

CITY OF RAPID CITY  
TRAVEL REQUEST

LF111506-07

Parks & Recreation

Person requesting travel Doug Lowe Department ~~City~~

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

Pacific Northwest Resource Management School

List all other City employees, if any, making the trip for the same purpose: none

Place of meeting or destination: Port Townsend, Washington

Date of meeting Feb. 25 - March 2

Date trip to begin Feb. 24 Date trip will end Mar. 2nd

Method of transportation requested air

Estimated transportation cost \$ 450

Meals 5.60

Lodging 0 days

Other costs - description School Cost 987

(Food, Lodging, CEU's included)

Total estimated cost of trip \$ 1493

Signed Doug Lowe Date 11-1-06  
(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

# General Information



## ACCOMMODATIONS

Fort Worden State Park  
200 Battery Way  
Port Townsend, Washington

Phone 360.344.4400  
Website: [www.FortWorden.org](http://www.FortWorden.org)

Fort Worden State Park is located in Port Townsend, Washington on the Olympic Peninsula, approximately 50 miles from Seattle. Housing is provided in refurbished barracks and in stately Victorian houses once used as Officers quarters.

## Airline Information

The Seattle-Tacoma Airport (Sea-Tac) is approximately 70 miles from Fort Worden State Park. Driving directions and ferry information may be found on the Fort Worden website at [www.FortWorden.org](http://www.FortWorden.org). Please refer to the NRPA ID Codes listed below to receive a special discount with the travel providers. In order to receive the discount, you must call the airline directly

American Airlines - 800.433.1790 NRPA ID CODE: A4227AJ

## Rental Car Service

Please refer to the NRPA ID Code listed below to receive a special rental car discount. In order to receive the discount, you must call Avis directly

Avis Car Rental - 800.331.1600 NRPA ID CODE: J627447



## REGISTRATION FEES

The PNWRMS registration fee includes: education sessions, course materials, CEUs, lodging and meals for the week, and a PNWRMS t-shirt.

## University Credit and/or Continuing Education Units (CEUs)

Central Washington University is pleased to be associated with PNWRMS. University undergraduate credit is available for those who successfully complete the two-year program. Class attendance is mandatory to receive undergraduate credit. For more information, contact Dr. W. Vance, Director, Recreation and Tourism, Central Washington University at [Vanceb@cwu.edu](mailto:Vanceb@cwu.edu) or 509.963.1967.

Attendees of PNWRMS are also eligible to earn CEUs. In order to qualify for the CEU credit, attendance to all education sessions and project work is mandatory. There will not be partial CEU credit available. CEU fees are included in the registration fee.

## REGISTRATION

### Three Ways to Register!

#### Online:

[www.nrpa.org/pnwrms](http://www.nrpa.org/pnwrms)

#### Mail:

NRPA, P.O. Box 7600, Merrifield, VA 22116-7600

#### Fax:

Fax your registration form with credit card payment to 703.858.0183. To avoid duplicate payment, DO NOT fax your form more than once. Please keep your fax confirmation as proof of your registration.

Payment MUST accompany registration forms. Forms received without payment information will not be processed. NRPA accepts VISA, MasterCard, Discover and American Express, checks, and Purchase Orders. All checks must be in U.S. Dollars and made payable to NRPA.

## Visit Us Online

For more information or to register,  
[www.nrpa.org/pnwrms](http://www.nrpa.org/pnwrms) or  
[central@pnwrms.org](mailto:central@pnwrms.org)



# National Recreation and Park Association

22377 Belmont Ridge Road  
Ashburn, VA 20148-4501  
703.858.0784  
7-1-1 for hearing and speech impaired  
www.nrpa.org

Non-Profit  
U.S. Postage  
PAID  
Ashburn, VA  
Permit No. 08

The Pacific Northwest Resource Management School (PNWRMS) is an exploration into the philosophies and training techniques of resource management. Students gain a better understanding for stewardship of developed land, facilities, and natural resources. This is a two-year program with a third-year graduate program.

Register by January 12 and Save!

Visit [www.nrpa.org/pnwrrms](http://www.nrpa.org/pnwrrms) for more information, or to register. To take advantage of discount rates, you must be an NPPA member. Join today!

# PACIFIC NORTHWEST RESOURCE MANAGEMENT SCHOOL



National Recreation and Park Association

Important Deadline  
Discount Registration  
Deadline: January 12

Fort Worden State Park  
Port Townsend, Washington

# FEBRUARY 25 - MARCH 2

# About the School

# Curriculum

## PACIFIC NORTHWEST RESOURCE MANAGEMENT SCHOOL

The Pacific Northwest Resource Management School (PNWRMS) is an exploration into the philosophies and techniques of resource management. The School provides essential training for individuals with an interest in resource management especially in the field of parks and recreation. Students gain a better understanding for stewardship of developed land, facilities, and natural resources, and are encouraged to network with fellow attendees.

### Schedule at a Glance\*

Attendance to all sessions, including group project work, is mandatory. Breakfast, lunch, and dinner served daily, and included in registration price.

#### Sunday, February 25

2 – 3.30 p.m.	Arrival and Registration
3:30 – 5 p.m.	First-Year Track
5 – 6 30 p.m.	Opening Dinner and Keynote Address
6:30 – 7 15 p.m.	Break
7:15 – 10 p.m.	Education Sessions

#### Monday, February 26

7 – 8 a.m.	Breakfast
8 a.m. – Noon	Education Sessions
Noon – 1 p.m.	Lunch
1 – 6 p.m.	Education Sessions
6 – 7 p.m.	Dinner
7 – 10 p.m.	Project Work and Group Discussions

#### Tuesday, February 27

7 – 8 a.m.	Breakfast
8 a.m. – Noon	Education Sessions
Noon – 1 p.m.	Lunch
1 – 6 p.m.	Education Sessions
6 – 7 p.m.	Dinner
7 – 10 p.m.	Project Work and Group Discussions

#### Wednesday, February 28

7 – 8 a.m.	Breakfast
8 a.m. – Noon	Education Sessions
Noon – 1 p.m.	Lunch
1 30 – 5 p.m.	Education Sessions
5 – 6 p.m.	Break
6 – 7 p.m.	Dinner
7 – 10 p.m.	Project Work and Group Discussions

#### Thursday, March 1

7 – 8 a.m.	Breakfast
8 a.m. – Noon	Education Sessions
Noon – 1 p.m.	Lunch
1 – 5 p.m.	Education Sessions
5 – 6 p.m.	Break
6 – 7 p.m.	Dinner
8 – 11 p.m.	Closing Social

#### Friday, March 2

7 30 – 8 a.m.	Breakfast
8 – 10 a.m.	Education Sessions
10 – 11 a.m.	Closing Session

\*Schedule subject to change

## WHO SHOULD ATTEND

The Pacific Northwest Resource Management School provides targeted learning opportunities specifically for park and recreation directors, maintenance supervisors, park rangers, field staff, and individuals looking for leadership positions in the park and recreation profession.

## FIRST-YEAR TRACK

The first-year track is an introduction to the methods of developing maintenance programs, philosophies, and procedures in a resource management environment. Through a mix of specialized education session and in-class exercises, students learn the basics of developing a resource management plan. Students learn how to create inventories and classifications of areas and facilities in addition to managing work activity, planning, and scheduling.

### Featured Topics:

- Communications/Team Building
- Turf Management
- Horticulture
- Budgeting
- Natural Resources
- Hazard Tree Evaluation
- Parks and Recreation Facilities
- Risk Management
- Current Issues in Parks and Recreation

## SECOND-YEAR TRACK

Building upon the tools and resources from the first-year track, the second-year track covers session topics in more detail with a focus on budget development. Students develop key organizational and time management skills; learn how to optimize personal and staff performance; and explore cutting-edge maintenance information systems.

### Featured Topics:

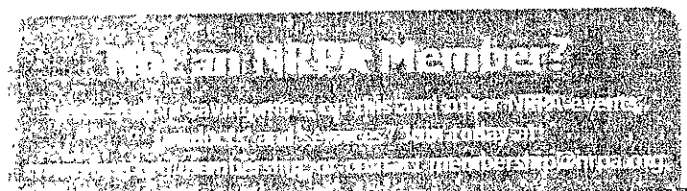
- Customer Service
- Maintenance Contract Management
- Communication
- Major Maintenance and Renovation Plans
- Digital Technology
- Supervision and Conflict Management
- Employee Development
- Employee Recognition

## THIRD-YEAR GRADUATE PROGRAM

### Enhancing Effectiveness of Park Professionals

Are you looking for the knowledge and skills necessary to take your career to the next level? Do you want to optimize staff performance and manage an efficient and productive organization? As a third-year student, you receive the knowledge and skills necessary to enhance personal effectiveness and increase organization performance. *Enhancing Effectiveness of Park Professionals* is specifically designed with the professional in mind. As a student of the third-year graduate program, you gain insight to interpersonal communication problem solving, leadership and coaching, and motivation – subjects seldom addressed. These topics are critical to personal success and professional development, and for the effectiveness of your organization.

The third-year graduate program is open to all individuals who have completed their first and second year tracks of the school. Topics are geared toward current and future managers seeking professional development. Because of the interactive nature of the program, the number of participants is limited – so register early!



# Registration Form

Pacific Northwest Resource Management School  
February 25 - March 2, 2007 - Fort Worden State Park - Port Townsend, Washington



NRPA Member #: \_\_\_\_\_

## SECTION A

FIRST NAME:	MI	LAST NAME
CERTIFICATION:	TITLE:	BADGE NAME:
COMPANY/AGENCY		
ADDRESS:		CITY/STATE/ZIP:
DAYTIME PHONE	FAX	ATTENDEE EMAIL ADDRESS
IN CASE OF EMERGENCY CONTACT:		PHONE:

List any special needs/diet here:

## SECTION B - REGISTRATION INFORMATION - REGISTER BY JANUARY 12, 2007 AND SAVE!

Registration fee includes: education sessions, course materials, CEUs, lodging and meals for the week, and a PNWRMS t-shirt.

	By January 12, 2007	Non-Member	After January 12, 2007	Non-Member
	Member		Member	
Track (check one)				
<input type="radio"/> First-Year <input type="radio"/> Second-Year <input type="radio"/> Third-Year Graduate	<input type="radio"/> \$985	<input type="radio"/> \$1,085	<input type="radio"/> \$1,085	<input type="radio"/> \$1,185
				Section B Total \$ _____

## SECTION C - REQUIRED INFORMATION

Gender (for housing purposes).  Male    Female  
 T-shirt Size.  Small    Medium    Large    X-Large    XXL    XXXL  
 (Please double check size ordered. Exchanges cannot be made after January 25, 2007 or on-site)

## SECTION D - DEMOGRAPHICS

Is this your first Pacific Northwest Resource Management School?  
 Yes    No

- |  |  |
|--|--|
| <p><b>1. Are you</b></p> <p><input type="radio"/> Professional</p> <p>    ___(a) Management</p> <p>    ___(b) Staff</p> <p>    ___(c) Student</p> <p>    ___(d) Retired</p> <p><input type="radio"/> Educator/Researcher</p> <p><input type="radio"/> Citizen-Board/Advocate</p> | <p><input type="radio"/> Supplier</p> <p><input type="radio"/> Other: _____</p> <p><b>2. Your Purchasing Role (check one)</b></p> <p><input type="radio"/> Make final decision</p> <p><input type="radio"/> Make final recommendation</p> <p><input type="radio"/> Part of recommendation process</p> <p><input type="radio"/> No Role</p> |
|--|--|

### 3. Operating Budget

- Under \$500,000
- \$500,000 to \$1M
- \$1M to \$2.5M
- \$2.5M to \$5M
- \$5M to \$10M
- \$10M to \$15M
- \$15M to \$25M
- \$25M to \$50M
- Over \$50M

### 4. Population Served

- Under 10,000
- 10,000 to 25,000
- 25,000 to 50,000
- 50,000 to 100,000
- 100,000 to 250,000
- 250,000 to 500,000
- 500,000 to 1M
- 1M to 2M
- 2M to 3M
- Over 3M

## SECTION E - PAYMENT INFORMATION

NRPA is dedicated to serving all attendees at our events. A \$2 surcharge has been added to your registration fee to ensure that individuals with disabilities receive and benefit from the same content as do attendees without disabilities.

Payment information must be included to complete processing. SECTION B \$ \_\_\_\_\_ = SECTION TOTALS \$ \_\_\_\_\_

CHECK # \_\_\_\_\_ (CHECKS MADE PAYABLE TO NRPA)      PURCHASE ORDER # \_\_\_\_\_      Inclusion Surcharge \$ 2.00

Please Bill My Credit Card:    VISA    MASTERCARD    DISCOVER    AMERICAN EXPRESS      TOTAL AMOUNT \$ \_\_\_\_\_

CARD NO \_\_\_\_\_      EXP. DATE \_\_\_\_\_

CARD HOLDERS NAME \_\_\_\_\_  
 I authorize NRPA to charge the total registration fee to my credit card.

SIGNATURE \_\_\_\_\_

**REFUND POLICY:** Cancellations must be in writing. No telephone cancellations will be accepted. Written cancellations must be received by 5 p.m. EST on **January 25, 2007**. All cancellations or substitutions are subject to a \$50 fee. No refunds will be issued on requests postmarked after **January 25, 2007**. Please send cancellations/substitutions to NRPA/PNWRMS, 22377 Belmont Ridge Rd., Ashburn, VA 20148 or Fax 703.858.0183.