



U.S. Fish & Wildlife Service
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U.S. Fish and Wildlife Service

Federal Duck Stamps

A Conservation Tradition!

The U.S. Fish and Wildlife Service sponsors two national art contests each year - one for adults (Federal Duck Stamp) and one for students (Junior Duck Stamp). Both contests produce outstanding examples of wildlife art and they each fund important programs that impact the future of wildlife conservation.

The Midwest has a fine tradition of supporting and winning both the Federal Duck Stamp and Junior Duck Stamp competitions. More winners of the Federal Duck Stamp program have been from the state of Minnesota than any other state. For the past two years, the Junior Duck Stamp winner has been from the Midwest. Both national judging events have been held in the Midwest in recent years.

Your Station or Office Can Help!

While it takes a little time to establish a sales system and maintain records, selling both stamps is an important service we can offer to our visitors and partners. The process for both Federal Duck Stamps and Junior Duck Stamps is exactly the same and is detailed in the Federal and Junior Duck Stamp Handbook (see Resources). But the basic process is this:

Sales from a FWS Field Station or Office

- Download the Federal and Junior Duck Stamp Handbook (see Resources).
- Designate one or more Collection Officers who will be responsible for both stamps and cash.
- Develop a safekeeping and recordkeeping system for stamps and money. Identify a secure area; property and accounting records should be stored separately. Public monies should never be held in desk drawers or other locations.
- Order your stamps from Tammy Wright, FDS Distribution Manager at Amplex Corporation. Her phone number is: 1-800-852-4897. Email at TammyW@amplex.com. Let her know how many of each stamp you need to start. Federal Duck stamps come in packages of 25. Junior Duck Stamps come in sheets of 30.
- As you sell the stamps, transmit collections to the Finance Center weekly or when sales reach \$1000 - whichever comes first. Checks and money orders should be payable to US Fish and Wildlife Service. You can also establish credit card sales on pay.gov.
- Keep a copy of all collection transmittals and retain reconciled records for at least three fiscal years.
- Fill out the Duck Stamp Sales Report by June 15 each year and submit to Amplex with any unsold stamps.

Sales by a Friends Group or Other Partner Organization

- Any organization (or individual) can sell Federal and Junior Duck Stamps by consignment.
- Go to <http://www.amplex.com/duckstamps.html#consignment>.
- Fill out the consignment form and order Duck Stamps through Amplex.
- The basic set-up is the same, except at the end of the year the organization will simply write a check to Amplex for the amount of stamps sold. They also return all unsold stamps to Amplex.



We need duck stamps!



Resources

The 2010-11 Federal and Junior Duck Stamp Handbook details the process for ordering, collection transmittals, and reporting. It's located on the Region 3 Visitor Services Sharepoint site.

<http://sharepoint.fws.net/regions/r3/r3vs/Shared%20Documents/Forms/AllItems.aspx>

Policies related to Duck Stamp sales, property management, and accountability:
261 FW 1 Cash Accountability (includes collection officer form)
310 FW chapters detail property accountability

Guidance for collection transmittals is at: dfm.fws.gov/collections.



Federal Duck Stamp- A Conservation Tradition

The Fish and Wildlife Service uses the revenues from the sale of Duck Stamps to purchase wetlands and waterfowl habitat for the National Wildlife Refuge System. Since 1934, more than 5.2 million acres (8,100 square miles) of wetlands and associated grasslands have been purchased outright or leased from willing owners to provide nesting, feeding, resting, and wintering habitat for ducks, geese, and swans. In 1958, an amendment to the Duck Stamp Act authorized the Fish and Wildlife Service to use Duck Stamp revenues to acquire Waterfowl Production Areas (WPAs), small natural wetlands and associated grasslands located mostly in the upper Midwest.

In addition to waterfowl, other bird, fish, amphibian, reptile, and mammal species that rely on these habitats benefit. An estimated one-third of this country's endangered and threatened species find food or shelter on refuges established through the use of Duck Stamp funds. In addition to the numerous WPAs funded through Duck Stamps, portions of many Midwestern Refuges were funded through Duck Stamps, including Agassiz, Ottawa, and Mingo.



Junior Duck Stamp – Conservation through the Arts



The Junior Duck Stamp (JDS) program is a contest that engages K-12 students in an integrated arts and science curriculum, culminating in a design challenge to create a North American waterfowl art piece for submission to their state contest. All proceeds of the stamp are used to fund environmental education programs and award the students for their work. Nearly 4,000 Midwestern students participated in the Junior Duck Stamp program last year.

Ten Activities to Promote Duck Stamps

1. Be sure that information about Duck Stamps is easily and clearly available. Be sure front desk staff and volunteers are familiar with both types of stamps.
2. Purchase and distribute copies of The Federal Duck Stamp Story brochure or download from: library.fws.gov/Pubs9/Duck_Stamp_Story02.pdf
3. Non-profit organizations (like bird clubs) can obtain bulk quantities (packets of 25) to sell. Contact the Amplex Corporation: 1-800-852-4897 for details. Or link your website to the official online sales site: www.duckstamp.com/mm5/.
4. Display and sell (or give away) small plastic stamp holders that birders can attach to their binoculars or packs. Available from: QLT novelties www.qlt.com (clear plastic key chain model #92033)
5. Friends can purchase Duck Stamps and provide them as a membership incentive.
6. Purchase and display at every opportunity the “It’s not just for Ducks” retractable banner from:
Banner Creations, 1620 Central Ave. NE, Minneapolis, MN 55413
Phone: 612 871 1015, www.bannercreations.com Cost: \$350.00
7. Join the Duck Stamp support listserv by contacting Claire Stoker at cstoker@refugeassociation.org
8. Partners can create compelling events or activities (field trips or festivals) where participation/entry requires a Duck Stamp. Be sure to sell stamps there.
9. Encourage all volunteers and refuge staff to purchase their own Duck Stamp.
10. Promote your local Junior Duck Stamp contest.