

CITY OF RAPID CITY
TRAVEL REQUEST

LF110205-22

603
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601

Person requesting travel Doug Lowe 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.)

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 5 - Feb 10, 2006

Date trip to begin Feb 5 Date trip will end Feb 11th

Method of transportation requested air

Estimated transportation cost	\$ <u>450</u>
Meals	<u>53</u>
Lodging <u>1</u> days	<u>100</u>
Other costs - description <u>Lodging / School / meals</u>	<u>925</u>
<u>Rentel Car</u>	<u>270</u>
Total estimated cost of trip	\$ <u>1798</u>

Signed [Signature] Date 10-12-05
(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 employee, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor Yellow copy - Finance Gold copy - Department copy



Registration Form

Pacific Northwest Resource Management School
February 5 - 10, 2006 - Fort Worden State Park - Port Townsend, WA

MEMBERSHIP: Professional NRPA MEMBERSHIP# 51245 Individual Agency
SECTION A

FIRST NAME: Douglas M.I.: R LAST NAME: Lowe
TITLE: Recreation Division Manager / Project Manager
COMPANY/AGENCY: Rapid City Parks and Recreation Department
ADDRESS: 125 Waterloo St. Rapid City SD 57701
DAYTIME PHONE: (605) 394-4168 FAX: (605) 394-5226 EMAIL ADDRESS: doug.lowe@rc.gov.org
IN CASE OF EMERGENCY CONTACT: Connie Lowe PHONE: 341-0507

SECTION B - REGISTRATION FEES

SAVE MONEY! Register by December 5, 2005 and receive Early Bird Discount
YEAR (please check one) First Year Second Year Third Year Grad

	MEMBER	NON-MEMBER
ON OR BEFORE DECEMBER 5, 2005		
1st or 2nd Year Registration	<input checked="" type="checkbox"/> \$925	<input type="checkbox"/> \$1,025
3rd Year Grad Registration	<input type="checkbox"/> \$885	<input type="checkbox"/> \$985
AFTER DECEMBER 5, 2005		
1st or 2nd Year Registration	<input type="checkbox"/> \$1,000	<input type="checkbox"/> \$1,100
3rd Year Grad Registration	<input type="checkbox"/> \$960	<input type="checkbox"/> \$1,060
Extra Sunday Night-3rd Year Grad ONLY (includes lodging and meals)	<input type="checkbox"/> \$105	

Registration fee includes Classroom instruction, course materials, CEU Credits, lodging and meals for the week, and a NWRMS mock tee-shirt.
REGISTRATION FEES TOTAL \$ 925

SECTION C - REQUIRED INFORMATION

For housing purposes: Male Female
Mock Tee Shirt size: small medium large X-Large XXL XXXL
(Please double check size ordered. Exchanges cannot be made after 1/5/06 or on-site)

Special needs/diet? _____

SECTION D - PAYMENT INFORMATION

A \$2 surcharge has been added to your registration fee to build an inclusion fund. These monies will be used to ensure NRPA can provide equal access to its programs for those with disabilities or in need of special assistance. Your contribution is appreciated.

Payment information must be included to complete processing.
CHECK # _____ (CHECKS MADE PAYABLE TO NRPA)
PURCHASE ORDER # 555885
authorize NRPA to charge my: VISA MASTERCARD DISCOVER AMERICAN EXPRESS
SECTION TOTALS \$ 925
Inclusion Surcharge \$ 200
TOTAL AMOUNT \$ 927.00

CARD NO. _____ EXP. DATE _____
CARD HOLDERS NAME _____

I authorize NRPA to charge the total payment fee indicated on this form to my credit card.
If the registration fee is received by NRPA after December 5, 2005, I authorize NRPA to charge the higher fee.

SIGNATURE _____
REFUND POLICY Cancellations must be in writing. No telephone cancellations will be accepted. Written cancellations must be received by 5 00 pm EST on January 5, 2006
All cancellations are subject to a \$50 service cancellation fee. No refunds will be issued on requests postmarked after January 5, 2006

PACIFIC NORTHWEST RESOURCE MANAGEMENT SCHOOL



National Recreation
and Park Association

FEBRUARY 5-10, 2006

Fort Worden State Park
Port Townsend, Washington

Early Registration
Deadline:
December 5th



National Recreation and Park Association

22377 Belmont Ridge Road
Ashburn, VA 20148
www.nrpa.org

Presorted
First Class Mail
U.S. Postage Paid
Ashburn VA
Permit #35

The Pacific Northwest Resource Management School provides opportunities for park and recreation professionals to develop skills in active park maintenance and management of natural resource areas

SAVE MONEY!

Register by December 5, 2005 and save \$75!
Visit www.nrpa.org/NWRMS for information!

About the School

THE PACIFIC NORTHWEST RESOURCE MANAGEMENT SCHOOL

The Pacific Northwest Resource Management School provides an educational setting to explore philosophies and techniques of resource management as well as provides a training opportunity for persons who have responsibilities or interest in these fields. Students will gain a better understanding for stewardship of developed land, facilities and natural resources.

Are you ready to develop your skills as a Parks, Recreation or Natural Resources Practitioner? Are you willing to take the time to improve yourself and make your organization better? This school is designed to serve park and recreation directors, supervisory personnel, and those aspiring to leadership positions in the park profession. Students are park and recreation directors, maintenance supervisors, park rangers and field staff. Each year students and faculty meet for an intensive week-long session building skills in both active park space maintenance and management of natural resource areas.

CURRICULUM

First Year

This is an introduction to methods of developing maintenance programs, philosophies, and procedures

Sessions include: Inventories and classifications of areas, facilities and tasks, Work activity and job descriptions, work loading, planning and evaluations; Incorporates in-class exercises and a team project

Topics include:

- Communications/Team Building
- Hazard Tree Evaluation
- Turf Management
- Parks & Recreation Facilities
- Horticulture
- Current Issues
- Budget
- Risk Management
- Natural Resource

Second Year

The second year builds on the first year material to cover budget development and management, scheduling work, work performance and management of maintenance information systems. Sessions include class exercises and team project.

Topics include:

- Customer Service
- Maintenance Contract Management
- Communication
- Major Maintenance Projects
- Digital Technology
- Supervision and Conflict Management

Schedule at-a-Glance

1st & 2nd Year

Sunday, February 5, 2006

2:00 pm	Arrival and Registration -- Chapel Building
3:30 pm	1st Year Classroom Session
5:30 pm	Opening Dinner
6:15 pm	Opening Session/Keynote Speaker
8:00 pm	1st & 2nd Classroom Sessions

Monday, February 6, 2006

8:00 am - 12 noon	Classroom Sessions
1:00 pm - 5:00 pm	Classroom Sessions
7:00 pm	Classroom Sessions/Project Work

Tuesday, February 7, 2006

8:00 am - 12 noon	Classroom Sessions
1:00 pm - 5:00 pm	Classroom Sessions
7:00 pm	Classroom Sessions/Project Work

Wednesday, February 8, 2006

8:00 am - 12 noon	Classroom Sessions
1:00 pm - 3:00 pm	Classroom Sessions
3:00 pm - 5:00 pm	Free afternoon
7:00 pm	Classroom Sessions/Project Work

Thursday, February 9, 2006

8:00 am - 12 noon	Classroom Sessions
1:00 pm - 5:00 pm	Classroom Sessions
7:30 pm	Social/Entertainment

Friday, February 10, 2006

8:00 am - 10:30 am	Classroom Sessions
10:30 am - 11:30 am	Closing Session

Attendance at all sessions, including group project work, is mandatory. Breakfast, lunch, and dinner served daily. Schedule subject to change.



General Information

THIRD YEAR GRAD

Enhancing Effectiveness in Parks Professionals

Most training for parks practitioners focuses upon technical knowledge and skills. Unfortunately, topics such as interpersonal communications, problem solving, leadership and coaching, are seldom addressed. The knowledge and skills associated with these topics are critical for career success and advancement and for creating highly effective organizations. The purpose for the third year program is to provide park professionals with knowledge and skills that will help them enhance their personal effectiveness in their work and career, and increase organization performance.

The third year program will assist each individual to experience growth in his/her knowledge, skills, abilities, and confidence. This program will create direct benefits for the student and their organization.

This opportunity is open to all individuals who have completed their first and second years at the school. Topics are geared toward current and future managers seeking professional development. Because of the interactive nature of the forum, the number of participants is limited ~ so register early!

Schedule at-a-Glance 3rd Year Grad

Monday, February 6, 2006

3:00 pm Arrival/Registration - Park Office
5:30 pm Dinner
7:00 pm Classroom Sessions/Project Work

Tuesday, February 7, 2006

8:00 am - 12 noon Classroom Sessions
1:00 pm - 5:00 pm Classroom Sessions
7:00 pm Classroom Sessions/Project Work

Wednesday, February 8, 2006

8:00 am - 12 noon Classroom Sessions
1:00 pm - 3:00 pm Classroom Sessions
3:00 pm - 5:00 pm Free afternoon
7:00 pm Classroom Sessions/Project Work

Thursday, February 9, 2006

8:00 am - 12 noon Classroom Sessions
1:00 pm - 5:00 pm Classroom Sessions
7:30 pm Social/Entertainment

Friday, February 10, 2006

8:00 am - 10:30 am Classroom Sessions
10:30 am - 11:30 am Closing Session

Attendance at all sessions, including group project work, is mandatory. Breakfast, lunch and dinner served daily. Schedule subject to change.

Fort Worden State Park

200 Battery Way
Port Townsend, Washington
360-344-4400/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 officer's quarters.

1st & 2nd year students will be housed Sunday - Friday
3rd year Grad students will be housed Monday - Friday

If you wish to come in on Sunday, please indicate on the registration form. There will be an additional charge to include lodging and meals.

Transportation Information

The Seattle-Tacoma Airport (Sea-Tac) is approximately 70 miles from Ft Worden State Park. Driving directions and Ferry information may be found on the Fort Worden webpage.

Please refer to the NRPA ID Codes listed below to receive the NRPA discount.

American Airlines - 1-800-433-1790 Code: 1016AC
United Airlines - 1-800-521-4041 Code: 5155M
Avis Car Rental - 1-800-331-1600 Code: K019303

Registration

Don't miss this opportunity to advance your career and gain new perspectives of your profession! Ensure your place by registering today.

SAVE MONEY! Register by December 5, 2005 and save \$75!

3 WAYS TO REGISTER:

Mail form to: NRPA, P.O. Box 7600, Merrifield, VA 22116-7600
Fax form to: 703-858-0183

AVAILABLE November 2005 - Register On-line! www.nrpa.org/NWRMS

Payment MUST accompany registration forms. Forms received without payment will not be processed. NRPA accepts VISA and MasterCard, checks and Purchase Orders. All checks must be in U.S. dollars and made payable to NRPA. Please indicate check number on registration form.

Registration fees include Classroom instruction, course materials, CEU Credits, all meals and lodging for the week, and a NWRMS Mock Tee-shirt.

College Credit and/or Continuing Education Units

University undergraduate credit is available for those who successfully complete the two-year program. NRPA offers CEU credits. Class attendance is mandatory to receive undergraduate credit and/or CEU credit.

Central Washington University is pleased to be associated with the Pacific Northwest Park and Resource Management School. This is an outstanding educational opportunity for park and recreation professionals and we look forward to continuing our relationship with NRPA and the Board of Regents.

Dr. W. Vance, Director
Leisure Services Program
Central Washington University
Ellensburg, Washington 98926

Class sizes are limited, so register early!

You can see more flight options when you search by schedule

Rapid City, SD (RAP) to Seattle, WA (SEA)

402.30 USD per person

Leg	Flight info	Date	Depart	Arrive	Stops
1	United Airlines 7045 (Operated by United Express/Mesa)	Feb 5	6:15 am RAP	7:50 am DEN	Non-stop
	United Airlines 875	Feb 5	8:40 am DEN	10:24 am SEA	Non-stop
2	United Airlines 876	Feb 11	11:15 am SEA	2:38 pm DEN	Non-stop
	United Airlines 6274 (Operated by United Express/Skywest)	Feb 11	3:35 pm DEN	4:56 pm RAP	Non-stop

Select



Save my seat
Book air+h together
See

402.30 USD per person

Leg	Flight info	Date	Depart	Arrive	Stops
1	United Airlines 7061 (Operated by United Express/Mesa)	Feb 5	7:50 am RAP	9:25 am DEN	Non-stop
	United Airlines 339	Feb 5	11:25 am DEN	1:07 pm SEA	Non-stop
2	United Airlines 876	Feb 11	11:15 am SEA	2:38 pm DEN	Non-stop
	United Airlines 7050 (Operated by United Express/Mesa)	Feb 11	6:35 pm DEN	8:05 pm RAP	Non-stop

Select

402.30 USD per person

Leg	Flight info	Date	Depart	Arrive	Stops
1	United Airlines 6736 (Operated by United Express/Skywest)	Feb 5	10:20 am RAP	11:30 am DEN	Non-stop
	United Airlines 591	Feb 5	3:06 pm DEN	5:02 pm SEA	Non-stop
2	United Airlines 418	Feb 11	7:45 am SEA	11:21 am DEN	Non-stop
	United Airlines 7092 (Operated by United Express/Mesa)	Feb 11	12:10 pm DEN	1:28 pm RAP	Non-stop

Select

402.30 USD per person

Leg	Flight info	Date	Depart	Arrive	Stops
1	United Airlines 7046 (Operated by United Express/Mesa)	Feb 5	1:10 pm RAP	2:45 pm DEN	Non-stop
	United Airlines 407	Feb 5	5:00 pm DEN	6:46 pm SEA	Non-stop
2	United Airlines 418	Feb 11	7:45 am SEA	11:21 am DEN	Non-stop
	United Airlines 7094 (Operated by United Express/Mesa)	Feb 11	2:25 pm DEN	3:50 pm RAP	Non-stop

Select

402.30 USD per person

Leg	Flight info	Date	Depart	Arrive	Stops
1	United Airlines 7092 (Operated by United Express/Mesa)	Feb 5	2:25 pm RAP	3:46 pm DEN	Non-stop
	United Airlines 407	Feb 5	5:00 pm DEN	6:46 pm SEA	Non-stop
2	United Airlines 728	Feb 11	6:00 am SEA	9:33 am DEN	Non-stop
	United Airlines 7046				