

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel Jerry Cole Department 620

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 Legislative Forum on Parks + Recreation

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

Place of meeting or destination: Washington, DC

Date of meeting March 17-20, 2009

Date trip to begin March 17, 2009 Date trip will end March 22, 2009

Method of transportation requested air

Estimated transportation cost	\$	<u>450.00</u>
Meals		<u>216.00</u>
Lodging <u>5</u> days		<u>1425.55</u>
Other costs - description <u>registration fees</u>		<u>260.00</u>
<u>Misc Cab</u>		<u>100.00</u>
Total estimated cost of trip	\$	<u>2451.55</u>

Signed Jerry Cole Date 3/17/09  
(person requesting travel) (Department Head)

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

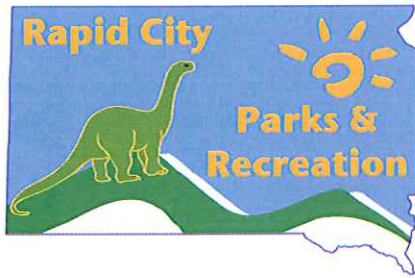
In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ \_\_\_\_\_

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**  
DEPARTMENT OF PARKS AND RECREATION  
300 SIXTH STREET  
RAPID CITY, SOUTH DAKOTA 57701

Jerry W. Cole  
Director  
(605) 394-5225

To: Mayor Hanks and City Council Members

From: Jerry Cole, Parks and Recreation Director

Date: January 14, 2009

Randy Lyons  
Landscape Designer  
(605) 394-5225

Subject: 2009 National Legislative Forum on Parks and Recreation

Jeri Taton  
Administrative Assistant  
(605) 394-5225

Attached please find a travel request for the 2009 National Legislative Forum on Parks and Recreation to be held in Washington, DC, March 17-22, 2009. Estimated costs for this conference total \$2,452 and funding is included in the 2009 Parks and Recreation budget.

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

The 2009 Legislative Forum will provide an opportunity to promote health through physical activity, reconnect children with nature and protect open space for recreation. As advocates, this Forum will provide an opportunity to educate national leaders about the importance of parks and recreation in our communities.

Doug Lowe  
Recreation Manager  
(605) 394-4168

I am requesting that the City Council approve this travel request to attend the 2009 National Legislative Forum in Washington, DC, March 17-22, 2009, at an approximate cost of \$2,452. If you have any questions, please call me anytime.

Duncan Olney  
Aquatics Manager  
(605) 394-5223



Supply Chain

NRPA Store

Career Center

SEARCH

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## 2009 Registration

### Three Ways to Register!

**Go Green! Take the Environmental Stewardship Challenge and save \$25 by registering online!**

**Online:** [Click here](#) to register online.

**Mail:** [Click here](#) for printable registration form.

**Fax:** Fax your completed registration form to 703.858.0183. To avoid duplicate payment, DO NOT fax you 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.

**SAVE an additional \$25.00 from the fees listed below by Registering Online!**

### Registration Rates

Before February 17, 2009	After February 17, 2009
Delegate - \$260	Delegate - \$305
Student* - \$90	Student* - \$100

*\*Please to read to read NRPA's Policies and Terms of registration.*

### Ticketed Events

**These tickets are included in registration – the cost below is for additional tickets.**

- Welcome Reception - \$45
- Rally Continental Breakfast - \$28
- Congressional Recognition Ceremony and Reception on the Hill - \$25
- National Policy Luncheon - \$50

### Continuing Education Units (CEUs)

Attendees of the Legislative Forum can earn CEUs. Approved education sessions are work 0.1 CEU for each hour and fifteen minute session. To earn CEUs, delegates must attend the entire session and follow the instructions for earning CEUs in the program materials. The room host will manage the CEU verification process and will be available to answer questions about CEUs. Attendees electing to earn CEUs will be given tickets onsite with their registration materials.

### Student's Welcome

Students are invited to register at discounted rates. In order to take advantage of these rates, the delegate must be a full time student (12 hours of undergraduate classes or eight hours of graduate classes at an accredited college or university. Please fax a bill or letter from your bursar's office at the time of registration, as proof of student status to 703.858.0183.

*\*Please refer to NRPA's policies and terms of registration regarding student registrations.*

### QUICK LINKS

[Join NRPA](#)

[RecreACTION online](#)

[How to Be an Advocate for Parks and Recreation](#)

**Travel and Accommodations**  
Details on the Grand Hyatt Washington and travel information.  
[::Details](#)



**Congressional Award Winners**  
Join us in recognizing 2008's award winners.  
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**Capitol Hill Map**  
Find your way around Capitol Hill, Russell Senate Office Building  
[Capitol Hill Map](#)



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