



APPLICATION BACKGROUND AND INSTRUCTIONS

Friends Academy 5 will be held July 23-27 at the U.S. Fish and Wildlife Service's National Conservation Training Center in Shepherdstown, WV. The purpose of the week-long Friends 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 takes place in a classroom setting with interactive and participatory presentations by many knowledgeable professionals, including other Friends, U.S. Fish and Wildlife Service staff, the National Wildlife Refuge Association, and the National Fish and Wildlife Foundation.

Who May Apply: Refuge Friends in board or employee positions who have demonstrated a high level of excellence and commitment to their Friends partnership. Service staff and other Friends may nominate a Friend. Please submit only one application per Friends organization. A total of 25 applicants will be selected by committee and notified in April.

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. Course fees, lodging, and meals are arranged and paid for with no out of pocket expense for attendees. 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.

The Academy starts at 8am EST on Monday, July 23 and ends at 12pm EST on Friday, July 27. Travel days are Sunday, July 22 and Friday, July 27 after 12pm. For those traveling long distances and from small airports, travel may take extra days.

Application Instructions: This application is provided in two formats.

1. Word document: Fill in electronically, save, print, sign, scan and email, fax or mail hard copy.
2. PDF document: Print, fill in by hand, sign, scan and email, fax or mail hard copy.

Send as email attachment to: FriendsAcademy@fws.gov

Mail to: U.S. Fish and Wildlife Service, Friends Academy, 4401 N Fairfax Dr, Suite 635, Arlington VA 22203

Fax: 703-358-2517

Attach an additional sheet of paper if necessary. Incomplete applications will be returned to applicant. For more information, contact the National Friends Coordinator, Joanna Webb, at 703-358-2392 or Joanna_Webb@fws.gov.



National Wildlife Refuge System Friends Academy Application

2012

PART 1 – APPLICATION TYPE

USFWS Region *(Check one)*

R1, Pacific

R4, Southeast

R7, Alaska

R2, Southwest

R5, Northeast

R8, California/Nevada

R3, Midwest

R6, Mountain-Prairie

Type of Nomination *(Check one)*

Self nomination *(Complete Parts 1, 2 and 4)*

Nominating a Friend *(Complete Parts 1, 3 and 4)*

PART 2 – SELF NOMINATION

Applicant Information

Your Name: _____

Full Name of Friends organization: _____

Position with Friends organization: _____

Length of time affiliated with Friends organization: _____

Your Personal Mailing Address: _____

Your Personal Phone: _____ Your Personal Email: _____

Are you available the entire week of July 22 to travel to and attend Friends Academy?

Yes No Don't know

What are your top 3 strengths as it relates to your role with the Friends organization and/or the Friends/Service partnership?

What is the #1 strength or priority of your Friends organization?

What is the #1 challenge or hardship for your Friends organization?

What are your personal objectives for attending Friends Academy as it relates to enhancing your role with the Friends organization and/or the Friends/Service partnership?



**National Wildlife Refuge System
Friends Academy Application**

2012

Friends Organization Information

Does the Friends organization have 501(c)3 nonprofit status or is it in the process of applying for it?

Yes No If no, why not?

Does the Friends organization have a Partnership Agreement with a Refuge or is it in the process of completing one?

Yes No If no, why not?

PART 3 – NOMINATING A FRIEND

Nominee Information

Name of Nominee: _____

Name of Nominees Friends organization: _____

Nominees Position with Friends organization: _____

Length of time nominee affiliated with Friends organization: _____

Length of time you have worked with this Friend: _____

Nominees Personal Mailing Address: _____

Nominees Personal Phone: _____ Nominees Personal Email: _____

Does the nominee know you are nominating them?

Yes No If no, why not?

If yes, has the nominee indicated interest and availability to attend Friends Academy the week of July 22?

Yes No Don't know

Does the nominee have a general understanding of the purpose of Friends Academy?

Yes No Don't know

What strengths does this Friend bring to the Friends organization and/or the Friends/Service partnership?

What is the #1 strength or priority of the Friends organization?



**National Wildlife Refuge System
Friends Academy Application**

2012

What is the #1 challenge or hardship for the Friends organization?

What is your objective for nominating this Friend to attend Friends Academy as it relates to enhancing their role with the Friends organization and/or the Friends/Service partnership?

Friends Organization Information

Does the Friends organization have 501(c)3 nonprofit status or is it in the process of applying for it?

Yes No If no, why not?

Does the Friends organization have a Partnership Agreement with a Refuge or is it in the process of completing one?

Yes No If no, why not?

PART 4 – ENDORSEMENTS AND SIGNATURES

Optional Endorsements

Refuge Manager Endorsement: 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. (*Attach additional sheet if necessary*)



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Friends Organization Endorsement: 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. *(Attach additional sheet if necessary)*

Required Signatures

Signatures of Applicant and Refuge Manager

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

Name of Applicant or 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.

Name of Project Leader/Refuge Manager

Signature

Date