

## 2004 National Public Lands Day “Fee Free” Coupon Guidelines

### **1. The coupon:**

a. Robb Hampton of NEETF sent out an email date 13 August 2004 requesting each project POC that has registered for NPLD to review registration numbers and update, if necessary. Send your update to [monika@neetf.org](mailto:monika@neetf.org) NLT 20 August 2004. If they do not hear from a project, they will use the number estimated in the registration form.

b. Will be mailed to each project in early September from the Bureau of Land Management Printed Materials Center in Denver, Colorado.

c. Are uniquely numbered.

d. Non-transferable. Each volunteer will print their name on the front side of the coupon at the time it is issued to them.

e. Valid for entrance fees or day use fees only.

f. Will admit the person whose name appears on the front and any accompanying passengers in a private vehicle.

(1) A private vehicle is defined as any noncommercial vehicle that is being used for private recreation purposes.

g. In those areas where a per person fee is charged, the coupon admits the person whose signature appears on the front and his or her spouse, parents, and children.

h. Not valid for other use fees, such as parking, camping, tours and concessions. It may not be used toward the purchase of an annual pass or Golden Age Pass.

i. Redeemable for one fee free day at an area managed by:

- (1) U.S. Army Corps of Engineers,
- (2) U.S. Fish and Wildlife,
- (3) U.S. Forest Service,
- (4) Bureau of Land Management,
- (5) National Park Service.

j. A coupon received by participating at a Corps event can be redeemed at any of the five participating federal agency areas. The Corps will honor coupons volunteers receive from one of the five other agencies. All participating agencies have agreed to honor coupons issued by any other participating agency.

k. Participating federal agencies are not responsible for misplaced, lost, or stolen coupons.

**2. The NPLD POC at the project will be responsible for:**

- a. Issuing the coupons to each volunteer after participating in a NPLD activity.
- b. Having each volunteer print their name on the front side of the coupon at the time it is issued to them.
- c. Keeping a simple record of how many coupons were issued; i.e., numbers 00050 - 00124 were issued. Personal information about the volunteers, e.g. name, address, etc, will not be collected or maintained.
- d. Destroying all coupons not issued and documenting the fact with a MFR.
- e. Ensuring that both project staff and volunteers understand how to use the coupon.

**3. How the coupon will be accounted for at the project:**

- a. This coupon will be honored at all Corps projects regardless of whether there was a NPLD event held at that project during the year or not.
- b. In areas using Park Office, walk the customer in under the appropriate day use POS item and change the fees to \$0. In the REMARKS box at the bottom of the screen enter, "NPLD Fee free coupon" as reason for the waiver.
- c. In honor vault areas, the visitor will complete the information on the outside of the day use fee envelope (ENG 4839A) and place the coupon in the envelope instead of money.
- d. The number of the coupon will be recorded on the form provided so the success of this program can be determined. There will be a call for this record to be sent to HQUSACE in October 2005.
- e. Redeemed coupons will be destroyed once they have been recorded.