

Exhibit 1 –Sample Friends Partnership Agreement

FRIENDS PARTNERSHIP AGREEMENT
between the
U.S. FISH AND WILDLIFE SERVICE
DEPARTMENT OF THE INTERIOR
And
FRIENDS OF BEST HABITAT NATIONAL WILDLIFE REFUGE

This Friends Partnership Agreement (Agreement) is between the U.S. Fish & Wildlife Service (Service), an agency of the United States Department of the Interior, and Friends of the Best Habitat National Wildlife Refuge (Friends).

I. AUTHORITY

We enter into this Agreement under the authority of:

- A. The National Wildlife Refuge System Administration Act of 1966, as amended by the National Wildlife Refuge System Improvement Act (1997)(16 U.S.C. 668dd-ee),
- B. The Refuge Recreation Act of 1962 (16 U.S.C. 460k-k-4),
- C. The National Wildlife Refuge System Volunteer and Community Partnership Enhancement Act of 1998 (Pub. L. 105-242; amended October, 2004), and
- D. More Salmon Act (16 U.S.C. 755-757; 52 Stat.345) May 11, 1938, and amended on August 8, 1946, (60 Stat. 932).

II. PURPOSE

The purpose of this Agreement is to facilitate and to formalize the cooperation of the Service and the Friends to support the purposes and objectives of the Best Habitat National Wildlife Refuge to conserve and protect wildlife resources, while providing opportunities for quality wildlife-dependent recreation.

III. BACKGROUND

It is the mission of the Service to work “with others, to conserve, protect, and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.”

It is the mission of the National Wildlife Refuge System to administer a network of lands and waters for the conservation, management, and where appropriate, restoration of the fish, wildlife, and plant resources and their habitats within the United States for the benefit of present and future generations of Americans.

The Service provides interpretive and educational materials and programs to enhance appreciation of our Nation's fish and wildlife resources and encourages people to take advantage of wildlife-dependent recreation opportunities. Part of the Friends' purpose is to support educational, interpretive, and biological activities of the Best Habitat National Wildlife Refuge to further the mission of the Service.

The Service wants to provide facilities, equipment, and other services to support the variety of activities the Friends will undertake to support the Service mission and Best Habitat National Wildlife Refuge.

The Service wants the Friends to donate financial proceeds, funds, goods, and/or services to advance Service purposes and objectives and endeavors that would otherwise result in increased costs to the taxpayer or a lower level of services and benefits to the public.

The Friends of the Best Habitat National Wildlife Refuge's mission is to support the goals of Best Habitat National Wildlife Refuge to preserve, protect and restore biological diversity and historical resources of the refuge landscape, while providing opportunities for wildlife-dependent recreation, education, interpretation and scientific research. To accomplish this mission, the Friends will:

1. Make available interpretive and educational books and brochures primarily through retail book sales outlets and free distribution. Educational materials will add to the visitor's understanding of refuge management goals, programs and challenges, the natural resources of the area, the National Wildlife Refuge System, and the U.S. Fish and Wildlife Service.
2. Contribute funds, goods, and services for Service interpretation, educational, recreational, and biological programs. Interpretive, recreational, and educational facilities may also be constructed, rehabilitated, or maintained with the use of Friends donations. When financially able, the Friends may supplement the environmental education and interpretive programs of the Refuges.

IV. AUTHORIZATION AND TERM OF AGREEMENT

The Service authorizes the Friends to provide, and the Friends agrees to provide, the interpretive, educational, and biological activities defined in this Agreement. This Agreement is valid for a period of 5 years beginning on the day following Service ratification, with five 1-year renewal options. Either party may cancel the renewal if they send a written notice of cancellation to the other party within 60 days' of the renewal date.

A. Each time the Agreement is up for renewal, the Project Leader will meet with the Friends Board of Directors to review the Agreement.

B. Either party may propose modifications or amendments to the Agreement at any time during the term of the Agreement. When both parties sign the modified Agreement or amendment, it becomes effective. Neither party is obligated to a change until it is put in writing and both parties sign it.

C. The Service and the Friends reserve the right to terminate the Agreement or any part of it with 60 days written notice, and agree to hold a meeting prior to termination to discuss reasons

for termination. If the Service is terminating the agreement because of how the Friends are running the organization or because of relations between the refuge and the Friends, the two parties must meet, or the Service must document the Friends unwillingness to do so, to address the reasons of proposed termination. The Friends must have a minimum of 2 weeks and a maximum of 30 days (as determined by the Project Leader) to address the Service's concerns.

D. The Service may suspend the agreement immediately because of a documented violation of regulation or law.

V. SERVICE AND FRIENDS RESPONSIBILITIES

A. Service Rights and Responsibilities:

1) Facilities

- a) The Service will provide the Friends use of facilities within the Best Habitat National Wildlife Refuge, (see *Exhibit A*) that the Project Leader thinks is necessary to coordinate activities related to the Friends goals and subject to all established security guidelines. The Friends will use the facilities for:
1. Conducting administrative operations of the Friends;
 2. Selling educational and interpretive materials for the benefit of the visiting public; and
 3. Supporting the visitor services, biological, and maintenance activities of the Best Habitat National Wildlife Refuge.

The Service reserves the right to relocate or withdraw these facilities with 60 days written notice. The Service must be able to access all facilities at any time. Nothing in this Agreement grants the Friends any interest in land or right of occupancy of the premises except as specifically described in the Agreement.

- b) The Service may redesign, renovate, or construct facility space occupied by the Friends and will encourage the Friends to review and comment on any plans. If the Friends proposes design or construction changes, the Project Leader must give final approval before any redesign or construction may begin.
- c) The Service will provide the Friends with incidental utility services, including water, electricity, and heat and air conditioning, to the extent that these utilities are available and required for the operation of the building and other Governmental purposes.
- d) The Service will provide general maintenance and repair services for the Government-owned buildings in which the Friends facilities are located. The Service is not responsible for cleaning the Friends office and storage space. Both parties must use reasonable care to prevent damage to Friends and Governmental property.

2) Donations

The Service may accept donations from the Friends, including money, goods, or services, to improve, maintain, and update the refuge visitor services, biological, and maintenance programs and/or facilities for which the donations were intended. The Service must not use donations to circumvent Government regulations or policies (see 260 FW 4, Contributed Funds).

3) Sales Terms

The Service will cooperate with the Friends to plan and design sales outlets or venues, merchandise, and services the Friends will sell or provide. The Project Leader or designee will work with the Friends to select and price fairly and equitably items and products to be sold by the Friends. The Project Leader or designee must work with Friends personnel involved in sales operations to ensure the Friends represent the Service accurately.

4) Records, Accounting, and Reporting

The Friends will share annually with their Friends Liaison their records for Service review throughout the term of this Agreement.

5) Personnel

- a) The Project Leader will designate an employee to act as liaison with the Friends. The liaison must provide the Friends with orientation to the Service mission and the administrative unit's operational activities. The Service will communicate on a regular basis with the Friends to discuss applicable site-related issues and projects. The Project Leader, Manager, and/or Service liaison will attend the Friends' Board meetings and annual meetings.
- b) The Project Leader must monitor Friends' sales personnel, but must not supervise them. The Project Leader may designate employees to assist the Friends with sales, as the exception, not the rule, when the Friends cannot hire employees or secure volunteer support. Service personnel may help to sell items to the public, incidental to their duties and as time permits. Service personnel must not receive compensation from the Friends for services rendered while on duty.
- c) Service employees do not participate in any of the Friends' decisions concerning the relationship of the Friends with the Service, including, but not limited to, executing or negotiating contracts, signing checks, and hiring or firing Friends' employees. The Service and the Friends will maintain an evident and distinct separation between their activities. Both parties must take steps to avoid the appearance that the Service directs the management or any decisionmaking process of the Friends.

6) Organization

- a) Service employees may:
 - Participate in meetings representing the Best Habitat National Wildlife Refuge and Service,
 - Pay membership dues and participate in membership votes as a private citizen, and
 - Serve on the Friends Board of Directors in a non-voting capacity, as ex-officio or as an advisor.

- b) Service employees may not:
 - Participate in the formal decisionmaking/voting procedures of the Friends' Board of Directors,
 - Serve the Friends in any fiduciary capacity,
 - Negotiate or execute contracts for the Friends, or
 - Represent the Friends in business transactions or operations.

B. Friends Rights and Responsibilities:

1) Facilities

The Friends organization is entitled to use the facilities within the Best Habitat National Wildlife Refuge as described in *Exhibit A*. The Friends may redesign or renovate the space identified in *Exhibit A*, as long as both parties agree to the proposal and the Service Project Leader approves all plans in writing in advance. All permanent improvements made by the Friends become the property of the United States without compensation. The Friends must at all times keep the facilities identified in *Exhibit A* clean, presentable, and in accordance with applicable State and local fire and safety regulations. The Friends must exercise reasonable care to prevent damage to Service property. The Friends organization agrees that its members will not use Government equipment and facilities for advocacy initiatives and understand that use of Government equipment could be grounds for terminating the Friends' use of the facilities and equipment.

2) Donations

- a) The Friends may donate money, goods, or services to the Best Habitat National Wildlife Refuge to improve, maintain, and update visitor services, biological, and maintenance programs and/or facilities for which the donations were intended.

- b) The Friends may install a public donation box (or boxes) on Service property when they meet the following requirements:

- (1) 100% of the donations and collections go to support refuge programs or projects,
- (2) The donation box(es) clearly advise the public about how the funds will be spent, and
- (3) The Project Leader or designee approves the design and location of the box(es).

3) Terms of Sales by Friends

- a) The Friends may not make sales that infringe on rights of a concessionaire or other commercial vendor in the area.
- b) The Service and Friends should work together closely to plan the merchandise and services the Friends will sell. The Friends must submit a list of all items they plan to sell to the Project Leader or designee for written approval. Both parties will work together to maintain a high standard of quality for all materials and services. Items for sale must be directly related to the interpretive themes, purpose and/or management of the Best Habitat National Wildlife Refuge site or reinforce the mission of the Service.
- c) Using the guidelines outlined in the Scope of Sales (*Exhibit C*), either party may propose additional sales items and request removal of items. An optional checklist is provided in Exhibit D to facilitate collaboration between Friends and the Service. If the parties cannot reach consensus on a given item, the Project Leader makes the final decision.

4) Records, Accounting, and Reporting

- a) The Friends must conduct its fiscal operations in accordance with generally Accepted Business and Accounting Practices and the Internal Revenue Service (IRS) section of 26 U.S.C. 501 (c)(3). The Friends must use and retain purchase orders, receipts, invoices, inventory records, and itemized balance sheets for specific projects.
- b) The Service strongly recommends that the Friends obtain periodic evaluation of financial records (e.g., compilation, review, audit) by an independent accounting firm or someone with an accounting background, such as a Certified Public Accountant.
- c) The State of New York, in which the Friends of the Best Habitat National Wildlife Refuge is incorporated, prescribes certain financial disclosure, reporting, registration, and audit requirements for nonprofit organizations. The Friends can find out more about these requirements by contacting the office of a State's Secretary of State, Attorney General, or Public Corporation Agency.

5) Personnel

- a) The Friends must designate a person to act as liaison with the Service. Typically the Friends president does this.
- b) The Friends must provide personnel and/or volunteers to operate its sales and administrative functions. The Project Leader must approve all Friends' members (and employees, if applicable) involved with visitor contacts before they begin work. Friends must supervise its employees. Friends personnel involved in sales operations must work with the Service designee to ensure they are representing the Best Habitat National Wildlife Refuge and the Service accurately. At all times, Friends employees must comply with the Employee Responsibility and Conduct regulations of the Department of the Interior appearing at 43 CFR part 20.
- c) Friends personnel are not Government employees. They may not perform any Governmental function or activity on behalf of the Service. Friends members will not receive any compensation from the Government for their services.
- d) When on duty at Best Habitat National Wildlife Refuge conducting Service-related business, all Friends volunteers must wear an easily observable and readily identifiable insignia of the Friends, or a volunteer uniform.

6) Approval and Activities

- a) The Project Leader or designee must approve Friends' decisions on sales outlet operating hours, selection of merchandise, rate of visitor services, prices of merchandise, and standards of service.
- b) The Friends must get the Project Leader's approval before they engage in any projects or activities representing the Service whether on a Service administrative unit or off-site.

7) Organization

- a) The Friends' Articles of Incorporation and By-Laws must comply with requirements of the State. The Friends must maintain nonprofit and tax-exempt status in accordance with applicable State and Federal Laws, such as 26 U.S.C. 501 (c)(3). This Agreement will automatically terminate if the Friends loses nonprofit status.
- b) The Friends' Board of Directors is comprised of non-Service-employee voting members. The Board of Directors must include, at a minimum, a president, treasurer, and secretary. The Project Leader or Service liaison may serve as a non-voting advisor to the Board or ex-officio member.

VI. SUPPLEMENTAL AGREEMENTS

The Service and the Friends further agree that, by supplemental agreement, the Friends may offer additional visitor services, biological, and maintenance services that support the mission of the Service.

VII. INSURANCE

- A. The Service does not require the Friends to buy liability insurance for the purposes of operating a sales outlet, bookstore, or other revenue-generating activity on Service property. However, the Service strongly recommends that Friends who operate such stores buy an appropriate amount of insurance to protect against the loss of inventory and other property in case of events such as fire, weather, or theft.
- B. Other Friends activities performed both on- and off-site, and outlined in supplemental agreements, may require liability insurance. The Friends should assess the level of risk and determine the amount of insurance it wants.
- C. Other types of insurance that a Friends may want to buy include:
 - 1) Loss of business income,
 - 2) Security bonding of staff and Board members,
 - 3) Directors' and Officers' insurance that covers actions taken by Board members, officers, and staff, and
 - 4) Event insurance.
- D. The Federal Tort Claims Act governs the liability of the United States for activities performed as a result of this Agreement.
- E. Friends members who are also official station volunteers and have signed Volunteer Services Agreements are covered under the Federal Tort Claims Act and the Federal Employees Compensation Act.

VIII. ASSIGNMENT

No transfer of this Agreement or of any part of it, directly or indirectly, voluntary or involuntary, may be made unless both parties approve in writing the transfer.

IX. MISCELLANEOUS

- A. The rights and benefits this Agreement describes are subject to the laws, regulations, and rules that govern the Service and its employees. The mention of specific restrictions, conditions, and stipulations in this Agreement must not in any way impair the general powers of supervision, regulation, and control by the Service.

- B. The Friends organization agrees that it will conduct activities in accordance with applicable State and Federal laws and regulations.

X. AGREEMENT OFFICERS

Officer for the U.S. Fish & Wildlife Service:

Henry Habitat, Project Leader
Best Habitat National Wildlife Refuge
000 Hudson Street
Hudson River, NY 00000
Phone: 000-000-0000
Fax: 000-000-0000
Email: Henry_Habitat@fws.gov

Officer for the Friends of Best Habitat National Wildlife Refuge

Sandra Species, President
Friends of Best Habitat National Wildlife Refuge
000 Hudson Boulevard
Hudson River, NY 00000
Phone: 000-000-0000
Fax: 000-000-0000
Email: SandraSpecies@gogreen.net

By signing below, the following parties are executing this Agreement on the 20th day of July, 2020.

By: _____
President
Friends of Best Habitat National Wildlife Refuge

By: _____
Regional Director [or designee]
U.S. Fish and Wildlife Service

By: _____
Project Leader
Best Habitat National Wildlife Refuge
U.S. Fish and Wildlife Service

EXHIBIT A

DESCRIPTION OF DESIGNATED FACILITIES AND EQUIPMENT WITHIN Best Habitat National Wildlife Refuge FOR USE BY THE Friends of Best Habitat National Wildlife Refuge

- A. **Office Facilities:** The Project Leader assigns the Friends an area for the purpose of conducting the business of the organization. Within the designated space, the Service will provide access to a work area, conference room, phone, photocopy machine, and fax. Phone use will generally be limited to local calls, and the Project Leader may ask the Friends to install a phone line for Friends to use. The Friends will furnish any additional furniture or any other equipment.

The Project Leader will approve the Friends representatives who are allowed entry through the security gate and into Best Habitat National Wildlife Refuge. The President of the Friends, or designee, must comply with and obtain all necessary security clearances in accordance with Homeland Security Directive HSPD-12 for access into the Best Habitat National Wildlife Refuge administrative building and visitor center. Additional Friends representatives may need to obtain security clearances to conduct the business of the Friends.

The Project Leader or a designee will provide guidance and direction about security. The Project Leader will issue an office key and security combination and pass codes to Friends with security clearances. Friends representatives may not duplicate or loan the key to anyone, or disclose the combination or pass code. The Friends organization takes full responsibility for making sure that when Friends leave Best Habitat National Wildlife Refuge, they lock doors and gates and engage security systems.

While on Service lands or in Service facilities, Friends will abide by all Service regulations including, but not limited to, those pertaining to areas closed to the public and public use activities. The Project Leader or a designee may grant exceptions on a case-by-case basis. No alcoholic beverages are permitted in Service facilities or on Service lands.

- B. **Storage Facilities:** The Project Leader assigns the Friends shared storage space that both the Service and the Friends use. Both parties are responsible for keeping their respective property well organized and in agreed-upon locations within the shared space. Both parties must use reasonable care to prevent damage to, or theft of, all Government and Friends property. The Friends may request additional storage facilities. The Service is not responsible for lost, damaged, or stolen Friends property.
- C. **Sales Facilities:** The Project Leader assigns the Friends an area for the sale of educational and interpretive items for the benefit of the visiting public. The Friends will work with the Project Leader and/or Service designee, to ensure that merchandise displays/venues are universally accessible and are in keeping with the general design and decor of the facility. The Project Leader and the Friends will agree in writing on the appropriate space before the Friends occupies the facility.

The Friends may use Service facilities to establish temporary venues such as sales tables and Friends exhibits for the sale of educational and interpretive items. Temporary sales venues are generally limited to special events such as birding festivals, National Wildlife Refuge Week, Discovery Days, and other public occasions. The Project Leader or designee must approve the temporary venue.

EXHIBIT B

EDUCATIONAL MATERIALS

Publication and distribution of educational and interpretive material is an effective means to extend visitors' interpretation and education experiences. The Friends may provide these materials.

Free Publications

Posters, bookmarks, postcards. Educational/Interpretive posters, bookmarks, postcards and similar publications depict the beauty and complexity of the refuge and its natural resources and guide visitors on appropriate use of the refuge. Friends should only provide the most relevant and best quality posters for visitors. Examples include posters for National Wildlife Refuge Week and International Migratory Bird Day.

Maps. Friends may sell maps specific to the Best Habitat National Wildlife Refuge, the National Wildlife Refuge System, and the greater refuge Area.

Related Sites. As a service to visitors, Friends may offer a brochure or information on related natural resource recreation areas within geographical proximity of the refuge.

Site-Specific Publications. Friends may sell these publications that highlight local and regional natural resources.

Borrowed or Loaned Publications

Field Guides. The Friends may lend publications to the public as a service, and to help them conduct interpretation and/or environmental education.

Reference publications. The Friends may make available to the public peer-reviewed publications on the flora and fauna and cultural aspects of the refuge.

Publications for Sale

Refer to *Exhibit C: Scope of Scales*.

EXHIBIT C

SCOPE OF SALES

Sales areas generate funds to enhance Refuge programs and also provide the means for visitors to learn more about the themes presented at a particular site.

There are a number of challenges in choosing items to sell. Also, since space and resources are limited, we need to select those items that are most appropriate to the Best Habitat National Wildlife Refuge story, mission, and purposes. While sales potential must be a consideration, it is not always the top consideration when making decisions about what to sell. Accuracy is also always a critical consideration because of our responsibility to our visitors for integrity and reliability. There are also times when it may be desirable for a written interpretive piece to accompany a sales item. These write-ups may illustrate an item's significance to the Best Habitat National Wildlife Refuge or clarify potentially misleading information.

The purpose of this section is to provide criteria for selecting publications and other sales materials for the nature store. It is not meant to cover every circumstance, nor will it eliminate the need for exercising good judgment.

Trinkets and Souvenirs

Generally, we consider trinkets and souvenirs to be the least desirable items to sell. Although they may have some value to the buyer to extend the visit, they are not the most effective interpretive items. To make decisions on these items, we should ask ourselves about the primary purpose of the item. *The item itself should be relevant to the Best Habitat National Wildlife Refuge story, mission, and/or purposes.*

- Trinkets - Some trinkets, such as magnifiers, help the visitor to observe plants, tiny animals, soil, and other components of the natural world. The Friends may sell these and similar merchandise. Educational toys, such as animal puppets, extend the visitor's experience and understanding and the Friends may sell them. Other trinkets that are non-theme related, or are generic gift-ware, provide little to no interpretive or educational value and should not be sold.
- Souvenirs – Souvenirs are those items that have the name and/or emblem of a particular place or event, or pictorially represent a place. Items may include: t-shirts, coffee mugs, postcards, and posters. The Friends may sell high quality souvenirs that promote the Best Habitat National Wildlife Refuge, the Service, or associated program or event (e.g., International Migratory Bird Day, National Wildlife Refuge Week).

Handicrafts and Art

Artisans and craftspeople often produce items such as photos, note cards, paintings, sketches, and sculpture that can extend the experience of the visitor. The Friends may sell these items when they relate to the educational and interpretive themes of the Best Habitat National Wildlife Refuge and serve the purpose of reinforcing the mission of the refuge, National Wildlife Refuge System, and Service.

Audio/Visual Products

Audio/Visual products, such as videos, computer software or mixed media products are popular ways in which visitors extend their visit and share their experience with friends and relatives. These items may also further educate the visitor about the Best Habitat National Wildlife Refuge, its history, and/or relevant resource management issues. The Friends may sell these items.

Publications

Publications are usually the most effective means for extending interpretation and education, and the Friends may sell them. There are a number of different types of publications that are relevant to the Best Habitat National Wildlife Refuge's mission and objectives.

Best Types of Publications:

- **Site-Specific Publications.** These are the best and, of course, most rare.
- **Natural History of the Area.** The natural history of the area is part of our story. Additionally, visitors may be intrigued by the beauty and complexity of the Best Habitat National Wildlife Refuge's natural resources. Comparative literature in this subject area would be useful in providing visitors a better understanding of the natural history of this site and its relationship with the larger "ecoregion."
- **Field Guides.** One of the purposes of a refuge is to protect and restore a diversity of native habitats and associated populations of indigenous fish, wildlife, invertebrate, and plant species. The Friends may sell current, high quality field guides.
- **The National Wildlife Refuge System Publications.** As a national wildlife refuge, the Service is obliged to provide information about refuges within a Refuge Complex, other refuges, the National Wildlife Refuge System, and the Service. The Friends may provide these at no cost.

Secondary Types of Publications:

- **Related Sites.** As a service to visitors, we may offer books on related sites in the area.
- **Travel Guide Books.** The Friends may offer these as a service and only provide a few of the best offered.
- **Posters.** Educational/interpretive posters, as opposed to souvenir-type posters, may depict the beauty and complexity of the Best Habitat National Wildlife Refuge's natural resources, tell a theme-related story, or provide a service to the visitor. The Friends may provide a selection of appropriate posters. These should be of the highest quality available.
- **Maps.** The Friends may offer maps as a service. Maps offered should be specific to the geographic region in which the Best Habitat National Wildlife Refuge is located.
- **Cards.** Note cards and post cards may depict the beauty and complexity of the refuge's natural resources, tell a theme-related story, or provide a service to the visitor. For Friends to sell

these items, they must be unique and not available elsewhere. Features and animals on the cards should strive to include those found on the Best Habitat National Wildlife Refuge.

Children's Items

Publications and educational toys for children fall into a separate category. To determine if they are good items to sell, the general guideline is that the more specific to the site or the mission or purposes of the site, the better the item is. Pay particular attention to accuracy and content when reviewing these items. Consult with the Friends Education Committee Chair to ensure age and content appropriate sale items.

EXHIBIT D

CHECKLIST FOR REVIEW OF SALES ITEM (Optional)

Interpretive and educational material that illustrate the purpose of the Best Habitat National Wildlife Refuge or reinforce the mission of the National Wildlife Refuge System may be sold or distributed. The Friends representative may complete the following checklist to recommend that an item be added, removed, or protest the removal of an item and present it to the Project Leader for the final decision.

SECTION I.

Item(s)/Title(s) Category (ies):

Description (book (s), video(s), map(s), Category (ies) etc.):

Suggested List Price: _____ Sale Price: _____

(Please explain any discrepancy) _____

Attach interpretive information with this item at point of sale? Yes ____ No ____

If yes, please attach.

SECTION II.

This item has been evaluated for its accuracy and relationship to the Best Habitat National Wildlife Refuge’s mission, purposes, and interpretive and educational goals.

Accepted _____ **Not Accepted** _____

If recommendation is not accepted, please provide justification:

- _____ Information is inaccurate
- _____ Information misrepresents refuge goals/purposes
- _____ Lacks interpretive/educational message
- _____ Other (please explain):

SECTION III.

This item has been evaluated for its business value within the general structure of the sales program of the Friends.

Accepted _____ **Not Accepted** _____

If recommendation is not accepted, please provide justification:

- _____ Product did not sell well historically
- _____ Market currently saturated with similar products/titles
- _____ Sales price is too high for value of product
- _____ Unacceptable quality
- _____ Other (please explain):

SECTION IV.

It is the overall consensus of the bookstore staff/volunteers that the product(s) be:

Accepted _____ **Not Accepted** _____ **Continued** _____ **Removed** _____

Friends Organization

Date

SECTION V.

It is the decision of the Service that the product be:

Accepted _____ **Not Accepted** _____ **Continued** _____ **Removed** _____

Project Leader

Date