

CITY OF RAPID CITY  
TRAVEL REQUEST

Parks &  
Recreation

Person requesting travel Jerry Cole Department Recreation

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

NRPA Congress + Exposition

List all other City employees, if any, making the trip for the same purpose:

Len Van Deusen and Doug Lowe

Place of meeting or destination: Seattle, Washington

Date of meeting Oct. 9-13, 2006

Date trip to begin Oct 9, 2006 Date trip will end Oct. 14, 2006

Method of transportation requested air travel

Estimated transportation cost \$ 1600

Meals \$ 180 x 3 Conf Fees: 730 540

Lodging 5 days days 2712

Other costs - description Airport transfers: 100 830

Total estimated cost of trip \$ 5682

Signed \_\_\_\_\_ Date 6/30/06 Jerry Cole Date 6-29-06  
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Mayor

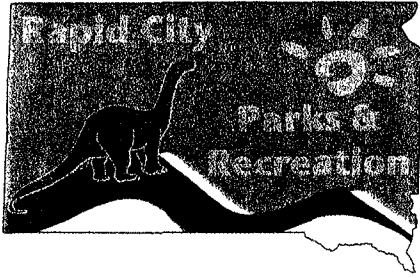
When the cost of the trip will exceed \$1,500, per event, Council approval is required.

Approved by Common Council on \_\_\_\_\_ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy



# CITY OF RAPID CITY

300 SIXTH STREET  
RAPID CITY, SOUTH DAKOTA 57701

## PARKS AND RECREATION DEPARTMENT

Jerry W. Cole,  
Director  
(605) 394-5225

Jeri Taton  
Administrative  
Assistant  
(605) 394-5225

Lon Van Deusen,  
Parks & Cemetery  
Manager  
(605) 394-4175

Doug Lowe,  
Recreation Manager  
(605) 394-4168

James (JJ) Walraven  
Golf Superintendent  
(605) 394-4199

Duncan Olney  
Aquatics Manager  
(605) 394-4168

## Parks and Recreation Memo

Date: June 30, 2006

To: City Council Members

From: Jerry Cole, Parks & Recreation Director

Subject: 2006 NRPA National Conference

Attached please find a Travel Request for Recreation Division Manager Doug Lowe, Parks Division Manager Lon Van Deusen and myself to attend the 2006 NRPA Congress & Exposition in Seattle, Washington, October 9-13<sup>th</sup>, at an approximate cost of \$5,682.

The 2006 Congress will provide a plethora of educational opportunities, workshops and training seminars including more than 200 sessions and off-site institutes. Also, more than 400 exhibitors will be displaying information and products showing the new trends in the park and recreation industry. We will also have an opportunity to network with thousands of the best and brightest individuals currently working in the parks and recreation field.

Funding for this event has been budgeted and is available in the 2006 budget. If you have any questions, please don't hesitate to contact me.



Buyer's Guide | NRPA Store | Career Center

Home Page > Education & Conferences > NRPA Congress & Exposition

### NRPA Congress & Exposition

October 10 - 14  
Washington State Convention & Trade Center  
Seattle, Washington



#### REGISTRATION AND HOUSING NOW OPEN!

Register by August 18 and Save!

[CLICK HERE TO REGISTER TODAY](#)

#### \*NEW - COMING IN JULY

#### PRELIMINARY PROGRAM AND DETAILED SCHEDULE OF EVENTS

#### ABOUT NRPA'S CONGRESS & EXPOSITION

For more than 40 years the National Recreation and Park Association has brought together professionals, citizen advocates, educators and students who are passionate about parks and recreation. Join thousands of these supporters and industry vendors in Seattle, Washington for NRPA's Annual Congress & Exposition.

#### What's in Store for 2006...

- An array of education options - including more than **200 sessions** and off-site institutes.
- More than **400 exhibitors** - experience the exhibit hall, chat with vendors and learn more about new trends in the park and recreation industry.
- Networking opportunities with **thousands of the best and brightest** in parks and recreation - take advantage of NRPA's online (and onsite) Career Center and Ask the Xpert areas.
- Social events and a powerful Opening General Session.

This is *the* annual event for park and recreation supporters.

#### EDUCATION, TRAINING AND NETWORKING

Thousands of attendees can't be wrong--NRPA's annual Congress & Exposition offers an array of education sessions, workshops and training seminars authorized by the International Association for Continuing Education Training (IACET). Plus networking opportunities, social events, city tours and more!

#### QUICK LINKS

- 2006 Young Professional Fellowship Program
- NRPA Diversity Scholarshi
- 2006 Young Professionals Externship Program
- 2005 Congress CEU Transi
- Free Trial to Conference P Online
- NRPA Training Calendar - complete listing of opport

**Schedule at a Glance**  
Prepare for Seattle with this preliminary schedule.  
**Details::**

**Volunteer Opportunities**  
Calling NRPA Members!  
Now is your chance to assist NRPA in making this year's Congress & Expo a success, and earn complimentary admission to event.  
**Details::**

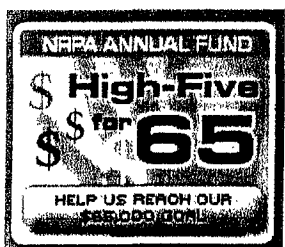
**Exhibit and Sponsorship Opportunities**  
Reach thousands of decision-makers through NRPA's annual Congress and other shows.  
**Details::**

**Join NRPA Today!**  
Not an NRPA member? Join today and save up to \$300 on Congress registration!  
**Details::**

**Interested in Hosting an Outside Meeting or Event at NRPA's Congress?**  
Make your request today, space is limited.  
**Details::**

**2005 Congress & Expo CD-ROM**  
Order your copy today. Education session handouts, notes and

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speaker presentations.  
**Details::**

#### **EXHIBITORS AND MORE**

NRPA's annual Congress & Exposition offers attendees an opportunity to explore innovative products and services, discuss pricing options and purchasing with industry vendors and learn more about upcoming trends in parks and recreation.

Visit our Virtual Trade Show to review this year's floor plan, search exhibitors and research products by category, vendor or name.



**Click here>> to learn more about exhibit opportunities,  
or review floorplans and contracts.**


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#### **FUTURE NRPA CONGRESS & EXPOSITION DATES AND LOCATIONS**

**2007 - Indianapolis, September 25 - 29**

**2008 - Baltimore, October 14 - 18**

**2009 - Salt Lake City, October 13 - 17**



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22377 Belmont Ridge Road, Ashburn, VA 20148-4150, Phone 703.858.0784 Fax 703.858.0794  
7-1-1 for hearing and speech impaired  
Questions or comments regarding the Web site? Please e-mail NRPA

**Lowe Doug**

**From:** The Westin Seattle [GCCUSTSERVICE@starwoodhotels.com]  
**Sent:** Thursday, June 22, 2006 1:43 PM  
**To:** DOUG.LOWE@RCGOV.ORG  
**Subject:** Rest easy. Your reservation is confirmed.



**The Westin Seattle**  
1900 5th Avenue, Seattle, Washington 98101 United States  
Phone: (206) 728-1000 Fax: (206) 728-2259



- [Guest Rooms & Amenities](#)
- [Hotel Services](#)
- [Restaurants & Lounges](#)
- [Local Area](#)
- [Driving Directions](#)
- [Meeting & Event Facilities](#)

Welcome MR LOWE,

Renewal awaits. We've received your reservation. Thank you for choosing to experience The Westin Seattle. Your mind, body, and spirit will be energized. If there's anything we can do to make your stay more rewarding, please ask.

Be Well,

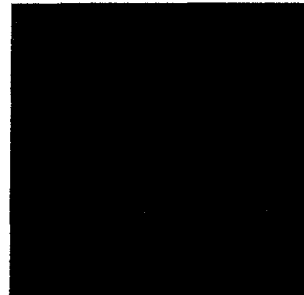
Westin Hotels & Resorts

**A Message For Your Stay**



**Need directions?  
Here's how to find us.**

**A Message From Starwood Preferred Guest**



**Confirmation: 457439486**

**Your Reservation**

Arrival Date	09-OCT-2006
Departure Date	14-OCT-2006
Number of Rooms	2
Number of Guests	2

Your Accommodations: Room 1 of 2

WESTIN

Starwood Preferred Guest



## Room Description

2 DOUBLE BEDS

TRADITIONAL NON-SMOKING, CITY VIEW, 2 PHONES W/DATA PORT,  
325 SQ. FEET, CONTEMPORARY DESIGN, FLOOR TO CEILING WINDOWS

Guest Name DOUG LOWE

Number of Adults 1

Number of Children 0

Remarks

**Your Rate: Room 1 of 2**Rate for **09-Oct-06** to **14-Oct-06**

Rate Plan: BEST AVAILABLE RATE

**229.00** in US DOLLARS per night**Taxes**

SALES TAX 8.6 Percent Per Room Per Night NOT In The Rate

ROOM TAX 7.0 Percent Per Room Per Night NOT In The Rate

**Guarantee Rules and Cancellation Policy**

Your room is guaranteed with a(n) MASTER CARD card.

Cancel by 6pm Hotel time 1 Day(s) prior to avoid 1 Night penalty

Room taxes may be charged on penalties.

**Your Accommodations: Room 2 of 2**

## Room Description

2 DOUBLE BEDS

TRADITIONAL NON-SMOKING, CITY VIEW, 2 PHONES W/DATA PORT,  
325 SQ. FEET, CONTEMPORARY DESIGN, FLOOR TO CEILING WINDOWS

Guest Name DOUGH LOWE

Number of Adults 1

Number of Children 0

Remarks

**Your Rate: Room 2 of 2**Rate for **09-Oct-06** to **14-Oct-06**

Rate Plan: BEST AVAILABLE RATE

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**Your Privacy**