
P.O Box 855
Lake Mills, Wisconsin 53551



Yes! I would like to join the Friends of Aztalan State Park
SUN PEOPLE CLUB
to help build the Visitor Center at Aztalan State Park
with a contribution in the following amount:

☐ \$5,000 ☐ \$4,000 ☐ \$3,000 ☐ \$2,000 ☐ \$1,000
☐ Other \$ _____

I would otherwise like to make the following contribution to the Visitor Center Fund:

☐ \$500 ☐ \$250 ☐ \$100 ☐ \$50 ☐ Other \$ _____

Name _____

Address _____

Email _____ Telephone _____

All donations are tax deductible.

Make check out to Friends of Aztalan
State Park and send to

**Friends of Aztalan State Park
Visitor Center Fund
P.O. Box 855
Lake Mills, WI 53551**

[Please see the manual in the trailer for the latest **Events Schedule]**

PayPal

Accepting Payments with PayPal

Requirements

Smartphone: If the Friends smartphone is not available, you or the customer must have a **smartphone** which you are willing to use, including giving up a small amount of your data plan. The device must have a good **internet connection** using cell towers. Note: There is no Wi-Fi at the Trailer and Wi-Fi at external events is flaky at best. If you cannot get a decent phone signal you will not be able to accept payments with PayPal.

Payments

For **donations**, open <http://aztalanfriends.org/donate> in a web browser and fill out and submit the form. Payment is through PayPal, so you will not collect money for this.

For **membership**, open <http://aztalanfriends.org/membership> in a web browser and fill out and submit the form. Payment is through PayPal, so you will not collect money for this.

For **merchandise purchases**, open <http://aztalanfriends.org/quickpay> in a web browser. NOTE: Only one item at a time can be purchased at this site. (Purchases from the Online Store (<http://aztalanfriends.org/store>) are only for when the customer wants items shipped.) Fill out and submit the form separately for each item. Payment is through PayPal, so you will not collect money for this.

[Friends of Aztalan State Park web site](http://aztalanfriends.org)



[Aztalan State Park - DNR web site](http://www.dnr.wisconsin.gov/aztalan)

QUICKPAY - Complete your purchase with the Friends of Aztalan State Park

In-person purchase only. These items will not be shipped.

To have items shipped to you, go to the [Friends of Aztalan Online Store](http://aztalanfriends.org/store).



'Aztalan' Book
Aztalan (non-member) \$15.00 USD ▾
Add your Note below (optional)

Purchase

Other Book
Indian Mounds of Wis (non-member) \$25.00 USD ▾
Add your Note below (optional)

Purchase

Shirt with 'Aztalan' or 'Ghost' logo
T Shirt S/M/L/XL (non-member) \$20.00 USD ▾
Select Color
T Ghost logo Natural ▾
Select Size
Small ▾
Add your Note below (optional)

Purchase

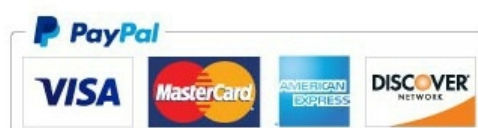
Hat with 'Aztalan' logo
Baseball Cap (non-member) \$20.00 USD ▾
Add your Note below (optional)

Purchase

Other Item
Mug (non-member) \$10.00 USD ▾
Add your Note below (optional)

Purchase

Your payment will be processed by PayPal. You can either use your own PayPal account or select your credit or debit card for payment.



Park Information

Park Information

Some facts about the park:

- Aztalan is the premier archeological site in Wisconsin and a National Historical Landmark, occupying 172 acres. The stockade surrounded 29 acres. It is Wisconsin's oldest farming town.
- The area was occupied by humans on and off for the last 10,000 years.
- The town was founded about 800AD by Late Woodland people. The nearby Crawfish River provided a wealth of resources.
- Aztalan was expanded about 1050AD, with platform mounds made of packed earth, mud-brick houses, and a fortified stockade wall, with evidence of Mississippian culture. Outsiders probably came from Cahokia, a similar, much larger site east of modern Saint Louis.
- The society was hierarchically structured, with kings or high priests performing ceremonies atop the mounds.
- Aztalan was abandoned about 1250AD.
- In 1837 Nathaniel Hyer mapped the site and, believing that it was built by people from the ancient Mexican city of Aztalan, named the Wisconsin site Aztalan. Though it is now known that the inhabitants were not from Mexico, the name of the site was not changed.
- Increase Lapham mapped the site more thoroughly in 1850.
- The site was plowed extensively, flattening the mounds.
- The first major archeological excavations were done in the 1920's and 1930's by Samuel Barrett.
- Two of the platform mounds and parts of the stockade wall have been reconstructed.
- The park is an archeological site, so some recreational facilities such as playgrounds and beaches are not available. However, three picnic areas can be used.
- Sandhill Station Campground is located one mile south of Lake Mills on Mud Lake Road.

You can also refer to the Walking Tour Guide for more information to pass to the visitor.

DNR Information

VEHICLE ADMISSION PASSES

WISCONSIN STATE PARK SYSTEM



Photo credit: Wisconsin DNR

Enjoy access to some of the most beautiful places in Wisconsin with a state park and forest vehicle admission pass!

A vehicle admission pass is required on all motor vehicles stopping in state parks, forests and recreation areas. Admission passes can be purchased online, at individual properties or from DNR service centers.

PURCHASE

a Wisconsin state park and forest vehicle admission pass online.

VEHICLE ADMISSION PASS RATES

12-month Pass. The 12-month pass is a great value for visitors who plan to visit state park properties throughout the year. A 12-month vehicle admission pass to Wisconsin state parks and forests is valid for 12 months from the time of purchase.

The 12-month pass is marked at the time of purchase to indicate the month/year in which it expires. The pass will remain valid until the final day of the month/year in which it is marked.

Please see the [12-Month Vehicle Admission Pass FAQs](#) for more information.

Daily Pass. A daily vehicle admission pass is valid for the date of issue.



<https://dnr.wisconsin.gov/topic/parks/admission>

Vehicle	12-month Pass	12-month Reduced Rate Pass*	Daily Pass**
Vehicles with Wisconsin license plates	\$28	\$15.50	\$13
Vehicles with Wisconsin license plates, residents age 65 and older	\$13	n/a	\$3
Vehicles with out-of-state plates	\$38	\$20.50	\$16
Bus, with Wisconsin license plates	--	--	\$16
Bus, out-of-state plates	--	--	\$20
<i>*12-month reduced-rate passes are for additional vehicles registered to the same household address. Reduced rate passes must be purchased at the same time as a full-price pass (or customer must provide valid proof of purchase of full price pass).</i> <i>**Daily pass rates effective beginning Jan. 1, 2025. Daily passes are valid for the date of issue (one day).</i>			

There's an additional \$5 fee for anyone who fails to pay for admission before using the park, forest, trail or recreation area. If a visitor refuses or fails to buy a pass, a citation can be issued.

HOW TO PURCHASE VEHICLE ADMISSION PASSES

Buy online: Vehicle admission passes [can be purchased online](#). A 12-month or daily Wisconsin Resident, Wisconsin Resident Senior and Nonresident passes can be purchased online. Additionally, one Reduced Rate 12-month pass (for a vehicle registered to the same household address) can be purchased online at the same time as a full-price pass. A single vehicle admission pass or pass package can be purchased at a time through the online service. A combination of passes can be purchased in one transaction at a state park property.

Buy at a state park: 12-month and daily vehicle admission passes and state trail passes can be purchased at most [State Park properties](#) via the following methods:

- In person at a property during office hours (credit cards, cash or checks accepted).
- An electronic sales kiosk is available at many properties from 6 a.m. to 11 p.m. daily (credit cards accepted).

Please note: Vehicle admission passes are not sold at [Heritage Hill State Park](#). There is a per-person admission fee charged at Heritage Hill.

Buy at a DNR service center: Vehicle admission passes can also be purchased in person at [open DNR service centers](#).

VEHICLE ADMISSION PASS FREQUENTLY ASKED QUESTIONS (FAQS)

- ▼ How can I purchase passes for members of my organization?
- ▼ I have more than one car in my household, can I move one pass between the two cars?
- ▼ What do I do if I want to go to a park but haven't received my online order?
- ▼ Can I get a replacement pass if mine is lost/stolen?
- ▼ Can I get a refund for my vehicle admission pass or state trail pass order?
- ▼ Can I get a replacement 12-month vehicle admission pass if I'm getting a new car?
- ▼ What if I have a motorcycle?
- ▼ What if I have a rental car?
- ▼ Do I need a vehicle admission pass if I'm camping?
- ▼ Are there any discounts for admission passes?

Thank You!

Thank you for supporting the Wisconsin State Park System. Sales of vehicle admission passes, camping reservations and state trail passes directly support the operation of Wisconsin state parks, forests, recreation areas and trails.

RECREATION

AZTALAN STATE PARK

BOATING, CANOEING AND KAYAKING

You can canoe, kayak or boat in the Crawfish River.

HIKING

The park is mostly open prairie, with 38 of its 172 acres in oak woods.

Two miles of trail meander through open prairie and along the Crawfish River. The park's trails give visitors a view of the reconstructed stockade and mounds.

HUNTING AND TRAPPING

Hunting and trapping are allowed in the open areas of the park during the Wisconsin state parks hunting and trapping time frame. Trapping is not permitted in closed areas as noted on the park hunting map or within 100 yards of any designated use area, including trails. Certain trap types are restricted on state park properties. For more information, please see:

- [Hunting and trapping in Wisconsin State Parks](#)
- [Aztalan State Park hunting and trapping map \[PDF\]](#)

FISHING

Fishing is available in the Crawfish River. [Fishing licenses](#) apply.

PETS

Pets are allowed in designated pet areas only and must be on a leash at all times. Maps showing pet areas are located at all parking lots.

PICNICKING AND SHELTERS

Picnicking is available in the park and there is an open reservable shelter.

RESERVE

a shelter online.

OPEN SHELTER

A picnic shelter is located near the middle parking lot and can be reserved.

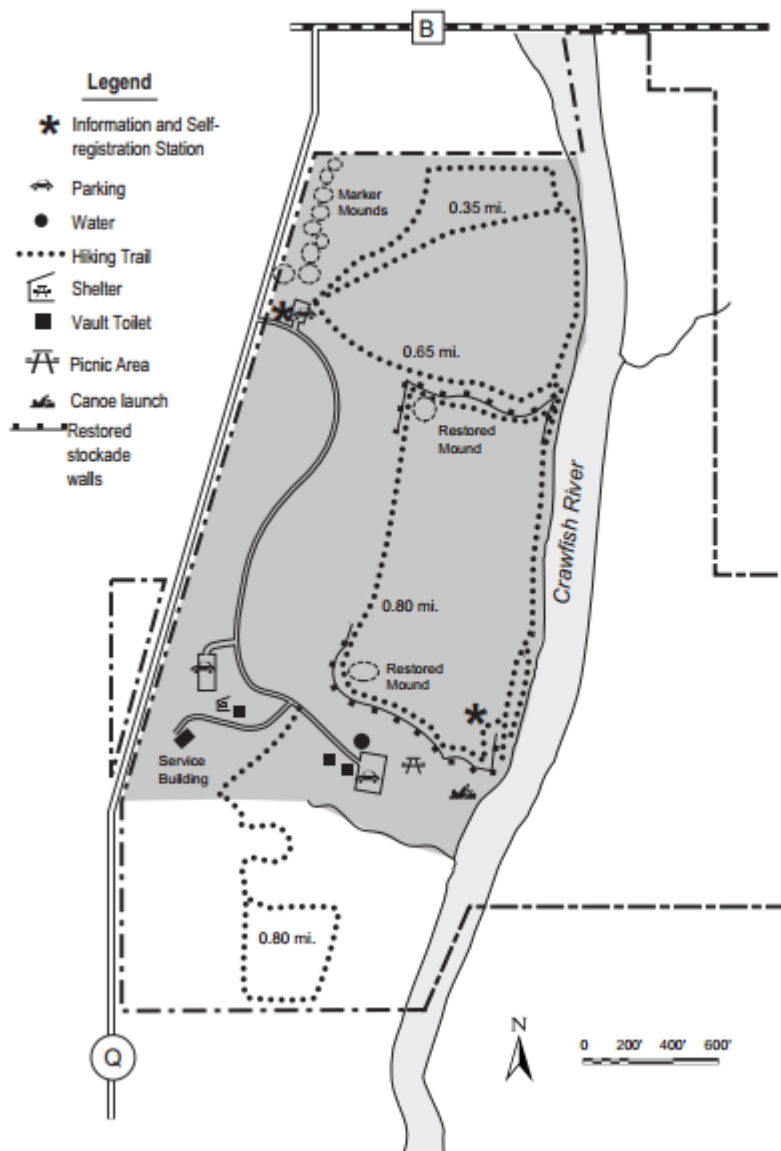
WINTER ACTIVITIES

Cross-country skiing is allowed, but trails are not groomed. Snowshoeing and winter hiking are permitted. Sledding is not permitted at the park. It is illegal to sled on the mounds.

Aztalan State Park

Hunting and Trapping Map

PUB PR-2005
Rev. 8/20/2014



■ Closed
□ Open

Fall/Winter: Gun and archery hunting and trapping are allowed in the open areas of the property from Nov. 15 - Dec. 15, except that hunting with legal archery methods is allowed through the Sunday nearest Jan. 6. Trapping is not permitted in closed areas as noted on this map or within 100 yards of any designated use area, including trails.

Spring: Gun and archery hunting and limited trapping are allowed April 1 through the Tuesday nearest May 3. Updates will be posted at the park office. See reverse for more information. Map not to scale.

Legal Documents



Deductibility Status

In general, an individual who itemizes deductions may deduct contributions to most charitable organizations up to 50% of his or her adjusted gross income computed without regard to net operating loss carrybacks. Individuals generally may deduct charitable contributions to other organizations up to 30% of their adjusted gross income (computed without regard to net operating loss carrybacks). These limitations (and organizational status) are indicated as follows:

Code	Type of organization and use of contribution.	Deductibility Limitation
PC	A public charity.	50%

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

JAN 28 2004

FRIENDS OF AZTALAN STATE PARK INC
PO BOX 855
LAKE MILLS, WI 53551

Employer Identification Number:
04-3732507

DLN:

17053329076023

Contact Person:

STEPHEN D SEOK

ID# 31125

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Foundation Status Classification:

509(a) (1)

Advance Ruling Period Begins:

November 18, 2002

Advance Ruling Period Ends:

December 31, 2006

Addendum Applies:

No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c) (3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a) (1) and 170(b) (1) (A) (vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a) (1) or 509(a) (2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (DO/CG)

COPY
Bob B + Tom D
also have copies

Collected from Box 2-20-04

FRIENDS OF AZTALAN STATE PARK INC

a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return. Because you will be treated as a public charity for return filing purposes during your entire advance ruling period, you should file Form 990 for each year in your advance ruling period

FRIENDS OF AZTALAN STATE PARK INC

that you exceed the \$25,000 filing threshold even if your sources of support do not satisfy the public support test specified in the heading of this letter.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

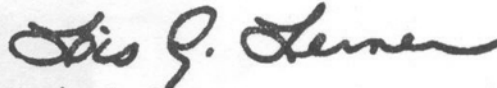
If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

FRIENDS OF AZTALAN STATE PARK INC

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Lois G. Werners". The signature is fluid and cursive, with the first name "Lois" and last name "Werners" clearly distinguishable.

Lois G. Werners
Director, Exempt Organizations
Rulings and Agreements

Enclosure(s):
Form 872-C

password friends aztalan
INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **APR 09 2007**

FRIENDS OF AZTALAN STATE PARK INC
PO BOX 855
LAKE MILLS, WI 53551

Employer Identification Number:
04-3732507
DLN:
17053069863027
Contact Person:
DEL TRIMBLE ID# 31309
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated JANUARY 2004, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

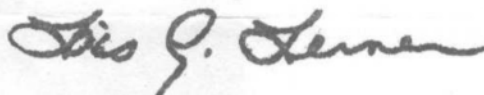
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

WISCONSIN SALES AND USE TAX
CERTIFICATE OF EXEMPT STATUS (CES)
(Governmental, Religious, Charitable, Scientific or Educational Organization)

Wisconsin Department of Revenue
PO Box 8902
Madison WI 53708-8902
PHONE (608) 266-2776
TDD (608) 267-1049

Sales to the below named organization are exempt from Wisconsin sales and use tax under sec. 77.54(9a) and 77.55(1), Wis. Stats.

This certificate is valid until revoked by the Wisconsin Department of Revenue.

FRIENDS OF AZTALAN STATE PARK

PO BOX 855

LAKE MILLS WI 53551

CES NUMBER
048386
DATE ISSUED
7/20/2005

IMPORTANT:

Sales to your organization are taxable unless you furnish your supplier with the CES number shown above.

Sales by your organization may be subject to tax. If your organization makes taxable sales, it must obtain a seller's permit and remit sales tax to the Department of Revenue.

Questions: Contact the Department of Revenue by telephone at our above number, FAX (608) 267-1030, E-mail sales10@dor.state.wi.us, or at our Web site www.dor.state.wi.us



State of Wisconsin

Department of Financial Institutions

Corporations Bureau

Form 5-Domestic Non-Stock Corporation Annual Report

Name of Entity

Search by Entity Name or ID: FRIENDS OF AZTALAN STATE PARK,
INC.
Entity ID: F033812

Formed under the laws of: Wisconsin

Registered Agent

Registered Agent Individual: ROBERT PERSONS

Name of Entity:

Address: 1636 NORMAN WAY

Address 2: APT 3

City: MADISON

State: WI

Zip Code: 53705-1264

Email: elcoyotesurvives@yahoo.com

Principal Office

Address: P O BOX 855

Address 2:

City: LAKE MILLS

State: WI

Zip Code: 53551

Directors

Name: DANIEL SEURER

Post Office Address: W8225 Stockbridge Ct

City: LAKE MILLS

State: WI

Zip Code: 53551

Name: KRISTINE KUST

Post Office Address: 537 Woodduck Dr Unit 1

City: WOODBURY

State: mn

Zip Code: 55125



State of Wisconsin

Department of Financial Institutions

Corporations Bureau

Form 5-Domestic Non-Stock Corporation Annual Report

Name of Entity

Search by Entity Name or ID: FRIENDS OF AZTALAN STATE PARK,
INC.
Entity ID: F033812

Formed under the laws of: Wisconsin

Registered Agent

Registered Agent Individual: ROBERT PERSONS

Name of Entity:

Address: 1636 NORMAN WAY

Address 2: APT 3

City: MADISON

State: WI

Zip Code: 53705-1264

Email: elfcoyotesurvives@yahoo.com

Principal Office

Address: P O BOX 855

Address 2:

City: LAKE MILLS

State: WI

Zip Code: 53551

Directors

Name: DANIEL SEURER

Post Office Address: W8225 Stockbridge Ct

City: LAKE MILLS

State: WI

Zip Code: 53551

Name: KRISTINE KUST

Post Office Address: 537 Woodduck Dr Unit 1

City: WOODBURY

State: mn

Zip Code: 55125

Street Address: 537 Woodduck Dr Unit 1
City: WOODBURY
State: mn
Zip Code: 55125
Name: KRIS REED
Street Address: 199 HILLCREST CIRCLE
City: SUN PRAIRIE
State: WI
Zip Code: 53590
Name: ROBERT PERSONS
Street Address: 1636 NORMAN WAY APT 3
City: MADISON
State: WI
Zip Code: 53705
Name: ROBERT BIRMINGHAM
Street Address: 1864 RUTLEDGE ST
City: MADISON
State: WI
Zip Code: 53704

Signature

Title: TREASURER
Date: 12/17/2024
I understand that checking this box constitutes a legal signature: Yes
Signatory's Name: ROBERT E PERSONS

Contact Information (Optional)

Name: ROBERT PERSONS
Address: 1636 NORMAN WAY APT 3
City: MADISON
State: WI
Zip Code: 53705
Phone Number: 608-658-2854
Email Address: elcoyotesurvives@yahoo.com

Endorsement

FILED
Received Date: 12/17/2024

United States of America

State of Wisconsin

DEPARTMENT OF FINANCIAL INSTITUTIONS

Division of Corporate & Consumer Services



To All to Whom These Presents Shall Come, Greeting:

I, GEORGE PETAK, Administrator of the Division of Corporate and Consumer Services, Department of Financial Institutions, do hereby certify that

FRIENDS OF AZTALAN STATE PARK, INC.

is a domestic corporation or a domestic limited liability company organized under the laws of this state and that its date of incorporation or organization is November 18, 2002.

I further certify that said corporation or limited liability company has, within its most recently completed report year, filed an annual report required under ss. 180.1622, 180.1921, 181.1622 or 183.0120 Wis. Stats., and that it has not filed articles of dissolution.



IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the Department on February 25, 2016.

A handwritten signature in cursive script that reads "George Petak".

GEORGE PETAK, Administrator
Division of Corporate and Consumer Services
Department of Financial Institutions

DFI/Corp/33

To validate the authenticity of this certificate

Visit this web address: <http://www.wdfi.org/apps/ccs/verify/>

Enter this code: **172082-191FE343**

STATE OF WISCONSIN

Department of Administration
Division of Gaming
DOA-11633(R06/09)
Ch.563,Wis.Stats.



Office of Charitable Gaming
P.O.Box 8979
Madison, WI 53708-8979

RAFFLE LICENSE

RAFFLE LICENSE NUMBER: R0027625-B-31923

BEGINS: 7/14/2023 EXPIRES: 7/13/2024

FRIENDS OF AZTALAN STATE PARK
ATTN: ROBERT PERSONS
PO BOX 855
LAKE MILLS, WI 53551

You may renew this license online 60
days prior to expiration or no later than
8/12/2024



INSURANCE

PO Box 450
Lancaster, WI 53813

Phone: (608) 723-6441
Fax: (608) 723-6440
Email: lwood@tricorinsurance.com

Friends of Aztalan State Park
Treasurer
PO Box 855
Lake Mills, WI 53551

Invoice #	47987	Page	1 of 1
Account Number	DATE		
FRIEOPA-01	6/12/2023		
AMOUNT PAID	Account Manager		
	Lu Anne Wood		
BALANCE DUE BY	AMOUNT DUE		
7/15/2023	\$100.00		

Tired of writing checks? You can quickly pay online via your bank account or credit card. Installment fee applies.

Commercial Bond	PolicyNumber: 3298645	Effective: 7/15/2023 to 7/15/2024
-----------------	-----------------------	-----------------------------------

Item #	Effective Date	Due Date	Description	Amount
3133605	7/15/2023	7/15/2023	Renewal of Treasures Bond Eff 7/15/2023	\$100.00

TOTAL INVOICE BALANCE: \$100.00

BALANCE DUE BY 7/15/2023

The quickest and most secure way to pay your bill is to log in to your online account at www.tricorinsurance.com/online-services. Please contact your Account Manager if you feel this invoice was sent in error or if you have questions.



PO Box 819
Appleton, WI 54912-0819
(920) 739-3161

SECURA Insurance Company
COMMERCIAL PROTECTION POLICY
Common Policy
RENEWAL DECLARATIONS

POLICY NO. 20-CP-003273740-14

RENEWAL OF 20-CP-003273740-13

ACCOUNT NUMBER: 7368982

NAMED INSURED AND MAILING ADDRESS

FRIENDS OF AZTALAN STATE PARK
PO BOX 855
LAKE MILLS, WI 53551

AGENCY AND MAILING ADDRESS

484402

GREATER INS SVC CORP
PO BOX 8633
MADISON, WI 53708

(608) 221-3996

POLICY PERIOD: FROM 09/15/2024 TO 09/15/2025 AT 12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

THE NAMED INSURED IS: Corporation

BUSINESS DESCRIPTION: Clubs - civic, service or social - having buildings or premises owned or leased - Not-For-Profit only

PROGRAM: Civic, Social, and Fraternal Associations

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT		
		PREMIUM
COMMERCIAL PROPERTY	\$	388
COMMERCIAL GENERAL LIABILITY	\$	395
COMMERCIAL CRIME AND FIDELITY	\$	Not Covered
COMMERCIAL INLAND MARINE	\$	Not Covered
EMPLOYMENT PRACTICES LIABILITY	\$	Not Covered
CYBER SECURITY	\$	Not Covered
ESTIMATED POLICY PREMIUM		\$ 783
ESTIMATED POLICY TOTAL		\$ 783.00

This is not a bill - Invoice to follow.



PO Box 819
Appleton, WI 54912-0819
(920) 739-3161

SECURA Insurance Company
COMMERCIAL PROTECTION POLICY
Commercial Property Coverage Part
RENEWAL DECLARATIONS

POLICY NO. 20-CP-003273740-14

RENEWAL OF 20-CP-003273740-13

ACCOUNT NUMBER: 7368982

NAMED INSURED AND MAILING ADDRESS

FRIENDS OF AZTALAN STATE PARK
PO BOX 855
LAKE MILLS, WI 53551

AGENCY AND MAILING ADDRESS

484402

GREATER INS SVC CORP
PO BOX 8633
MADISON, WI 53708

(608) 221-3996

POLICY PERIOD: FROM 09/15/2024 TO 09/15/2025 AT 12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

LOCATION: 1 **BUILDING:** 1

DESCRIPTION OF PREMISES

ADDRESS: HWY Q, LAKE MILLS, WI 53551

BUILDING DESCRIPTION: CLUB

PROTECTION CLASS: 10 CONSTRUCTION: FRAME

COVERAGES PROVIDED

Insurance At The Described Premises Applies Only For Coverages For Which A Limit Of Insurance Is Shown

COVERAGE	COVERED CAUSE OF LOSS	DEDUCTIBLE	COINSURANCE	LIMIT OF INSURANCE
Building	Special Including Theft	\$500	80%	\$30,629
View Form				
Inflation Guard: 8%				
Actual Cash Value				
Business Personal Property	Special Including Theft	\$500	80%	\$10,000
View Form				
Including Stock				
Replacement Cost				



PO Box 819
Appleton, WI 54912-0819
(920) 739-3161

SECURA Insurance Company
COMMERCIAL PROTECTION POLICY
Commercial General Liability Coverage Part
RENEWAL DECLARATIONS

POLICY NO. 20-CP-003273740-14
RENEWAL OF 20-CP-003273740-13

ACCOUNT NUMBER: 7368982
NAMED INSURED AND MAILING ADDRESS

FRIENDS OF AZTALAN STATE PARK
PO BOX 855
LAKE MILLS, WI 53551

AGENCY AND MAILING ADDRESS 484402

GREATER INS SVC CORP
PO BOX 8633
MADISON, WI 53708

(608) 221-3996

POLICY PERIOD: FROM 09/15/2024 TO 09/15/2025 AT 12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

COMMERCIAL GENERAL LIABILITY COVERAGE

LIMITS OF INSURANCE		
GENERAL AGGREGATE LIMIT	\$2,000,000	
PRODUCTS – COMPLETED OPERATIONS AGGREGATE LIMIT	\$2,000,000	
PERSONAL INJURY & ADVERTISING INJURY LIMIT	\$1,000,000	
EACH OCCURRENCE LIMIT	\$1,000,000	
DAMAGE TO PREMISES RENTED TO YOU LIMIT	\$100,000	ANY ONE PREMISES
MEDICAL EXPENSE LIMIT	EXCLUDED	ANY ONE PERSON

ALL PREMISES YOU OWN, RENT OR OCCUPY:

LOC	ADDRESS
1	Hwy Q, Lake Mills, WI 53551

Media

Media Options

Friends of Aztalan User's Guide

Watch a Movie

Devices needed:

- TV
- DVD Player
- DVD disk with movie

Show Pictures

Devices needed:

- Digital Picture Frame
 - Internal memory, memory card, or PC connection
- <OR>
- TV
 - DVD Player
 - CD disk with JPEG files

Play Music

Devices needed:

- TV
- DVD Player
- Music CD <OR> CD disk with MP3 files

TV Operation

Friends of Aztalan User's Guide

Basics of operation

- The manual **Sanyo Owner's Manual** is supplemented by this Friends of Aztalan user's guide.
- This TV needs 110v power.
- The remote control sensor is on the front, near the power light on the right. Do not cover it.
- This TV is not setup to watch broadcast or cable shows. To do so, reception would have to be available and a cable or antenna would have to be connected.
- Default operation is to play movies, music, or photos on the connected DVD player.
- A PC can be connected. See the **Sanyo Owner's Manual**.
- Everything can be controlled with the remote control. A subset of options can be controlled with the buttons on the left side: Volume +/-, Channel Up/Down Menu, Input/Enter, Power.
- Functions not described here can be found in the **Sanyo Owner's Manual**.

Connect to the DVD Player

- Connect the gray cable set labeled “**Audio**” to the “**Audio**” jacks on the back of the player and the back of the TV:
 - **Red** plugs to **Red** jacks.
 - **White** plugs to **White** jacks..
- Connect the black cable set labeled “**Component**” to the “**Component**” jacks on the back of the player and the back of the TV:
 - **Red** plugs to **Red** jacks.
 - **Green** plugs to **Green** jacks.
 - **Blue** plugs to **Blue** jacks.

Power up

- Make sure the electric supply panel switches are turned ON.
- The power cord should be plugged into the power strip, which plugs into the power outlet.
- Switch the power strip on (“**RESET**”).
- Turn the TV on by pressing the **POWER** button on the remote. The red light on the right part of the front frame will turn green.
- The TV input should be set to **Component**. If not:
 - Press the **INPUT SELECT** button.

- Press **UP** or **DOWN** or **2** to select **Component**.
- Press **ENTER**.

Power off

- Turn the TV off by pressing the **POWER** button on the remote.
- If no other devices will be used, or when closing the trailer:
 - Turn other devices off.
 - Switch the power strip off (“**OFF**”).
 - Unplug the power strip from the power outlet (to prevent lightning damage).
 - Turn the electric supply panel switches OFF.
 - All devices can remain plugged into the power strip.

Change Settings

If the picture needs adjusting, press the **MENU** button.

- Press UP or DOWN to select “Setup”, then press > or ENTER.
- Press UP or DOWN to select “Picture”, then press > or ENTER.
- Press UP or DOWN to select the setting to be changed, then press > or ENTER.
- Press the < and > buttons to adjust the setting.

Some Picture settings that can be changed:

- Brightness / Contrast / Sharpness / Color / Tint.
- Color Temperature (Cool, Standard, Warm).
- Backlight (brightness).
- Size (4:3 standard TV, Letter box, 16:9 widescreen, PC).

Troubleshooting

- If the colors shown on the TV are off, press the **VIDEO** button on the DVD Player remote until “YUV” appears in the upper right corner of the screen.

DVD Player Operation

Friends of Aztalan User's Guide

Basics of operation

- The manual **DVD Player User's Guide MVD2016** is supplemented by this Friends of Aztalan user's guide.
- This DVD Player needs 110v power.
- The remote control sensor is on the front frame, to the right of the disk tray. Do not cover it.
- A DVD disk can be inserted to play a movie. Valid disk formats are: Video DVD, DVD-R, DVD+R, DVD-RW, DVD+RW.
- A CD disk containing JPEG photos can be inserted to show photos individually or in a slideshow. Valid disk formats are: CD, CD-R, CD-RW, Kodak Picture CD.
- A CD disk containing music or MP3 music files can be inserted to play music. Valid disk formats are: Audio CD, CD-R, CD-RW.
- Everything can be controlled with the remote control. A subset of options can be controlled with the buttons on the top front of the player: Eject, Play/Pause, Stop, and Power on/off.
- Functions not described here can be found in the **DVD Player User's Guide MVD2016**.

Connect to the TV

- Connect the gray cable set labeled “**Audio**” to the “**Audio**” jacks on the back of the player and the back of the TV:
 - **Red** plugs to **Red** jacks.
 - **White** plugs to **White** jacks..
- Connect the black cable set labeled “**Component**” to the “**Component**” jacks on the back of the player and the back of the TV:
 - **Red** plugs to **Red** jacks.
 - **Green** plugs to **Green** jacks.
 - **Blue** plugs to **Blue** jacks.

Power up

- Make sure the electric supply panel switches are turned ON.
- The power cord should be plugged into the power strip, which plugs into the power outlet.
- Switch the power strip on ("RESET").

- The TV input should be set to **Component**.
- Turn the player on by pressing the **POWER** button on the remote. The red light on the left part of the front panel will turn green.
- Press the **OPEN/CLOSE** button on the remote to open the disk tray.
- Insert a disk and press the **OPEN/CLOSE** button on the remote to close the disk tray.
- If the colors are off, press the **VIDEO** button on the remote until “YUV” appears in the upper right corner of the screen.

Power off

- Turn the player off by pressing the **POWER** button on the remote.
- If no other devices will be used, or when closing the trailer:
 - Turn other devices off.
 - Switch the power strip off (“**OFF**”).
 - Unplug the power strip from the power outlet (to prevent lightning damage).
 - Turn the electric supply panel switches OFF.
 - All devices can remain plugged into the power strip.

Watch a Movie (DVD)

- Open the disk tray (**OPEN/CLOSE**), insert a DVD, and close the disk tray (**OPEN/CLOSE**).
- The movie should start automatically.
- To pause playing, press the **PLAY/PAUSE** button. To resume playing, press the **PLAY/PAUSE** button again.
- To fast forward, press the >> button. To reverse, press the << button. Press **PLAY/PAUSE** to resume playing.
- To select from the title menu if the disk has one:
 - Press the **TITLE** button.
 - Use the Navigation buttons (<-, ->, **UP**, **DOWN**) to select an item.
 - Press **PLAY/PAUSE**.
- To stop play, press the **STOP** button.
- Volume is adjusted on the TV.

Show Photos (CD)

- Open the disk tray (**OPEN/CLOSE**), insert a CD, and close the disk tray (**OPEN/CLOSE**).
- The photos should start automatically as a slideshow. If not, press **PLAY/PAUSE** to start.

- To pause the slideshow, press the **PLAY/PAUSE** button. To resume playing, press the **PLAY/PAUSE** button again.
- To jump to the next/previous photo, press the >>| or |<< button.
- To rotate a picture during a slideshow, press the Navigation buttons (<-, ->, **UP**, **DOWN**).
- To zoom in to 2x, press the **SLOW/ZOOM** button. Press again to zoom in to 4x. Press again to exit zoom mode. While zoomed, the image can be moved across the screen by pressing the Navigation buttons (<-, ->, **UP**, **DOWN**).
- To stop play, press the **STOP** button.

Play Music (CD)

- Open the disk tray (**OPEN/CLOSE**), insert a CD containing music or MP3 music files, and close the disk tray (**OPEN/CLOSE**).
- Music should start automatically.
- To select a track:
 - Press **STOP**.
 - Press **UP** and **DOWN** arrows to select a folder.
 - Press **OK** to see the folder contents.
 - Press **UP** and **DOWN** arrows to select a track.
 - Press **OK** to play the track.
- To skip to the next or previous track, press >>| or |<<.
- To pause playing, press the **PLAY/PAUSE** button. To resume playing, press the **PLAY/PAUSE** button again.
- To fast forward, press the >> button. To reverse, press the << button. Press **PLAY/PAUSE** to resume playing.
- To stop play, press the **STOP** button.
- Volume is adjusted on the TV.

Troubleshooting

- If the colors shown on the TV are off, press the **VIDEO** button on the DVD Player remote until “YUV” appears in the upper right corner of the screen.

Digital Picture Frame Operation

Friends of Aztalan User's Guide

Basics of operation

- The manual **Pandigital Digital Photo Frame User Guide** is supplemented by this Friends of Aztalan user's guide.
- This frame does not run on battery. It needs 110v power.
- The remote control sensor is a tiny button in the bottom center of the frame. Do not cover it.
- The frame can be mounted on the wall by sliding the slots over screw heads. The power connector will make it hang a bit skewed.
- To prop the frame on a table:
 - On the back of the frame, slide the stand downward.
 - Pull the base of the stand out.
- To close the stand:
 - Push the base of the stand into the frame.
 - Slide the base of the stand upward.
- Only JPEG photos can be shown.
- Internal memory has been loaded with some Aztalan-specific images. They are stored in the folder "**Friends**". Images can be added to this folder, or to another folder (Family, Vacation, Events, Other) from a memory card or PC.
- To insert a memory card (**SD, MMC, xD, Memory Stick**):
 - The slot is on the right side of the rear panel.
 - With the face of the card outward, toward the back, slide the card into the slot.
 - Do not force the card in.
 - Remove the card by grabbing its edges and pulling outward.
- Everything can be done with the remote control. A subset of options can be controlled with the buttons at the top of the frame (<, **ENTER**, >, **EXIT**, **MENU**).
- Functions not described here can be found in the **Pandigital Digital Photo Frame User Guide**.

Power up

- Make sure the electric supply panel switches are turned ON.
- The power plug jack is on the left side of the back of the panel.
- The power cord should be plugged into the power strip, which plugs into the power outlet.
- Switch the power strip on ('**RESET**').

- Switch the frame on by sliding the switch near the power input on the back.
- If a memory card has been inserted, **a slideshow of pictures on the card will automatically begin** after a few seconds.
- Otherwise, **a slideshow of pictures in internal memory will automatically begin** after a few seconds.

Power off

- Switch the frame off by sliding the switch near the power input on the back.
- If no other devices will be used, or when closing the trailer:
 - Turn other devices off.
 - Switch the power strip off (“**OFF**”).
 - Unplug the power strip from the power outlet (to prevent lightning damage).
 - Turn the electric supply panel switches OFF.
 - All devices can remain plugged into the power strip.
- If a memory card was inserted, it can be removed by pulling its edges.

Select the source of images

- Some pictures are stored in internal memory. These can always be displayed.
- Pictures can also be brought in on a memory card (**SD, MMC, xD, Memory Stick**).
- If the frame is powered up with a card in place, a slideshow of pictures on the card will automatically begin after a few seconds.
- Otherwise, Source can be selected from the MENU.
 - Press **MENU** => Setup Menu. (If in slideshow, press **MENU** repeatedly.)
 - Select Media Source (Internal Memory or Memory Card).
 - Press **EXIT**.

Viewing options

Pictures can be viewed individually and stepped through, or in an automated slideshow.

Press **MENU** => Setup Menu. (If in slideshow, press **MENU** repeatedly.)

- Select Select Media Source and press **ENTER**.
- Press < and > to select Internal Memory or Memory Card.
- A page of thumbnail images is displayed.
- Press < and > to highlight the first item to be shown and either:
 - Press **ENTER** to view the first picture, then press < and > to view the rest.

- Press **Slide Show** to run an automated slide show. You can still press < and > to jump to other pictures; the slideshow will resume after a few seconds.
- To pause the slideshow, press **EXIT**. You can step through images by pressing < or >. (After 60 seconds without input the slideshow will automatically resume.)
- To resume the slideshow, press **ENTER**.

Slideshow

When the frame is powered up, a slideshow begins by default – either from internal memory or from a memory card if it is inserted.

While the slideshow is running:

- Press **EXIT** => Pause. Press **EXIT** again => Display thumbnail images. Press < and > to select an image, then **ENTER** to restart the slideshow at that image.
- Press **ENTER** => Resume.
- Press < or > => Jump to previous/next photo. Slideshow continues.
- Press **ROTATE** => Photo is rotated 90 degrees counter-clockwise.
- Press **ZOOM** => Zoom in: 2X, then 4X, then 8X.

To change Slideshow options:

- Press **MENU** => Setup Menu. (If in slideshow, press **MENU** repeatedly.)
 - Select **Slideshow Setup**.
 - Press the < and > buttons to scroll through
 - Transition
 - Interval
 - Shuffle
 - Display Current Time
 - Display Photo File Date/Time
- Press **EXIT**

Transfer photo files from a computer to the frame and/or a memory card currently in the frame

- Connect the cable marked “PC USB Connect” to the back of the frame and a USB port on the computer. (This disables the frame remote control.)
- Use Windows Explorer on the PC to manage photo files.

Transfer photo files from a memory card currently in the frame to internal memory, using the frame and its remote control (no computer)

Press **MENU** => Setup Menu. (If in slideshow, press **MENU** repeatedly.)

- Select **Photo Import Method**.
- To import all photos from the card, Select **Import All Photos**.
- To import selected photos from the card:
 - Select **Select Photos to Import**.
 - Press <, >, **UP**, **DOWN** to scroll through the photos and press + to select a photo or – to deselect a photo.
 - Press **MENU**.
 - Select **Import Selected Photos**.
 - Press **EXIT**.

Delete photos from internal memory

Press **MENU** => Setup Menu. (If in slideshow, press **MENU** repeatedly.)

- Select **Photos – Manage**.
- To delete all photos:
 - Press **MENU**.
 - Select **Delete All**.
- To delete selected photos:
 - Press <, >, **UP**, **DOWN** to scroll through the photos and press + to select a photo or – to deselect a photo.
 - Press **MENU**.
 - Select **Delete Selected**.
 - Select **Yes** or **No**.
 - To cancel the delete operation, press **EXIT**.

Assign photos to folders

Press **MENU** => Setup Menu. (If in slideshow, press **MENU** repeatedly.)

- Select **Photos – Manage**.
 - Press <, >, **UP**, **DOWN** to scroll through the photos and press + to select a photo or – to deselect a photo.
 - Press **MENU**.

- Select **Assign to Folder**.
- Select the desired folder (Family, Friends, Vacation, Events, Other).
- Press **EXIT**.