

**CITY OF RAPID CITY
TRAVEL REQUEST**

LF022708-27

Person requesting travel BOB YOUNG Department PARKS & 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.)
NATIONAL PLAYGROUND SAFETY INSTITUTE

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

Place of meeting or destination: BISMARCK ND

Date of meeting 3/17 - 3/19/08

Date trip to begin 3/16/08 Date trip will end 3/20/08

Method of transportation requested CITY VEHICLE

Estimated transportation cost \$ 250.00

Meals 180.00

Lodging 3 days 231.00

Other costs - description REGISTRATION & EXAM 470.00

Total estimated cost of trip \$ 1131.00

Signed [Signature] 2/21/08 Date 2/21/08 [Signature] Date 2-20-08
(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

NPSI Course Schedule

Monday, March 17

7:30-8 a.m. Registration and Coffee, Ramkota
 8-8:45 a.m. Welcome and Course Introduction
 8:45-9:15 a.m. . . . Foundation and Injury Statistics
 9:15-9:30 a.m. Break
 9:30 a.m.-Noon . . . Hazard ID Part, 1 and 2
 Noon-1 p.m. Lunch
 1-1:45 p.m. Applied Exercise 1- use of test probes & gauges
 1:45-2:45 p.m. . . . Hazard ID Part 3
 2:45-3 p.m. Break
 3-4 p.m. Hazard ID Part 4
 4-4:45 p.m. Surfacing Part 1
 4:45-5 p.m. Exam Preparation/ Q&A/ Homework Assignment

Tuesday, March 18

8-8:45 a.m. Surfacing Part 2
 8:45-9:15 a.m. . . . Safety Management - Comprehensive Program/Audits
 9:15-9:30 a.m. Break
 9:30-10 a.m. Safety Management - Inspections and Maintenance
 10-11:45 a.m. . . . Applied Exercise 2 - Hazard ID Prioritization
 11:45-Noon. Q&A Period

Tuesday, March 18 (continued)

Noon-1 p.m. Lunch
 1-3:15 p.m. Applied Exercise 3 - Site Investigation
 3:15-3:30 p.m. Break
 3:30-4:30 p.m. . . . Site Investigation Wrap-Up
 4:30-5 p.m. Q&A Period (Program Ends)

Wednesday, March 19

8-8:30 a.m. Examination Check-in
 8:30 a.m.- 10:30 a.m. Examination

More Information

For further information on this course or for people with disabilities who plan on attending this course and need special arrangements, contact Randy Bina at (701) 222-6455 or rbina@bisparks.org.

Lodging & Location

Enjoy the comfort and services of the Best Western Ramkota Hotel located at 800 South 3rd Street (1-800-528-1234). Rooms are \$70 per night plus 10% tax. Room reservations must be made with the hotel under NPSI. Reservation deadline is February 27, 2008.

Course & Exam Registration

701-258-7700 - Best Western Ramkota

The National Recreation & Park Association and North Dakota Recreation & Park Association are proud to offer a National Playground Safety Inspector Certification Course and Exam in Bismarck, North Dakota, from March 17 to March 19, 2008.

Advanced reading and 10 hours of classroom instruction by nationally recognized playground safety experts will prepare you to sit for the Certified Playground Safety Inspector (CPSI) Exam offered on the third day. The NPSI course includes classroom instruction, resource materials developed especially for the course, CEUs (optional) and a required off-site visit on hazard identification and safety audit.

The optional NPSI exam is available only to individuals who have attended the NPSI course. Delegates who successfully pass the NPSI course exam will be certified for three years.

Name: Bob Young
 Title: Park Maintenance Worker
 Agency: Rapid City Parks Division
 Address: 2915 Canyon Lake Dr.
 City: Rapid City
 State: SD Zip: 57702
 Phone: 605-394-4175 Fax: 605-394-5307
 E-mail: None

NPSI Course (includes all books) 370⁰⁰
 Registration Fee: \$370 \$ ~~370~~
 NPSI Exam (optional): \$100 \$ 100⁰⁰

Make checks payable to: 470

2008 NDRPA National Playground Safety Institute

Pay by purchase order (#): P0617381

Or by credit card (#): _____

Name as it appears on card: _____

Expiration date: _____

Signature: _____

Send payments and registration forms to :
 NDRPA-NPSI, c/o Randy Bina, CPRP, CPSI, Bismarck Parks and Recreation District, 400 East Front Avenue, Bismarck, ND 58504

Registration deadline: February 16, 2008

Handwritten notes:
 R18Me
 Mailed Registration 2/19/08
 Room Reservation 2/16/08 - 3/18/08
 4pm Hold Conf #29839

Handwritten note:
 2/13/08