

Trail Ambassador Project Assistance Request (TAPAR) Instructions

Section A: Definitions and General Directions

Purpose: A means by which OETRA Trail Ambassadors may request funds to be used toward a project at their specified location. The project is one which will enhance the trail riding experience, safety and convenience for the majority of users; e.g. trail maintenance, construction and repairs on public land, and improvements at trailhead and campground.

Budget Process: At the beginning of each calendar year, the board of directors sets a budget for the year. That budget cannot be exceeded without an additional vote for approval by the board.

Form Design: The form is designed to cover all types of projects, whether done by an outside contractor or volunteers, whether the materials come from the local hardware store, farm center or furnished by the contractor. Therefore, fill out the form only as it is appropriate for your project. See Section B for specific form instructions.

Submission Instructions: You are welcome to consult with any board member as you prepare your TAPAR. Email your TAPAR to secretary@oetra.com or send them by US mail to the club address of 6608 N. Western Avenue, PMB 220, Oklahoma City, OK 73116. The mail is forwarded to the secretary weekly. The secretary will digitize the TAPAR, if it is not already, and disseminate it to the board.

Volunteer help: If the project requires volunteers to complete it, the Trail Ambassador is responsible to recruit and organize the volunteers required to complete the project.

Submission Deadline(s): One or more deadlines for submission of TAPARs are set by the board. TAPARs submitted after that deadline must wait until the next deadline, even if that deadline is the next calendar year.

Approval Process: After each submission deadline has passed, the board will meet and review each TAPAR. The TAPAR will be approved or rejected with an explanation.

Project Completion: It is very important to understand that approved projects must be completed and invoices submitted by the end of the calendar year in which the project was improved.

Payment: Once a project is approved, funds will be available immediately. A check from OETRA will be used to reimburse¹ the Trail Ambassador or their designated representative for approved expenses supported by invoice. In lieu of reimbursement, a check from OETRA paid directly to a supplying vendor can be made; a pro-forma invoice will be required.

¹ See Section B regarding reimbursement

Section B: The TAPAR Form

It is very important to coordinate with your park/trail system authority when planning a project. Always ask your contact if he/she has any ideas. Sometimes they may have been wanting to do something in particular for years but hadn't had the money budgeted. Share your ideas for improvements. It could be something as simple as new/more trail signs. It's a good idea to decide on near-term and long-term goals. The most important thing to remember is don't go off on your own and **DO NOT BUY MATERIALS BEFORE YOU TAPAR** has been approved. There is **NO GUARANTEE OF REIMBURSEMENT**.

1. Park: The name of the park or trail system for which you are the trail ambassador
2. Ambassador: your name and phone number
3. Approximate start date: When you expect the project to start. As the title states, this can be an approximate date.
4. Approximate end date: When you expect the project to be completed. Again, this can be an approximate date but must be completed by the end of the calendar year.
5. Project Description: Describe the work as best you can. Some examples are:
 - a. Purchase and install a picnic table near the midpoint of the trail for riders to picnic and rest. Build a hitching rail in the same vicinity so horses don't have to be tied to trees. Create a mounting block in the same vicinity so riders don't use picnic table.
 - b. Improve the existing trail system by purchasing and installing "cowboy gate openers" on the existing gate at "point A". Cut an access trail from the equine camp to the old existing trail.
6. Break down of funds:
 - a. General: It is very important that you do **NOT PURCHASE** materials ahead of TAPAR approval. There is no guarantee that your TAPAR will be approved. The way to determine costs is to simply get estimates. Don't forget to include sales tax. Remember the form says "approximate". Hedge your estimate in case. It is up to you where you ultimately purchase materials. Your park authority may know some good sources. So, for example, before you arrange to rent a piece of equipment, check with your ranger. He/she may have a local source you don't know.
 - b. Who does the buying:
 - i. You: Generally, it is the trail ambassador who pays for the materials. That is why it is so important to not do so until the TAPAR is approved. Once you have the go-ahead, make the purchases and submit the receipts to the Treasurer **DIRECTLY**. Scan and email to the Treasurer. If you mail copies to the club address, there will be at least a 2-week delay. The club does not want you to incur interest on your credit card so it's important to submit your receipts in a timely manner. In the email to the treasurer, make it clear that the reimbursement is to be made to you directly.
 - ii. Park authority/Contractor: This entity must provide an invoice to you as soon as possible after the work is completed. It is your responsibility to ensure the work was done to your satisfaction. As above, using whichever method, send the

invoice(s) directly to the Treasurer with a note stating clearly the name and address of the entity being reimbursed.

7. Total Cost of Project: Add up everything and don't forget the sales tax, delivery fees, etc. Add a little extra as a hedge.
8. Estimate of volunteer hours: If your project requires volunteers such as trail clearing/building, just estimate it. This is not critical although some entities like the US Forest Service wants volunteers to fill out a form showing volunteer hours or they may accept a copy of your TAPAR as sufficient documentation.
9. List funds from all other sources: This line is only for joint projects. A real-world example is a small "rescue wagon" that Roman Nose wants to buy to rescue hurt riders on narrow trails when a 4-wheeled vehicle can't go. The wagon costs \$5,000. It is up to you to decide what share you want OETRA to contribute. You should do your best to find out who else is contributing and whether it is feasible to expect to have the rest of the funds and the item purchased before the end of the calendar year. If it is a situation of "we'll collect money until we get enough" whether it takes multiple years, then you must decide when enough funds have been collected that the club could make up the difference, THEN you submit a TAPAR in for the balance. In this case you would certainly consult with the board about the remaining TAPAR funds for that calendar year. You would not want to ask for \$2,000 when there is only \$1,000 left in the budget.
10. Person's/Park to be reimbursed: If this is just you, this is simple, just put your name. (note: in addition, as stated in 6.b.i. remind the treasurer that the reimbursement is made to you.) In the case of multiple sources, there is not enough room. So just write "multiple sources, details on invoices".
11. Name of Land Manager: The name of your contact at park/trail system.
12. The land manager's phone number:
13. The land manager's email address:
14. The number of attachments if any: This is for any drawings or backup material
15. Signature of Ambassador: Sign this line and date it.
16. If approval from land manager is required, attach document with TAPAR: This is very rarely needed, but if it is, just attach a document showing approval and show it in block 14.
17. Approved by Board of Directors: leave this blank.