

# National Friends Program

## *2022 Friends Academy Application*



### **Friends Academy Overview**

Friends Academy is an advanced training program for board members and staff of Friends organizations who are beyond the formative stages of development. The purpose of the Academy is to cultivate emerging Friends leaders by providing a broader understanding of the U.S. Fish and Wildlife Service (Service) and enhancing skills to increase the effectiveness of Friends/Service partnerships.

Friends Academy takes place in a classroom setting with both lecture/discussion and interactive/participatory presentations by many knowledgeable professionals, including but not limited to other Friends, Service staff, and others.

### **Date, Location, and Time**

Friends Academy will be held at the National Conservation Training Center (NCTC) in Shepherdstown, West Virginia. The Academy will begin at 8:00am EST on July 25, 2022 and end at 12:00pm EST on July 29, 2022. Attendance for the entire week is required.

### **Who May Apply**

Friends board members and staff currently serving, who have done so for at least one year, and who have at least two years of involvement as a Friends member or volunteer may be considered.

Service staff or other Friends may nominate a Friend, or a Friend may self-nominate. All nominations must have the site or program manager's approval and signature. The type of nomination received does not affect the review process. We will accept and review applications from organizations that have previously attended Friends Academy; however, higher priority is given to organizations that have never attended Friends Academy.

### **Application Deadline**

The deadline to submit this application is April 22. Up to 24 applicants will be selected and all applicants will be notified by mid-June of their selection status. For more information, contact the National Friends Coordinator at [Linda\\_Schnee@fws.gov](mailto:Linda_Schnee@fws.gov).

### **Travel and Expenses**

Attendees will be reimbursed for their travel expenses. Lodging and meals at NCTC will be covered by the Service.

**Application Submission Instructions**

Applicants should download this form to their computer, close their browser, and then open the form using Adobe Acrobat or Reader. Complete the form offline in Adobe, rather than in a web browser. If completed in a web browser, it will not be possible to save your work. Please submit this application with all eight pages intact. Attach additional sheets if necessary. Incomplete applications will be returned to the applicant.

Send as email attachment to: [Linda\\_Schnee@fws.gov](mailto:Linda_Schnee@fws.gov)

**Part I — Region and Application Type**

*Servicing USFWS Regional Office (Check one)*

Portland, OR

Hadley, MA

Albuquerque, NM

Lakewood, CO

Bloomington, MN

Anchorage, AK

Atlanta, GA

Sacramento, CA

*The type of nomination received does not affect the strength of your application in any way.*

*Type of Nomination (Check one)*

Self-nomination

Staff nominating a Friend

*Complete parts II, IV, and V*

*Complete parts III, IV, and V*

**Part II — Self-Nomination**

*Applicant Information (Please provide your personal contact information)*

Name

Address

Email

City

Phone

State, Zip

Full name of Friends organization:

Year organization established:

Years affiliated with the Friends group:

Additional years affiliated with this Friends organization as a volunteer:

Service site or program(s) supported:

Your position on the board of directors or as an employee:

List the committees that you have served on:

**Part II — Self-Nomination  
continued**

Do you know if anyone from your organization has previously attended Friends Academy?    Yes            No

If yes, please list the name(s) and year(s) attended if known.

*Given the purpose of Friends Academy stated on the first page of this application, please answer these questions to reflect how your attendance at Friends Academy will benefit your effectiveness with your Friends group, your Service site, as well as with other Friends in your Academy cohort. Your application will be scored based on whether your answers support your individual potential as a Friends Academy participant and how the knowledge you gain will be used to benefit the Friends/Service partnership.*

Are you available to travel and to attend the entire Friends Academy?

Yes            No

What are your top three **measurable** accomplishments as they relate to your role with the Friends organization and/or the Friends/Service partnership? (e.g. recruited 100 new members in one year, coordinates and produces four newsletters each year, led the board to engage in strategic planning)

What primary strength(s) do you as an individual as well as your Friends organization have to contribute to other participants and the overall Friends Academy learning experience?

What are you most passionate to learn about as it relates to becoming a more valuable asset to your Friends organization?

Why are you interested in attending Friends Academy?

Please provide the mission of the Friends organization.

**Part III — Nominating a Friend**

*Nominating Official Information*

Your name and title:

Your official email address:

Your office phone number:

Years you have worked with this Friend:

*Nominee Information (Please provide nominee’s personal contact information)*

Name

Address

Email

City

Phone

State, Zip

Full name of nominee’s Friends organization:

Year organization established:

Years affiliated with the Friends Group:

Additional years affiliated with this Friends organization or as a volunteer:

Service site or program(s) supported:

Nominee’s position with the Friends Organization:

List the committees that the nominee has served on:

Do you know if anyone from this organization has previously attended Friends Academy?    Yes        No

If yes, please list the name(s) and year(s) attended:

**Part III — Nominating a Friend  
continued**

Does the nominee have a general understanding of the purpose of Friends Academy?  
*Refer to page 1 of this application for the purpose of Friends Academy.*

Yes      No      Don't know

What top three **measurable** strengths or accomplishments does this Friend bring to the Friends organization and/or the Friends/Service partnership? (e.g. recruited 100 new members in one year; coordinates and produces four newsletters each year; led the board to engage in strategic planning).

What primary strength(s) does this Friend as well as your Friends organization have to contribute to other participants and the overall Friends Academy learning experience?

What do you believe this Friend is most passionate about learning as it relates to becoming a more valuable asset to your Friends organization?

Why are **you** nominating **this** Friend to attend Friends Academy?

Please provide the mission of the Friends organization.

**Part IV — Required Service Site or Program Manager Endorsement and Signature**

A strong endorsement includes: 1) A brief description of the value this applicant adds to the Friends/Service partnership; 2) how you think the Friends organization and/or Friends/Service partnership will benefit from this applicant attending Friends Academy; and 3) your commitment to support and facilitate associated change that this applicant may offer as a result of attending Friends Academy. *(Attach a separate letter if desired—recommended at least 1/2 page, no more than one page in length).*

*Please clearly indicate who the endorsement is from, including both name and title of each endorser. (Attach additional pieces of paper if necessary).*

**Part IV — Required Friends Organization Endorsements and Signatures continued**

A strong endorsement includes: 1) a brief description of the applicant’s accomplishments on behalf of your Friends organization; 2) a brief description of the value that this applicant adds to the Friends/Service Partnership; 3) how you think the Friends organization and/or Friends/Service partnership will benefit from this applicant attending Friends Academy; and 4) your commitment to support and facilitate associated change that this applicant may offer as a result of attending Friends Academy. *(Attach a separate letter if desired—recommended at least ½ page, no more than one page in length).*

*If the applicant is the President of the organization, please ask another board member to write and sign this endorsement.*

*Carefully consider who from your organization writes the endorsement. Which member of your board can offer the most objective, professional recommendation?*

*Please clearly indicate who the endorsement is from, including both name and title of each endorser. Attach additional sheets of paper if necessary.*

