

# Quick Reference Guide

## Plan Ahead

- All requests must be submitted between October 1, 2025 and August 31, 2026 to allow sufficient time for processing. Requests submitted outside of these dates may not be approved. Submit requests a minimum of two weeks in advance of need (exceptions may apply) to the appropriate Operations Manager.
- Approvals of events that occurred in the past is not guaranteed.
- Inventory requests must be approved by Western National Parks (WNP) prior to removing items from the park store.
- Junior Ranger Activity Booklet reprint requests must be submitted by March 1 of the fiscal year to ensure delivery prior to the end of the fiscal year. Requests submitted after March 1 will be considered on a case-by-case basis. Reprints should be requested by filling out the [Creative Request Form](#) and submitting it to your Operations Manager.

## Appropriate Usage

Direct annual aid is meant to directly support and add value to interpretation, research, education, and outreach in National Park Service (NPS) sites. Below are examples of appropriate and inappropriate uses of direct annual aid (See [Aid to Parks Handbook](#) page 6). This is NOT a complete list. Contact your Operations Manager for guidance as needed.

Appropriate Uses	Inappropriate Uses
Presenter fees	Gifts (funds or inventory for NPS staff)
Interpretive displays	Retirement celebrations for NPS staff
Purchase of park store inventory	NPS operational/planning/regional meetings
Dues and subscriptions (e.g. magazine subscriptions, chamber of commerce dues)	Food/beverages for events where attendance of NPS staff is greater than 25% of total participation
Supplies for interpretive, educational, and outreach events and programs	NPS uniforms (e.g. park shirts, hats)
Printing park unigrids or site bulletins	General park infrastructure and maintenance
Junior Ranger Activity Booklet reprint, revision, or development	
Junior Ranger supplies	
NPS staff and intern training and development focused on education and/or interpretation	

# Spending Request Component Requirements

Don't forget to fill in and/or supply the following

- Amount requested
  - › Enter the exact amount if known, including sales tax and/or shipping charges.
  - › Enter an estimate if exact amount is unknown, including estimated sales tax and/or shipping charges.
  - › If requesting inventory, enter total value based on cost of goods, not retail price.
- Date required
  - › Provide the date the funds and/or items are needed. A minimum notice of two weeks is required to allow time for approval and processing.
- Method of payment
  - › Include whether the request will be paid for by check or credit card.
  - › If paying with a check, include mailing address.
- Name(s) of recipient(s)
  - › Enter name(s) of individual(s) or business(es).
  - › If entering names of individuals or business(es), supply IRS Form W-9 for each individual and/or business.
- Interpretive and/or educational purpose
  - › Include name of event.
  - › Specify event date.
  - › Provide list of attendees (highlighting NPS participants).
  - › Describe how funds will be used to enhance park themes, interpretation, education, research, and/or the visitor experience.
- Signature of current or acting superintendent.
- Supporting documents (as applicable)
  - › Include vendor quote and/or documentation supporting pricing.
  - › Include vendor-completed order forms.
  - › Include IRS Form W-9.

## Important Facts

- Direct annual aid must be used on or before September 30 in the fiscal year allocated. See Appendix F in [Aid to Parks Handbook](#) for policy.
- Direct annual aid cannot be carried over to the next fiscal year. See Appendix E in [Aid to Parks Handbook](#) for policy.
- Past approval does not guarantee current or future approval.

Please refer to the [Aid to Parks Handbook](#) for additional information.

# WNP Direct Annual Aid FY26 Request Form

Park \_\_\_\_\_ Phone \_\_\_\_\_

Park Contact \_\_\_\_\_ Email \_\_\_\_\_

Type of Request (select one)

☐ Direct Annual Aid

Complete sections A, B, & C

☐ Research

☐ Fiduciary Fund

☐ Grant

Complete sections A & B only

## Section A

Amount Requested \$ \_\_\_\_\_ Date Required (submit request minimum two weeks prior) \_\_\_\_\_

Western National Parks Association (WNP) may contact you seeking more information to help promote and support your program as well as share successes with members and supporters. **WNP requires documentation of all expenditures (receipts, invoices, W-9s) for auditing and accountability as noted in RM-32: 11.4. Approvals of events that occurred in the past is not guaranteed.**

### Request Type (check one)

- ☐ Purchase inventory with direct annual aid. This item is from stock (itemized list attached).
- ☐ Fiduciary fund or research grant name
- ☐ Purchase of third-party goods and/or services (WNP approval required prior to ordering from or committing to vendor).

### Method of Payment (check one)

- ☐ Credit card payment by WNP to \_\_\_\_\_
- ☐ Check payable to \_\_\_\_\_  
Mail check to \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

*Unless otherwise specified, the check will be returned to the park contact listed above for transmittal. A W-9 is required for all personal services including cultural demonstrators, honorariums, and so on. No checks will be disbursed until a W-9/social security number is provided. For privacy, do not write social security numbers on this form.*

*This is a request by the National Park Service (NPS) for a donation from WNP to award a monetary grant to a specific individual who will be providing a needed public service as determined and authorized by the NPS. It is understood and agreed that by making such a donation, WNP does so solely as a public service. It is fully understood that WNP assumes no right to select the individual recipient of the grant, nor does WNP assume any supervision or control over nor any right to control or supervise the individual chosen by the NPS to receive the grant. Under no circumstances will the individual receiving the grant be considered an employee or agent of WNP. Payment is made by WNP solely as a donation to benefit the general public. Any donation by WNP made payable to a specific individual will be delivered to the NPS so the NPS can deliver payment to the individual. WNP will thereafter issue a 1099-MISC to the recipient at year end according to IRS regulations.*

## Section B

General description of fund usage including goal(s) and purpose (What is being purchased? How will the funds support the NPS mission?) \_\_\_\_\_

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## Section C

Select the category and usage for desired funds from the boxes below and answer questions 1–5.

### Category *(check one)*

- ☐ Author Event
- ☐ Community Outreach
- ☐ Cultural Demonstration(s)
- ☐ Interpretive Program and/or Event(s)
- ☐ Junior Ranger Program
- ☐ Naturalization Ceremony
- ☐ Open House
- ☐ Professional Development
- ☐ Publication Development and/or Printing
- ☐ Tribal Consultation(s)
- ☐ Volunteer/VIP Recognition
- ☐ Other *(specify)* \_\_\_\_\_

### Usage *(check one)*

- ☐ Inventory
- ☐ Dues and subscriptions (e.g. magazine, chamber of commerce)
- ☐ Event and program supplies
- ☐ Fees and rentals (e.g. author/demonstrator fees, exhibit booth fee)
- ☐ Food and refreshments
- ☐ Honorarium
- ☐ Interpretive displays
- ☐ Junior Ranger book reprint, revision, or new development
- ☐ Junior Ranger supplies
- ☐ Park unigrid or site bulletin
- ☐ Product purchases or development
- ☐ Travel expenses
- ☐ Other *(specify)* \_\_\_\_\_

1) What primary interpretive theme does this support for your park? \_\_\_\_\_

2) Who is the primary/target audience? *(check one)* ☐ General Visitor ☐ General Youth ☐ Junior Ranger  
☐ Local Community ☐ VIP ☐ Affiliated Tribe ☐ Other \_\_\_\_\_

3) Estimated number of visitors served \_\_\_\_\_

4) Have you attached supporting documentation? ☐ W-9 ☐ Estimate/invoice/detailed list of items requested

5) If food/beverage will be served, what estimated percentage of attendees will be NPS staff? \_\_\_\_\_



\_\_\_\_\_  
Current or Acting Superintendent's signature for request approval

\_\_\_\_\_  
Date

**For WNP Use Only** ☐ Approved ☐ Not Approved

Authorization Signature \_\_\_\_\_ Date \_\_\_\_\_

GL Acct. # \_\_\_\_\_ Request # \_\_\_\_\_