

National Wildlife Refuge System

2017 Friends Academy Application



Purpose

Friends Academy is an advanced training program for board members of refuge Friends organizations beyond the formative stages of development. The purpose of the week-long Academy is to cultivate emerging Friends leaders by providing a broader understanding of the National Wildlife Refuge System and enhancing nonprofit and partnership skills to increase the effectiveness of Friends/Service partnerships.

Date, Location and Setting

Friends Academy 10 will be held August 21-25, 2017 at the U.S. Fish and Wildlife Service's National Conservation Training Center (NCTC) in Shepherdstown, West Virginia. 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, U.S. Fish and Wildlife Service staff, the National Wildlife Refuge Association, and others.

Who May Apply and Other Applicant Details

- Refuge Friends board members (and Friends organization staff) currently serving on the board of directors and have done so for at least one year and have at least two years of demonstrated involvement as a Friends member or refuge volunteer.
- Not intended for Friends new to a board of directors or for Friends organizations in the formative stages of development.
- Service staff or other Friends may nominate a Friend, or a Friend may self-nominate, and all types of nominations must have the Refuge Manager's approval and signature. The type of nomination received does not improve the strength of the application, one way or the other.
- We will accept and review applications from organizations that have previously attended Friends Academy.
- We will accept up to two applications per Friends organization.
- Friends will only be considered if their organization has its 501(c)3 nonprofit status and their organizational mission is to support a refuge or complex of refuges.
- Up to 25 applicants will be selected by committee and all applicants will be notified no later than June of their selection status.

Expense and Travel Considerations

- Friends Academy is an all-expenses-paid training course offered by the U.S. Fish and Wildlife Service's National Wildlife Refuge System headquarters through a partnership with the National Fish and Wildlife Foundation. Attendees will be required to arrange and pay for their travel expenses to the Washington, DC area up front, and those expenses will be reimbursed within 1-2 months following the completion of Academy. All lodging and meals at NCTC are prepaid for Friends.
- The Academy starts at 8am EST on Monday, August 21 and ends at 12pm EST on Friday, August 25. Travel days are Sunday, August 20 and Friday, August 25 after 12pm. For those traveling long distances and from small airports, travel may take extra days. If selected, participation for the entire week is required.



Application Deadline Submission

Do not complete this form in a web browser, as you will not be able to save your work.

The deadline is April 17, 2017. Applicants are to download this PDF form to their local computer, save, close their browser, and then reopen using Adobe Acrobat or Reader. Please submit all 8 pages of this application. Attachment of additional sheets is acceptable for letters of recommendation. Please ensure all required signatures have been obtained prior to submission or your application will be returned. For additional information or questions, contact the Joanna Webb, the National Friends Coordinator at 703/358-2392 or e-mail FriendsAcademy@fws.gov.

Send by email attachment to: FriendsAcademy@fws.gov

Send by postal mail to: U.S. Fish and Wildlife Service, Friends Academy, 5275 Leesburg Pike, MS: NWRS, Falls Church, VA 22041

Send by Fax to (include cover page): 703-358-2517

Part I — Application Type

USFWS Region (Check one)

R1, Pacific

R5, Northeast

R2, Southwest

R6, Mountain-Prairie

R3, Midwest

R7, Alaska

R4, Southeast

R8, Pacific Southwest

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

Once complete, skip part III and go to part IV

Applicant Information (Please provide your personal contact information)

Name

Address

Email

City

Phone

State, Zip

Full name of Friends organization:

Year organization established:

Years served on the Board of Directors:

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

Refuge(s) supported:

Part of a larger refuge complex?

Name of complex, if applicable

Your position on the board of directors:

**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):

If yes, did your Friends organization realize any benefits? Please describe.

If someone attended Friends Academy in the last one year, please tell us why you think your organization needs to send another person?

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

Yes No Don't know

What are your top three measurable accomplishments as they relate to your role with the Friends organization and/or the Friends/Service partnership?

What is the #1 strength of your Friends organization?

What is the #1 challenge for your Friends organization right now?

What are your personal objectives for attending Friends Academy?

Friends Organization Information

Does the Friends organization have its 501(c)3 nonprofit status?

Yes No If no, why not?

Does the Friends organization have an approved Partnership Agreement with the refuge?

Yes No If no, why not?

Please provide the written 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 served on the Board of Directors:

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

Refuge(s) supported:

Part of a larger refuge complex?

Nominee’s position on the board of directors:

Name of complex, if applicable

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:

If yes, did this Friends organization realize any benefits? Please describe.

If someone attended Friends Academy in the last year, please tell us why you think this organization needs to send another person?

Does the nominee know that you are nominating them? Yes No

If no, why not?

If yes, has the nominee indicated interest and availability to attend Friends Academy the entire week? Yes No

**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 measurable strengths or accomplishments does this Friend bring to the Friends organization and/or the Friends/Service partnership?

What is the #1 strength of the Friends organization?

What is the #1 challenge for the Friends organization right now?

What is your objective for nominating this Friend to attend Friends Academy?

Friends Organization Information

Does the Friends organization have its 501(c)3 nonprofit status?

Yes No If no, why not?

Does the Friends organization have an approved Partnership Agreement with the refuge?

Yes No If no, why not?

Please provide the written mission of the Friends organization.

Part IV — Required Refuge Manager Endorsements and Signatures

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

Please provide a brief description of how you think the Friends organization and/or Friends/Refuge partnership will benefit from the above applicant attending Friends Academy. Please be specific as to the personal outcomes you expect of the Friend and the Friends organization. *(Attach a separate sheet if necessary.)*

Part IV — Required Friends Organization Endorsements and Signatures continued

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

Please provide a brief description of how you think the Friends organization and/or Friends/Refuge partnership will benefit from the above applicant attending Friends Academy. Please be specific as to the personal outcomes you expect of the Friend and the Friends organization. *(Attach a separate sheet if necessary.)*

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Part V — Required Endorsements and Signatures continued

REQUIRED SIGNATURES

Signatures of applicant or nominating official and refuge manager

I certify that the information provided in the application is true and accurate.

Name of self-applicant	Signature	Date

OR

Name of Nominating official	Signature	Date

I have reviewed the completed application for Friends Academy and fully endorse the applicant's request for attendance and/or the nomination of this Friend.

Project Leader or Refuge Manager	Signature	Date

Friends Organization Representative (other than self)	Signature	Date

