

# National Wildlife Refuge System

## 2018 Friends Academy Application



### Application Background and Instructions

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 skills to increase the effectiveness of Friends/Service partnerships. Friends Academy 11 will be held August 6–10, 2018, at the U.S. Fish and Wildlife Service’s National Conservation Training Center (NCTC) in Shepherdstown, WV.

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

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. Friends Academy is an advanced training program and 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, however higher priority is given to organizations that have never been to Friends Academy and have not attended within the past two years. Please submit only one application per Friends organization per year. Regardless of their nomination, 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.

### Additional 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, but those expenses are reimbursed within a month following the completion of Academy. All lodging and meals at NCTC are paid in advance for the selected participants.

The Academy starts at 8am EST on Monday, August 6 and ends at 12pm EST on Friday, August 10. Travel days are Sunday, August 5 and Friday, August 10 after 12pm. For those traveling long distances and from small airports, travel may take extra days. Participation for the entire week is required.

The deadline for applications is April 16. Up to 24 applicants will be selected by committee and all applicants will be notified in May of their selection status. This application is also available on the National Wildlife Refuge System Friends webpage. For more information, contact the National Friends Coordinator at 703/358 2392 or e-mail [FriendsAcademy@fws.gov](mailto:FriendsAcademy@fws.gov).



**Application Submission Instructions**

Applicants should download this form to their local 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. This application has been provided in fillable pdf format. Please submit this application with all 8 pages intact. Attach an additional sheet of paper if necessary. Incomplete applications will be returned to applicant.

Send as email attachment to:

*or*

Send by postal mail to:

[FriendsAcademy@fws.gov](mailto:FriendsAcademy@fws.gov)

U.S. Fish and Wildlife Service  
Friends Academy  
5275 Leesburg Pike  
Falls Church, VA 22041  
FAX 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 I, 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 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:

Are you on a committee?

**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 from your organization attended Friends Academy last year, please tell us why you think your organization needs to send another person?

*Given the purpose of Friends Academy stated on the first page of this application, please answer the questions below to reflect how your attendance at Friends Academy will benefit your effectiveness with your Friends group, your associated refuge, as well as the other Friends in your Refuge 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 the entire week of August 5–10 to travel and to 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? (e.g. Recruited 100 new members in one year; coordinates and produces 4 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?

*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*

Is the nominee on a committee?

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 of August 5-10?        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 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 4 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?

*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  
Endorsement and Signature**

A strong endorsement includes: A brief description of the value this applicant adds to the Friends/Service partnership ; how you think the Friends organization and/or Friends/Refuge partnership will benefit from this applicant attending Friends Academy; and 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: a brief description of the applicant’s accomplishments on behalf of your Friends organization; a brief description of the value that this applicant adds to the Friends/Service Partnership; how you think the Friends organization and/or Friends/Refuge partnership will benefit from this applicant attending Friends Academy; and 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 pieces of paper 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