

# OETRA Trail Ambassador Project Assistance Request

OETRA Trail Ambassadors may request assistance from OETRA to provide funds used toward a project at their specified location that will enhance the trail riding experience for the majority of users; e.g. trail maintenance, construction and relocation on public land and improvements at trailhead and campground that enhance safety and/or convenience for the users. Trail Ambassadors are responsible to recruit and organize the volunteers required to complete the project.

Submissions dates will be set by the OETRA Board of Directors at the January planning meeting. Voting on approval of proposals will take place within 30 days of the posted submission date. Approval is dependent on available funding in addition to the merits of the submissions.

Once a project is approved by the Board of Directors 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. Project Name:			
2. Approx start date:		3.Completion Date:	
4. Project City and State			
5. Name of Land			
6. Project Description (include purpose, benefit and specific work required)			
7. Estimate of volunteer hours required			
8. Breakdown of funds requested			
9. List funds from all other sources			
10. Land manager name:			
11. Mailing Address			
12. Phone Numbers			
13. Email Address			
14. Website URL			
15. If approval from land manager required, attach same.			

*If more room is needed and using Word (docx) version on a computer, the cells will automatically expand. If using printed form or pdf version, use a separate sheet of paper; e.g "6 con't", etc.*

\_\_\_\_\_  
Signature of Trail Ambassador

Date \_\_\_\_\_