

## **OETRA Trail Ambassador Project Assistance Request (TAPAR)**

OETRA Trail Ambassadors may request assistance to provide funds used toward a project at their specified location. TAPAR 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. Trail Ambassadors are responsible to recruit and organize the volunteers required to complete the project.

Submission dates will be set by the OETRA Board of Directors. Voting on approval of proposals will take place at the following Executive Board meeting. Approval is dependent upon available funding and merits of the submissions.

Once a project is approved, funds will be available immediately. A check from OETRA will be used to **reimburse** 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. Park/Trail System:	Park:	Location:	
2. Ambassador:	Phone:		
3. Approx. Start Date:		4. Approx. Completion Date:	
5. Project Description: Purpose, benefit, and specific work required			
6. *Break-down of funds: <b>List each item and approximate cost per item</b>			
7. <b>Total Cost of Project:</b>	8. Estimate of volunteer hours:		
9. List funds from all other sources:			
10. Persons/Park to be reimbursed: Add names per item:			
11. Name of Land Manager:		12. Phone Number(s) Use space below:	
13. Email:			
14. Address:			
15. Signature of Ambassador:			Date:
16. Approved by Board of Directors:			Date:
17. If approval from land manager required, attach document with TAPAR			

