



**NATIVE YOUTH CLIMATE ADAPTATION LEADERSHIP CONGRESS
TRAVEL INFORMATION**

**U.S. Fish and Wildlife Service
National Conservation Training Center**



**RETURN THIS FORM ASAP ONCE YOU ARE 100% SURE THAT STUDENTS
WILL BE ABLE TO ATTEND THE CONGRESS – TRAVEL INFORMATION
DOES NOT HAVE TO WAIT FOR OTHER FORMS**

Congratulations on having your group chosen to attend the Native Youth Climate Adaptation Leadership Congress. New Mexico Wildlife Federation will be handling all of the travel, safety, medical and behavioral logistics for the conference. Below is some information we will need to make all of the travel arrangements for the conference.

PLEASE BE AWARE THAT BY COMPLETING THIS INFORMATION, YOU ARE AGREEING TO ATTEND THE CONFERENCE. AIRFARE IS NON-REFUNDABLE AND ONCE BOOKED, TICKETS CANNOT BE CHANGED. PLEASE MAKE SURE INFORMATION IS ACCURATE AND STUDENTS ARE ABLE TO ATTEND.

Chaperone Name (as shown on ID):

Address:

DOB:

Cell Phone:

Email Address:

Group/School/Community Name:

Participants Name As Shown On ID

Please put a / between first/middle/last name:

Date of Birth

Phone Number:

Sex: (Required by Airline)

Airport in which you will be flying out of:

Are there any participants that need special travel arrangements?

Students and chaperones will receive a travel stipend to pay for luggage fees and any incidentals while traveling. The stipends will be sent as pre-paid Visa cards. As chaperone, you will be responsible for distributing these cards to your students. Please provide an address where we can send these cards in **mid-June**.

Any other comments, questions, things we need to know about:

If you have any questions or concerns or need to change any information, please contact Wendy Sandidge at wendy@nmwildlife.org or 505-366-7577. We look forward to meeting you at the conference.

NOTICES

PRIVACY ACT STATEMENT

Authority: The information requested is authorized by the Government Organization & Employee Training Act (5 U.S.C. 4101, et seq.), Executive Order 11348 (Providing for Further Training of Government Employees), Americans with Disabilities Act and the E-Government Act of 2002, (42 U.S.C. 112101) and the E-government Act of 2002 (44 U.S.C. 3501).

Purpose: To enroll students for National Conservation Training Center (NCTC) hosted programs.

Routine Uses: The information on this form may be used by program leaders to contact those selected for the NYCALC program. Information may be disclosed to the Department of Justice (DOJ), a court, adjudicative or other administrative body, the fiscally sponsoring organization or agency of the student, a party in litigation before a court or adjudicative or administrative body; or any DOI employee when represented by DOI or DOJ for legal proceedings or as required by law pursuant to the routine uses identified in the System of Records Notice: DOI Learn, INTERIOR/DOI-16 available at <https://www.doi.gov/privacy/doi-notices>.

Disclosure: Providing the requested information is voluntary. However, failure to provide the information may prevent participation in the program.

PAPERWORK REDUCTION ACT STATEMENT

In accordance with the Paperwork Reduction Act (44 U.S.C. 3501, et seq.), the U.S. Fish and Wildlife Service collects information to assure the health and safety of participants while on site at the National Conservation Training Center for the Congress. Your response is voluntary and we will not share your response publicly. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB Control Number. OMB has reviewed and approved this information collection and assigned OMB Control Number 1018-0176.

ESTIMATED BURDEN STATEMENT

We estimate public reporting for this collection of information to average 20 minutes, including time for reviewing instructions, gathering and maintaining data and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of the form to the Service Information Clearance Officer, Fish and Wildlife Service, U.S. Department of the Interior, 5275 Leesburg Pike, MS: PRB (JAO/3W), Falls Church, VA 22041-3803, or via email at Info_Coll@fws.gov. Please do not send your completed form to this address.