

Tailgate Wrap and Banner Request Form Instructions

The Corps of Engineers Natural Resources Education Foundation, doing business as The Corps Foundation, received grant funds from the Sport Fish Restoration and Boating Trust Fund, managed by the U.S. Coast Guard. Through this grant The Corps Foundation is able to partner with USACE National Water Safety Program to provide pickup truck tailgate wraps and banners to promote our “Life Jackets Worn...Nobody Mourns” campaign. These instructions explain the process for obtaining these free products. A request form must be completed and returned to both Rachel Garren at Jara15@charter.net and Pam Doty at Pamela.J.Doty@usace.army.mil by November 18, 2016 to qualify. The maximum number of products you receive is dependent on the total number of requests.

1. Provide your official project name, complete office symbol (e.g. CEMVS-OD-XX), primary and secondary point of contact (POC) names, email addresses, phone numbers, and shipping address (do not use P.O. Box addresses). The secondary POC will be responsible in case the primary POC is not able to fulfill their responsibilities. POC responsibilities include locating a vendor in your area capable of downloading the approved wrap graphic, producing, and installing tailgate wraps on one to five of your GSA pickup truck tailgates. Graphics for tailgate wraps are posted online at www.PleaseWearIt.com for your vendor to download. If artwork needs to be revised to fit your vehicle needs, contact Pam Doty via email. Only one request form may be submitted per USACE project. Your request will be reviewed and selections made between December 2016 and January 2017. Local POCs will be notified in February how many tailgate wraps are approved to purchase. The POC must then provide an invoice or itemized bill from your local vendor to The Corps Foundation for approval in March 2017. Once your invoice is approved, tailgate wraps can be installed. Purchases will be made directly to your vendor by The Corps Foundation Special Programs Director, Rachel Garren between March-June 2017, using a Visa Debit Card over the phone. The local POC will be responsible for ensuring that wraps are installed and that The Corps Foundation receives a paid receipt from your local vendor. Also, photos of installed wraps should be emailed to Pam Doty.
2. Provide the number of your employees who directly receive The Corps Foundation newsletter emails (approximately one each quarter). In your emailed submission of this form, include email addresses for all employees who would like to receive our newsletter directly (not forwarded). Membership is not required.
3. Please list the number of public water-related recreation fatalities at your location in fiscal years (FYs) 2014, 2015, and 2016.
4. List the average number of Direct Interpretive Contacts (according to OMBIL definition) your project has had for fiscal years 2015 and 2016.
5. Provide information on the local tailgate wrap vendor (company name, POC name, phone, email, and regular mailing addresses) who can provide and install tailgate wraps on your GSA pickup trucks. It is recommended that POCs locate more than one vendor and then provide information from the one that costs the least.
 - a. Confirm that the vendor you have selected will take a Visa Debit Card from the Corps Foundation’s Grant Manager, Rachel Garren over the phone. If you check “unknown” it will decrease your chances of being selected for tailgate wraps so it is best to know this in advance.
 - b. List the make, model, and number of years you estimate you will be using this pickup, as well as the cost estimate for each tailgate wrap as the number of wraps increase. Identify by letter code the primary use of each truck (**R** for Ranger, **M** for Maintenance and **B** for both). We strongly suggest you select GSA trucks most visible to your recreational customers, such as ranger patrol vehicles.
6. Describe the type of locations you would like to place 3-foot by 8-foot vinyl banners at your project. For example, names of beach, boat ramp, campground, or lock wall, etc. After vinyl banners are purchased in February 2017, USACE will be shipping them in the March-April 2017 timeframe, for you to install.