

Society of American Foresters
Working Group Officer Handbook



Forest Science and Technology Board
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FOREWORD

The success of our Society of American Foresters is largely dependent upon members' volunteer efforts. This is especially true of SAF's Science Program in which WG Officers play key roles. A vital Science Program requires Working Group Officers who are knowledgeable about their responsibilities and are committed to meeting them.

The Forest Science and Technology Board developed this Handbook to provide Working Group Officers with information useful in meeting their responsibilities. The Handbook incorporates information from several sources into one document for easy access. We hope you find it helpful as you pursue your WG goals.

The April 2009 Handbook is the most current version of a dynamic document that can be improved in future revisions. Comments from those of you who use it will be most helpful in continued improvements. Please give your thoughts and suggestions to any Board member or forward them to the Director, Science and Education at the SAF National Office in Bethesda, Maryland.

SAF MISSION STATEMENT

The Society of American Foresters (SAF) is the national scientific and educational organization representing the forestry profession in the United States. Founded in 1900 by Gifford Pinchot, it is the largest professional society for foresters in the world. The mission of the Society of American Foresters is to advance the science, education, technology, and practice of forestry; to enhance the competency of its members; to establish professional excellence; and, to use the knowledge, skills, and conservation ethic of the profession to ensure the continued health and use of forest ecosystems and the present and future availability of forest resources to benefit society. SAF is a nonprofit organization meeting the requirements of 501(c)(3). SAF members include natural resource professionals in public and private settings, researchers, CEOs, administrators, educators, and students.

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1 FOREST SCIENCE AND TECHNOLOGY BOARD

1.1 MISSION

The mission of the Forest Science and Technology Board (FS&TB), Subject Areas (SA), and Working Groups (WG) is to provide the Society an effective means for identifying science needs, identifying new and emerging science, technology transfer, on-the-ground applications of science and technology, interfacing with scientists and practitioners from allied fields and professions dealing with forest resources, and identifying and engaging in social and political issues related to forest science and forest resource management.

1.2 OBJECTIVES

The FS&TB with the WGs will jointly develop guidelines for governing WG programs and activities.

The FS&TB will provide leadership in the SAF science program by:

1. Helping WGs achieve their objectives in the dissemination and use of forest science;
2. Providing Council with information and opinions on current and emerging science and technology issues, the adequacy of the science component of draft policies and position statements, the development or review of science publications and communications, and other science matters;
3. Providing the Directors and staffs of SAF's Field Services, Policy, Meetings and Conventions, and Publications Departments with information or assistance on science and technology matters as requested; and
4. Providing the House of Society Delegates with assistance to help strengthen the science base of State Society programs and activities.

1.3 FOREST SCIENCE AND TECHNOLOGY BOARD STRUCTURE

The FS&TB is composed of a chair, a representative of each of the Subject Areas, and three Regional Representatives (RScR).

The current Subject Areas are:

- A-Resources Measurements
- B-Forestry Systems
- C-Ecology and Biology
- D-Management and Utilization;
- E-Decision Sciences
- F-Social and Related Sciences

The current Regions coincide with the regions for the three SAF journals of applied forestry (http://www.safnet.org/images/SAF_JAF_regions.gif):

- Northern – Allegheny SAF north to New England SAF and west to the Great Plains and Minnesota SAFs
- Southern – Appalachian and Kentucky Tennessee SAFs south and west to include Texas and Ouachita SAFs
- Western – Dakotas, Colorado/Wyoming and Southwestern SAFs west to Alaska and Hawaii SAFs.

The president appoints the Chair of the FS&TB, with consultation from the FS&TB, to serve a term of two calendar years commencing on odd-numbered years. The Chair shall not be a representative of a Subject Area during the term as Chair.

Representatives of Subject Areas are elected by the elected officers of the WGs within each SA for a three-year term. Terms of the SARs shall be staggered, with two SARs elected each year. SARs shall not serve concurrently as officers of WGs; however, it is highly desirable that the SAR has been a WG officer. SARs cannot serve consecutive terms or be elected for more than two terms.

The Regional Science Representatives (RScR) are appointed by the president, with consultation from the Forest Science and Technology Board, to serve a three-year term. Terms of RScRs shall be staggered with one appointed each year. RScRs are nominated by state and multi-state chapters to represent the diverse geographical science issues. RScRs shall not serve concurrently as officers of WGs. RScRs cannot serve consecutive terms or be elected for more than two terms.

The election sequence is:

- A-Resources Measurements and E-Decision Sciences SARS, Northern RScR
- B-Forestry Systems and D-Management and Utilization SARS, Southern RScR
- C-Ecology and Biology and F-Social and Related Sciences SARS, Western RScR

1.4 FUNCTIONS AND RESPONSIBILITIES

The FS&TB was established to facilitate communications between the members and the Society through the mechanism of the WGs. It also has direct liaison with the Policy Committee and State Societies. The Chair will, in a nonvoting capacity, attend Council meetings and participate in Council discussions with the exception of those requiring executive session. The Board shall submit a report on its activities and recommendations to the Council at least annually. The Board meets at the time of the Society's annual meeting and at other times as may be needed. The FS&TB with the WGs is able to develop programs and activities.

These activities include:

- a. Provide Council with its considered views on current and emerging science and technology issues; review science content of Task Force reports and WG or State Society policy statements.
- b. Encourage WG programs that include holding conferences/workshops and maintaining communication and outreach by regularly posting WG News.
- c. Encourage the development of a strong Science & Technology section in *The Forestry Source* with featured articles and news briefs on what is new and exciting in forest science and technology.
- d. Assist in planning the SAF Annual Convention by contributing to development of the science and technology content of the program through plenary sessions, WG technical sessions, and technical field workshops.
- e. Initiate and develop special projects, publications, and conferences.
- f. Recommend nominees for the National Science Awards: Barrington Moore Memorial Award, Technology Transfer Award, and SAF Award in Forest Science.
- g. Work to ensure that the SAF is broadly recognized as the authoritative, collective voice for forest science in the United States.

1.5 SUBJECT AREA REPRESENTATIVES

SARs provide leadership and direction for the development, dissemination, and use of forest science to achieve the Society's mission.

Responsibilities of the SARs include, but are not limited to, the following:

- a. Participate in FS&TB meetings each year.

- b. Develop FS&TB goals and implement action plans.
- c. Assist in preparation of FS&TB information for the Council and staff.
- d. Recommend Barrington Moore Memorial Award, Technology Transfer Award, and SAF Award in Forest Science recipients to the Council.
- e. Provide guidance on the funding of SAF national science programs.
- f. Identify and review science and technology issues as they relate to the SAF mission including forest policy issues.
- g. Maintain communication with and act as advisors to the Executive Vice President and other members of the National staff, Council, and State Societies, Committee on Forest Policy concerning science and technology issues affecting the SAF.
- h. Assist in the study of forestry issues by acting as advisors on scientific matters to the Council, State Societies, state science and technology chairs, committees, and task forces.
- i. Identify potential members for task forces and study groups.
- j. Review SAF and external reports, as requested, and make recommendations regarding their scientific merits and adequacy.
- k. As designated by the FS&TB Chair, represent the FS&TB at SAF or related functions and with other professional organizations.
- l. Communicate and coordinate with the officers and members of the WGs and State Societies regarding pertinent issues and provide them information and direction about the actions, services, and policies of the national organization.
- m. Communicate recommendations of WGs to the full FS&TB.
- n. Annually review the performance of the WGs and take steps to improve their performance.
- o. Provide recommendations the appointment of WG officers to FS&TB chair when vacancies occur before expiration of the term of office.
- p. Be familiar with the SAF policy and position taking procedures (SAF Bylaws II-D) and ensure that any WG or Board involvement in forest policy issues reflects these procedures.

1.6 REGIONAL SCIENCE REPRESENTATIVES

The RScRs are full members of the FS&TB.

Responsibilities of the RScRs include, but are not limited to, the following:

- a. Work closely with state and multi-state science & technology committee coordinators
- b. Establish and chair a regional science committee as deemed appropriate
 - i. address emerging scientific needs of practitioners,
 - ii. facilitate technology transfer,
 - iii. identify and prioritize research needs,
 - iv. identify and implement program needs for professional meetings, and
 - v. network with allied organizations and groups to identify and build on common ground related to science issues
- c. Facilitate and coordinate regional science workshops, conferences, or symposia at regional, state, and local levels
- d. Work with state and multi-state chairs on scientific topics, concerns, etc.

- e. Participate in and represent regional science interests at all FSTB conference calls and meetings
- f. Chair or serve on various committees within FSTB

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2 NATIONAL SCIENCE AWARDS

Each year, the Society of American Foresters provides the opportunity for its members to recognize contributions to forestry science and technology through the National Science Awards. Any SAF member submits nominations annually to the FS&TB for its review and recommendations. After a thorough evaluation of the documentation and the award criteria, the Board submits its recommendations to Council for approval. The nomination criteria, forms, full award descriptions, submission requirements and selection process are contained on the **ABOUT SAF** section of the SAF website (<http://www.safnet.org/who/nationalawards.cfm>).

Many times, the nominees are all worthy of the award and their nominations will automatically be carried over to the following year. When nominations are carried over, the nominator will be given the opportunity to update the nomination package before it is reconsidered. If no nominees are received, or if none of the nominees meet the requirements for the award, the award may not be granted that year.

2.1 BARRINGTON MOORE MEMORIAL AWARD

Barrington Moore was a prominent member of the first generation of American foresters. In 1914 he published a comprehensive article on "*Forestry in America as Reflected in the Proceedings of the Society of American Foresters*," in which he not only summarized the content of each article but also offered incisive comments as to its strong and weak points. These comments also reflect his growing interest in research, with particular reference to the establishment of a sound biological basis for the practice of forestry.

The Barrington Moore Memorial Award recognizes outstanding achievement in biological research leading to the advancement of forestry. The recipient need not be a member of the Society. Presented annually, the award consists of an engraved plaque in the shape of the SAF shield and a \$1,000 cash honorarium.

2.2 TECHNOLOGY TRANSFER AWARD

Instituted in 1985, the Technology Transfer Award recognizes outstanding achievement in technology transfer, implementation and extension by a Society of American Foresters member as evidenced in the recipient's career or involvement in SAF WG/ Science Program activities. Enhancing the practice of forestry that is based on good science is a fundamental principle of SAF. Technology transfer is critical to assuring that sound technical information becomes available to those concerned with the management and conservation of forest resources. Presented annually, the award consists of an engraved plaque and a \$1,000 cash honorarium.

2.3 SAF AWARD IN FOREST SCIENCE

SAF Award in Forest Science recognizes distinguished individual research in any branch of the quantitative, managerial, and/or social sciences leading to the advancement of forestry. The recipient need not be a member of the Society. Presented annually, the award consists of an engraved plaque in the shape of the SAF shield and a \$1,000 cash honorarium. Since 1954, SAF had one science award, the *Barrington Moore Memorial Award*, which recognizes "distinguished individual research in any branch of the biological sciences that has resulted in substantial advances in forestry." In order to recognize outstanding research in sciences other than biology, the Forest Science and Technology Board proposed a new award be established. Council approved the SAF Award in Forest Science in December 1996.

2.4 FS&TB OUTSTANDING WORKING GROUP

In addition, the FS&TB may recognize the WG contributions to the SAF science and technology programs through their annual accomplishments. The award is based working group accomplishments described in the working group's annual report.

2.5 FS&TB STUDENT POSTER AWARDS

In 2001, the FS&TB established a Student Poster Award to encourage graduate students to present their research as posters at the SAF National Convention. Initially the winners were presented a modest cash award. The program is evolving to include publication of the research in the Journal of Forestry and other forms of recognition.

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3 NATIONAL OFFICE STAFF SUPPORT

3.1 DIRECTOR, SCIENCE AND EDUCATION

The primary staff support for the FS&TB and WGs at the SAF National Office is the Director, Science and Education. This person has overall responsibility for science programs, forestry school accreditation and recognition programs, and various aspects of continuing education. Working closely with the Meeting and Conventions Department, the Director, Science and Education supports the SAF science and technology program in a variety of ways.

3.1.1 SAF Annual Convention

The Director, Science and Education serves as SAF National Office staff liaison to the WGs for Convention activities such as the concurrent science and technical sessions, technical field workshops, and professional development workshops. The Director, Science and Education is the staff liaison to the SAF Committee on National Convention Programs with responsibility for:

- a. Implementing the call for presentations, including coordination of peer review process and publication of proceedings;
- b. Assisting with the development of the concurrent science and technical sessions and poster program;
- c. Assisting with the development of technical field workshops;
- d. Overseeing the development of convention science and technical program information for promotional materials;
- e. Coordinating with Conventions and Meetings staff to ensure needed information exchange with concurrent session presenters, including providing guidelines, confirming participation, obtaining biographies and other needed information, and ensuring appropriate follow-up correspondence; and
- f. Organizing the proceedings of the science and technical programs.

3.1.2 Regional and Technical Conferences and Meetings

The Director, Science and Education is the staff person with the primary responsibility for assisting with the development of regional and technical conferences and meetings. Staff assistance includes the discussion of ideas and issues that have surfaced at the regional or national level, assistance with the development of the technical content of the program, including management of any calls for papers, contacting speakers, handling meeting registration and logistics and preparing a proceedings.

3.1.3 Working Group Activities

The Director, Science and Education coordinates FS&TB and WG activities such as elections, annual reports, work plans and awards.

3.1.4 Working Group Websites and Internet Programs

The Director, Science and Education assists with posting items on the working group news at the request of the working groups and helps the working group officers maintain their websites. The Director, Science and Education is responsible for working with the website coordinator and other staff to implement FS&TB and WG recommendations for improvements to the website and for looking for opportunities to use the Internet to further the implementation of SAF science programs.

3.1.5 Technical Financial Support

The Director, Science and Education is responsible for administration of the SAF Science Fund and implementing the travel grant program of the Forest Science and Technology Board. Receives requests for Board approval, the monitors the use of the SAF Science Fund and assists with travel grants for SAF National Convention speakers.

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4 WORKING GROUPS

4.1 MISSION

The mission of the FS&TB and WGs is to provide the Society with an effective means to facilitate the dissemination, discussion, and application of forest science.

4.2 OBJECTIVES

The WGs, with involvement of the FS&TB, will provide leadership in the SAF science program by:

1. Disseminating and using forest science and technology to enhance the competence and scientific understanding of SAF members, to enhance the disciplines of forest science, and to address the science component of current forestry issues;
2. Providing experts, reviewers, and technical comments, either voluntarily or as requested by the Board, to provide Council with information and opinions on current and emerging science and technology issues, the adequacy of the science component of draft policies and position statements, the development or review of science publications and communications, and other science matters;
3. Developing, evaluating and presenting science and technical sessions and workshops, especially cross-working group or interdisciplinary programs, aimed at understanding the management, conservation, and policy development of forest resources at the SAF National Convention;
4. Developing and presenting national or regional workshops;
5. Participating with State and Multi-State Societies in enhancing the use of science and technology in their professional activities and programs;
6. Undertaking special projects aimed at enhancing, communicating, or using forest science; and
7. Providing other professional organizations, decision makers, and the public with information on SAF's science program and other science matters.

WG officers may find useful the following list of WG objectives and activities from past years:

- Establish specific, concrete goals for the WG to achieve.
- Establish liaison with associated WGs and with other professional societies.
- Seek new and innovative ways to involve WG members and others in exchange of information about new technology, including forest policy issues where science is an important component.
- Identify areas of needed research and recommend means of initiating them.
- Design action projects for possible financial support of the FS&TB or through outside sources.
- Prepare suitable synthesis publications, periodic "state-of-the-art" articles, and other pieces for the *Journal of Forestry*, the regional journals, and *The Forestry Source*
- Keep the literature in the WG field up-to-date by publishing book reviews in the *Journal of Forestry* and publicizing references and other current literature on your Working Group News website.
- Determine and publicize career opportunities.
- Compile appropriate directories, bibliographies, laws, or other compilations needed by the WG or the Society.
- Develop positions on science and technology issues.

4.3 MEMBERSHIP

All SAF members are eligible to be WG members. Members may select, renew, or discontinue participation in a WG at any time. WG selections may be made by contacting the National Office.

All members are urged to participate in the programs and meetings of the WGs they have chosen. The level of interest and participation desired can be shown on the annual membership dues statement by indicating one of the following levels:

- 1 - Serve as a working group officer
- 2 - Assist Officers in developing technical sessions, articles for SAF publications or serving as a speaker or discussion leader
- 3 - Participate in policy statement development
- 4 - Participate in media relations as an expert in this field
- 6 - Not specified

4.4 SELECTION OF WORKING GROUP OFFICERS

The FS&TB will provide procedures for the identification of working-group officers.

4.5 OFFICERS AND RESPONSIBILITIES

The chair and chair-elect of each WG comprise the governing body and primary contacts for the WG. They serve two-year terms beginning January 1 of odd-numbered years. The chair-elect will serve two years as chair-elect followed by two years as chair.

The chair (or the chair-elect in the chair's absence) presides at all meetings of the WG. The chair and chair-elect may themselves plan programs for such meetings, arrange for workshops, field trips, seminars, or other projects, or may delegate such functions to Committees or specific members of the WG. When the chair's term of office expires, any files or records received or developed during the term of office should be sent to the incoming chair.

If, in the view of the FS&TB, officers fail to meet their responsibilities, they may be replaced.

4.5.1 Chair

The Chair, as the principal officer, has responsibilities that include, but are not limited to:

4.5.1.1 Leadership

Provide leadership in developing, or in re-affirming, a specific program of activities that meets the needs and interests of WG members, and provides communication and education in forest science and technology.

4.5.1.2 Program

Program components should include:

- a. File an annual action plan with your SAR (with copy to SAF National Office), by December 31 of each year.
- b. Submit an annual activity report on the WG program for the previous year to your SAR, with copy to SAF National Office, by December 31. Include a listing of WG appointments and members of the WG nominating committee.
- c. New and innovative ways of involving and communicating among WG members and others in the exchange of information about new science, technology and resource issues within the purview and interests of the WG. These may include activities such as workshops, conferences, seminars, meetings, and field trips.
- d. Special projects responsive to membership, WG, or FS&TB needs.
- e. Postings to the WG News periodically and contributing news items or science briefs to *The Forestry Source*.
- f. Assist the Committee on Forest Policy in developing and reviewing SAF position statements and initiate and develop position statements in accordance with follow procedures outlined in the SAF Bylaws Section II-D.
- g. Manage WG funds according to SAF standards.

4.5.1.3 Convention

- a. Organize, or cosponsor with another WG, a science and technical session program and/or field trip.
- b. Participate in the annual WG Officer Workshop at the SAF National Convention.

- c. Hold a Business Meeting at the SAF National Convention to inform members and obtain their input on WG programs and activities.

4.5.1.4 Subject Area Representatives

- a. Keep SAR informed on programs and projects.
- b. Participate in the nomination and election of the SAR.

4.5.2 Chair-elect

The chair-elect shall assist the chair, perform such activities as assigned by the chair, and serve as:

- a. Program committee chair for the technical session and field workshops for the SAF National Convention, and
- b. Chair the WG nominating committee and awards committee, or appoint committee chairs.

4.5.3 WG Officers Action List

January 1	New WG Officers Take Office Working Group Nominating Committees Appointed
February 14	Convention Program Proposals Submitted Online
February 28	National Award Nominations Due: · Barrington Moore Memorial Award · Technology Transfer Award · SAF Award in Forest Science (See http://www.safnet.org/who/nationalawards.cfm for details)
March 1	SAR Nominations: 2009 - Ecology & Biology (C) Social & Related Sciences (F) Send to FS&TB Chair, cc Dir., Science and Education
May	SAR Ballots Sent Out
July	SAR Ballots Due New SARs Notified
August	WG Officer Selections Due New Officer s Notified
October	WG Officer Workshop SAF National Convention
December	WG Annual Report and 2-Year WG Goals Send to SAR, cc Dir., Science and Education

4.6 WG OFFICER WORKSHOP

A joint meeting of the FS&TB, WG chairs and chairs-elect and state science and technology chairs is scheduled each year in conjunction with the SAF National Convention. It is the purpose of this meeting to provide a forum for exchange of pressing business between the WGs and the FS&TB and the State Societies.

All WG officers are strongly encouraged to attend this workshop. The annual convention science and technical sessions and field workshop success is dependent upon your proper understanding of upcoming deadlines and procedures.

4.7 SPECIAL COMMITTEES AND PROCEDURES

WGs may establish committees for a specified length of time to develop programs and address *ad hoc* issues. The WG Chair should send a roster of members to the SAR and SAF National Office.

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4.8 CREATING, RENAMING AND DISSOLVING WORKING GROUPS

4.8.1 Creating Working Groups

Section VII-D of the SAF Bylaws provides for the establishment of WGs to represent communities of interest within the profession. The FS&TB establish WGs "as the need is evident." A member who is interested in creating a new WG should submit a proposal to the FS&TB. The proposal should include a mission statement, an action plan, a list of 20 members who are committed to conduct the business of the new WG including a slate of 10 members who are willing to serve as officers of the new WG, two officers for the first year and two officers for the second year. The FS&TB will respond within 90 days with approval, disapproval or request more information and, if approved, to which SA the new WG will be assigned.

New working groups will be assigned to a subject area based on the best fit between the focus of the subject area and the focus of the working group.

4.8.2 Working Groups Name Changes

Over time, modifications to the WG name may be necessary to reflect new or changing discipline interests. WGs contemplating a name change should:

1. Assess the need for a WG name change, any associated modification in program scope and objectives with WG members either through an announcement on the Working Group News website, a WG technical session, direct email or other suitable public forum or survey.
2. Prepare a written justification to the Board stating the reason for the name change or dissolution, how this will impact the scope and objectives of the WG, and, if known, any impact on existing WGs with related interests.
3. The FS&TB shall accept or deny the request or ask for more information within 90 days of receipt of the request.
4. If the Board acts to approve a WG name change, the SAF staff will take steps necessary to modify the name in all official National Office materials, while officers within the WG will be responsible for all other public notification of the change at the earliest opportunity

4.8.3 FSTB Procedure Regarding Inactive Working Groups

1. A working group that fails to submit an acceptable annual report will go on **probation** for the following year. Another working group may apply to the FSTB to absorb all or part of the subject matter of any working group on probation with the approval of that working group's most recently known officers.
2. Any working group that fails to submit an annual report for two successive years will be declared **inactive**. An inactive working group must apply to the FSTB to be reinstated to a probationary status. Another working group may apply to the FSTB to absorb all or part of the subject matter of any inactive working group without the approval of that working group.
3. Any working group that has been declared inactive for one year will be automatically abolished. Another working group may apply to the FSTB to absorb all or part of the subject matter of any abolished working group at any time.

4.8.4 Dissolving Working Groups

In the event that a WG has become inactive, the chair, the SAR, or FS&TB may initiate its dissolution. A WG may be considered inactive if it fails to nominate a full slate of officers, does not plan a technical session at the SAF National Conventions, does not maintain current information on its web site, or otherwise does not meet the objectives specified for a working group. The initiator shall attempt to contact the most recent officers, and, contact members through the WG web site, *The Forestry Source*, or other means to assess interest in the WG. If dissolution appears to be warranted, the initiator shall submit a written statement to the FS&TB describing the state of the WG. The FS&TB shall act on this statement within 90 days. If the FS&TB votes to dissolve the WG, the SAF National Office staff will take steps to remove the name from all official materials.

4.9 POLICY ISSUES AND POSITION STATEMENTS

Bylaw II-D states, in part, "The FS&TB and WGs may assist in the study of forestry issues by acting as advisors on scientific matters to national task forces or committees. The function of the FS&TB, including SAF WGs, does not include a policymaking or advocacy role on matters of forest policy." Nevertheless, a WG may desire to become involved in policy issues important to them. WGs interested in pursuing forest resource policy issue studies and recommending positions on them should contact the Committee on Forest Policy.

4.10 WG AWARDS PROGRAM

WGs may from time to time recognize outstanding performance of one of its members. The WG Chair will solicit nominations of candidates for awards from WG members. A committee of three WG members will select recipients from the list of nominees. The committee will consist of the Chair-elect and two members appointed by the Chair. Awards may be made at any time but are limited to one per WG per year.

Each WG can establish additional criteria appropriate to its SA and objectives. These criteria will become part of the solicitation for nominations. Notice of awards should be sent to the FS&TB Chair and the Director, Science and Education.

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5 NATIONAL CONVENTION PLANNING

The Society of American Foresters National Convention is the premier forestry professional development event of the year. Each year the Committee on National Convention Programs will develop the theme, format and general program outline of the National Convention with emphasis on pragmatic national and regional issues, Society affairs and subjects of interest or significance to the profession. The composition of the Committee on National Convention Programs is as follows:

Two standing members:

SAF Executive Vice-president
FS&TB Chair

Two General Chairs:

General Chair Current Convention
General Chair Subsequent Convention

Two Program Chairs:

Program Chair Current Convention
Program Chair Subsequent Convention

Four members-at-large (At least 1 SAR and 1 field forester. Serve staggered two-year terms):

SAR	Odd year
Member-at-large	Odd year
Field Forester	Even year
Member-at-large	Even year

Ex officio members:

Designated National Office staff members

Through the members of the Committee on National Convention Programs, the FS&TB provides technical expertise for the Convention. Working with National Office Staff, the FS&TB and WGs oversee the review of submissions, develop technical sessions, and lead development of off-site technical field workshops. A

subcommittee will select concurrent session presentations from proposals generated by the Call for Presentations.

The SAF National Office has the overall responsibility to plan and conduct convention arrangements. The Director, Science and Education serves as staff liaison to the Committee on National Convention Programs. The staff:

- Negotiates the contracts with the hotel or convention center and vendors such as audiovisual contractors and equipment/communication companies.
- Coordinates general session speakers and necessary arrangements for speaker participation at convention.
- Approves scheduling of meetings and room assignments of affiliated groups.

The Director, Science and Education coordinates the overall scientific program, including program content and daily scheduling, ensures needed information exchange with concurrent session presenters, including providing guidelines, confirming participation, obtaining biographies and other needed information, and ensuring appropriate follow-up correspondence and helps coordinate material for convention proceedings.

5.1 SCIENCE AND TECHNICAL PROGRAM - CONCURRENT SESSIONS

The intent of the Science and Technical Program Concurrent Sessions, combined with the Technical Field Workshops, is to share and expand knowledge and skills by providing a forum to present new ideas, promote discussion, and integrate science and technology with the daily practice of forestry. The underlying premise is to provide the nation's highest-quality, multi-disciplinary technical program to attract practitioners, managers, researchers, educators, and decision makers. The technical content should be encourage supervisors, their employees and students to participate in order to gain needed knowledge and build networks.

Presentations for the Science and Technical Program Concurrent Sessions are solicited through a formal Call for Presentations process. Formal announcement of the Call for Presentations coincides with SAF Annual Convention. The Science and Education Department coordinates the Call for Presentation, including peer review process on behalf of the Chair of Committee on National Convention Programs. The Director, Science and Education serves as the lead contact for production of Call for Presentations and the National Office staff liaison to the WGs for convention activities. The Director, Science and Education also serves as staff liaison for professional development workshops.

As communities of interest, SAF WGs are the fundamental units of SAF's Science and Technology Program. Concurrent session proposals submitted by each WG, in addition to any technical field workshops, are given preference. WGs submitting multiple proposals are asked to prioritize their submissions.

Presenters are encouraged to contact the WG Officers to learn about their session content. Proposal submitted through the Call for Presentations will be shared with appropriate WG Officers.

A wide range of session formats is available to presenters. The formats may be used in combination for a more interesting and effective presentation. At times, the Committee on National Convention Programs may decide to feature a particular aspect of forestry. Submissions on all topics of relevance to the science, education, technology, or practice of forestry are considered. Participation by professionals in related fields is encouraged to give a full perspective and balanced discussion of relevant issues and topics.

WG volunteers review proposals, rating them for relevance, timeliness, quality, consistency with the theme and originality. WG volunteers may assist the Committee on National Convention Programs select concurrent session presentations from proposals generated by the Call for Presentations and the format of the overall convention program.

To encourage participation, SAF offers a limited number of travel grants (generally up to \$300 U.S.) to accepted speakers. SAF cannot guarantee that all presenters applying for support will receive it. WGs should take steps to secure other funds, especially for international speakers.

5.2 TECHNICAL PROGRAM - TECHNICAL FIELD TOURS

The intent of the technical field tours is to complement the concurrent sessions and themes. Technical field tours may be practical applications of lessons learned from the technical sessions or stand-alone experiences. The tours are required to be cost self-sustaining programs.

As part of the overall responsibility for conducting the convention, SAF National Office negotiates the contracts with the transportation companies and food vendors. The State Society, where the convention is being held, forms the local Arrangements Committee. The Arrangements Committee works with and at the direction of National Office Staff to implement specific arrangements and coordination of the SAF Annual Convention including the technical field tours. If a WG does not have a local member who can manage these tours, Arrangements Committee will take that responsibility.

As the National Office Staff liaison to the WGs for convention activities, the Director, Science and Education supports the scientific program including technical field tours.

Appendix L contains a "Technical Field Tour Planning Sheet."

5.2.1 Future Conventions

The date of future SAF Annual Conventions can be found on the SAF website by going to <http://www.safnet.org/convention/future.cfm>.

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6 EVENT PLANNING

WGs play an important role in the organization and conduct of SAF technical conferences. Such conferences are intended to increase opportunities for attendance and participation by SAF members. Technical conferences are envisioned as high caliber sessions of either regional or national scope. They are perceived as having certain attributes that may equal or exceed technical sessions at the National Convention. For example, regional technical conferences can better address topics of regional significance. Problems can be discussed and solutions explored by participants and attendees generally familiar with the regional implications of the conference subject. Technical conferences may also focus on national or international topics, utilizing speakers of national status, thereby bringing a broader technical perspective.

6.1 SUPPORT FOR WG CONFERENCES

Many WGs are experienced in the developing and presenting internationally recognized programs and can provide assistance to those with less experience. Appendix C contains a listing of some of the considerations for the development of a meeting structure.

The SAF National Office is able to provide support in many of these areas to make the planned conference operate smoothly and to allow the WG members to concentrate on the technical program. The goal is to provide an effective process that will serve as a partnership between the WGs and the National Office when planning conferences. Working together, we can show case the scientific and technical knowledge of the profession; engage members in the process; solicit new SAF members; create additional opportunities for professional development and establish SAF as the premier authority in forestry related topics.

There are two important considerations when requesting these services.

1. All staff time, travel, and other costs associated with the service are to be included in the conference budget to be offset by conference revenue. Contact SAF National to discuss costs associated with these services.
2. Requests for services should be made by July 1 of the year preceding the conference so that they can be included in the National Office work plan and budget for that year.

Services include but are not limited to:

Budgeting. Counsel and advice on preparing a conference budget.

Site Selection. Through our contacts with the hotel chains and convention and visitors bureaus, we can help you find an appropriate site and facility. Services would involve preparing a request for proposal, site inspections, analysis of the proposals, and recommendation of a site and facility.

Contracting for Services. Contracts review.

Registration Services. Conference registrations and payments can be sent directly to the National Office where they will be entered into our computer system with the payments credited to the conference account. Outputs include nametags, meal or other event tickets, registration lists, and financial reports.

Marketing. We can provide mailing labels sorted by various categories; brochure design services; and ads in the *Journal of Forestry*, *The Forestry Source*, and/or regional journals.

National Office support is most effective when there is a significant amount of lead-time. It is suggested that a WG contact the SAF Director, Science and Education about 18 months prior of the conference date.

6.2 GUIDELINES FOR SAF SPONSORSHIP OF EVENTS

Society of American Foresters (SAF) is recognized as the primary professional forestry organization in the United States. SAF is often asked to sponsor meetings and activities organized by other organizations and individuals. The use of the SAF name represents an endorsement of forestry and natural resources programs, and is a potential source of attendees. The SAF Sponsorship Proposal Form (Appendix D) was developed to provide a mechanism for a consistent systematic review of such requests and identify criteria that should be used to evaluate and determine whether or not to approve sponsoring such meetings.

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7 WG FINANCES

Since the Society has only modest funds to assist WG activities, WGs are encouraged to generate their own funds whenever possible.

7.1 WG ACCOUNTS

WG Officers should be aware that it is not appropriate for them or others representing WGs to establish bank accounts for the purpose of depositing WG funds. This restriction is necessary because of provisions in the SAF Constitution and Bylaws and the legal requirement to have all Society related funds reviewed through centralized, audited records. Failure to follow this policy can put the Society at risk of legal prosecution for not adequately documenting and monitoring its financial status as a 501(c)(3) non-profit organization. A WG needing to maintain revenues from conferences, publications, or other activities should coordinate with the Director, Science and Education at the National Office.

7.2 SAF SCIENCE FUND

The SAF Science fund was established in 2003 to support SAF Working Groups in the development and dissemination of scientific findings and new technology, for foresters and other natural resource professionals, to facilitate science-informed management.

7.2.1 Goals:

The specific goals of the Science Fund are to:

1. Conduct and/or support forestry research,
2. Conduct and/or support continuing education activities and the transfer of knowledge, and
3. Promote collaboration and relationships with other SAF entities and external groups.

7.2.2 Project Ideas:

Project proposals must meet at least one of the goals of the Science Fund. Specific projects could include, but not be limited to, the following examples:

- Forestry Research - Examples include graduate student funding, identification of research needs, prioritization of research needs, literature reviews, and seed money to collect preliminary data to develop a larger proposal.
- Continuing Education - Examples include conferences, publications, panels at Convention, "special issues" of the JOF and regional journals, workshops, and website postings.
- Collaboration - Examples include joint conferences, development of a directory of potential research collaborators by subject area, and development of a list of SAF members willing to respond to outside inquiries related to their area of expertise.

7.2.3 Types of Awards:

Awards may be:

- Loans up to \$5,000
- Regular grants up to \$2,500
- Special grants up to \$5,000

7.2.4 Deadlines:

Proposals will be reviewed twice per calendar year. Proposals must be submitted by February 15 in order to be considered during the first review period of the year. Proposals must be submitted by August 15 in order to be considered during the second review period of the year..

Loans will be repaid to the Science Fund within 1 year at an interest rate of 3%.

7.2.5 Criteria, Proposal Format, and Procedures

See the Science Fund Grant Program Application (<http://www.safnet.org/workinggroups/scifund.cfm>) for complete information including criteria, proposal format, and procedures.

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8 WG PUBLICATIONS

WG publications may include Forestry Professional Section on the SAF website, terminologies, conference/workshop proceedings, special issue reports, or contributions to the science page of *The Forestry Source*. Any other WG publications should be coordinated through the FS&TB.

8.1 FORESTRY PROFESSIONAL SECTION

The Forestry Professional Section has been developed to provide SAF members with current and useful information. This area of the SAF website is organized by topic. WGs will have the opportunity to post technical information and news items as they occur.

8.2 THE FORESTRY SOURCE

The Forestry Source, the newspaper of the Society of American Foresters, is an excellent venue for WG officers to share timely forest science news with the entire SAF membership. It complements the *Journal of Forestry* and the WG presence on the SAF website.

Of particular interest to officers of the SAF science program is the “Science and Technology” department. It’s earmarked for news about the latest happening in forest science research and technology. The department includes timely articles about research studies and conferences, workshops, and symposiums, and WGs activities.

The quality of the science content in *The Source* is dependent on the input of WGs. Contact *The Source* with tips, leads, press releases, articles, and any other information about current forest science research that you can provide.

8.3 SPECIAL ISSUE REPORTS

The FS&TB and WGs may assist in the study of forestry issues by acting as advisors on scientific matters to national task forces, committees, or on behalf of the WG members in special WG reports. However, should WGs become involved in issues of policy, this function does not include a policy-making or advocacy role. .



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APPENDIX A: SAF SUBJECT AREAS AND WORKING GROUPS



Society of American Foresters Working Groups

<u>Subject Area</u>	<u>Code</u>	<u>Working Group Title</u>
(A) Resources Measurements	A1	Inventory
	A2	Remote Sensing & Photogrammetry
	A3	Biometrics
	A4	Geographic Information Systems
(B) Forestry Systems	B1	Nonindustrial Private Forestry
	B2	Urban & Community Forestry
	B3	International Forestry
	B4	Agroforestry
(C) Ecology and Biology	C1	Forest & Range Ecology
	C2	Soils
	C3	Water Resources
	C5	Wildlife & Fish Ecology
	C6	Physiology
(D) Management and Utilization	D1	Forest Genetics & Tree Improvement
	D2	Silviculture
	D3	Forest Production & Utilization
	D4	Fire
	D5	Forest Entomology & Pathology
(E) Decision Sciences	E1	Economics, Policy & Law
	E2	Land Use Planning, Organization & Management
	E3	Bioenergy, Climate Change & Carbon
	E4	Management Science & Operations Research
	E6	Sustainability & Forest Certification
(F) Social and Related Sciences	F1	Wilderness Management
	F2	Recreation
	F3	Outreach & Education
	F4	Human Dimensions
	F5	Philosophy & History

04/07/09

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APPENDIX B: Bylaws of the Society of American Foresters

Article VII Forest Science and Technology

ARTICLE VII FOREST SCIENCE AND TECHNOLOGY

VII-A Mission

The mission of the Forest Science and Technology program is to provide within the Society an effective means for identifying science needs, identifying new and emerging science, technology transfer, on-the-ground applications of science and technology, interfacing with scientists and practitioners from allied fields and professions dealing with forest resources, and identifying and engaging in social and political issues related to forest science and forest resource management.

VII-B Forest Science and Technology Board

The Forest Science and Technology Board shall be established to direct the implementation of the Forest Science and Technology program. The Board shall be composed of a chair, a representative of each of the subject areas, and representatives of various geographic regions.

VII-C Science and Technology Dissemination

Each state, multistate, or intrastate society may appoint a science and technology coordinator for a two-year term beginning January 1 of odd-numbered years. A science and technology coordinator may be reappointed a total of two consecutive terms.

The science and technology coordinator will work with the Forest Science and Technology Board to the identified emerging issues and society membership needs in forest science and technology.

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APPENDIX C: PLANNING A CONFERENCE OR OTHER EVENT

Planning a Conference or Other Event

The following IUFRO recommendations for planning a conference were adapted for use by SAF WGs.

Conference Chair

- 1. Accept primary responsibility for the conference and for its ultimate success.**
- 2. Duties before the Conference**
 - Contact SAF National Office Call regarding partnership
 - Call meetings of the Conference Committee at timely intervals.
 - Guide and administer activities of the Conference Committee.
 - Inform appropriate people of progress.
 - Develop and review the proposed budget and financial arrangements.
 - Decide the number of complimentary registrations to be granted and advise recipients and the local Arrangements Chair of the names of the designated individuals.
 - Prepare official functions with assistance of the local Arrangements Chair.
 - Arrange for special presentations at official functions.
 - Issue appropriate invitations well in advance for official functions and appoint someone to handle special participants.
 - Obtain information about subsidiary meetings scheduled around the conference and provide details to the local Arrangements Chair.
 - If desired, appoint a Conference Evaluation Committee to report after the conference.
- 3. Duties During the Conference**
 - Represent organizers at the opening and closing sessions and at official functions.
 - Preside at meetings of the Conference Committee.
- 4. Duties After the Conference**
 - Thank the sponsors, host, and special participants.
 - Prepare a final statement of finances and reports summarizing and evaluating the conference.

Technical Program Chair

- 1. Accept the primary responsibility for the technical program and study tours--the single, most important activity of any conference.**
- 2. Establish the format of the technical program after analyzing the desired purpose and characteristics of the conference.**
 - Solicit suitable presentations at the conference in liaison with the sponsors.
 - Prepare timetables for sessions of the conference and for study tours.
 - Prepare and distribute a call and instructions for presentations, for preparing audio-visual materials, and for poster presentations.
 - Arrange for review of manuscripts, posters, and visual aids for acceptability. (An editor may be appointed if a proceeding is to be published.)
- 3. Report periodically to local Arrangements Chair and Board on progress of the technical program.**
 - Advise the local Arrangements Chair of the names of presenters, their organizational affiliations, and their addresses.
 - Appoint and inform chairmen and technical reporters for sessions of the conference.
 - Arrange for previews of sessions and for instructional meetings for session chairmen and presenters.

4. **Arrange through local Arrangements Chair for producing conference documents, reports, and recommendations required for the technical program.**
If reprints are to be provided, send properly prepared manuscripts to local Arrangements Chair by the deadline.
5. **Inform local Arrangements Chair regarding study tours; participate in selecting knowledgeable, experienced individuals to organize and lead such tours.**
6. **Evaluate the technical program after the conference.**

Local Arrangements Chair

1. **Arrange for all Non-technical Aspects of the Conference**
2. **Prepare a checklist specifying all arrangements and procedures of the conference and distribute copies to the Conference Committee, to the hotel(s), and to all who are arranging services.**
3. **Arrange all necessary personnel, service, material, and equipment required for the conference.**
4. **Manage Finances**
Contact SAF National regarding Prepare a budget and financial plan in liaison with the Conference Chair.
Appoint a treasurer and auditors for the conference, if necessary.
Arrange for appropriate bank accounts and banking facilities, including exchange of foreign currency.
Prepare and distribute statements of income and expenditures to appropriate conference officials and sponsors.
Approve all bills or invoices relating to expenditures and transmit them for payment.
5. **Arrange for Registration and Reception**
Arrange for reception of participants at transportation terminals, hotels, or conference site, as appropriate.
If participants are expected to travel alone from terminals to hotels or to the conference site, then provide details on routes, transfer points, usual costs, monetary exchange, etc.
Arrange for registration before and during the conference.
Prepare preliminary, intermediate, and final lists of participants.
Provide information desk, message boards, signs, nametags, and direction to postal, banking, and health services.
6. **Arrange for Facilities**
Obtain and assign rooms and spaces for conference activities.
Arrange for assistants for each session to help the Chair and to handle door, equipment, and messages.
Acquire and provide assistants or instructions for use of equipment and services required for each activity of the conference.
Arrange menus for group meals.
Arrange for conference receptions and hospitality.
Prepare statements to hotel(s), restaurant(s), transportation, and other vendors.
7. **Arrange for Accommodations**
Locate and reserve blocks of rooms for participants, preferably at a wide range of prices and close to the conference place.
Either instruct participants on how to reserve housing or operate a housing service.
8. **Arrange for Publicity (A Publicity Chair may be appointed for this purpose)**
Establish liaison with press, radio, and television services.
Supervise all publicity in accordance with a prepared schedule.
Prepare information for news releases.
Arrange for and manage press conferences and interviews.

9. Arrange for Study Tours and Special Programs (A Special Activities Chair may be appointed for this purpose)

Prepare budgets for study tours and special programs (such budgets shall be reviewed and approved by the Conference Chair before any financial commitments are made).

Ensure that costs are kept within the budget and that any significant deviations have prior approval by the Conference Chair.

Operate a registration desk for tours.

Provide appropriate signs, tickets, and gathering places for tours.

10. Report on Conference

Complete reports on conference attendance, accommodations, etc., and send to the Conference Chair.

Evaluate local arrangements after the conference.

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TECHNICAL FIELD WORKSHOP PLANNING SHEET

Objective: To complete all technical field workshop details that will affect the pricing, format and objective prior to publication of these workshops in the Advanced Program.

Background: The marketing plan for the convention registration page to be published in the *Forestry Source*. The supporting documentation and prices for each workshop will be on the web page. The documentation represents the research from the tour leader and any points below that may affect the pricing. The write-up also is used as a marketing tool that “sells” the workshop.

Planning

- Write a tour objective.
- Plan a rough itinerary.
- Seek help or research from the Technical Workshop Liaison in NY State
- Determine a start and completion time.
- Maintain the schedule that will enable SAF to price and market these workshops effectively.
- The bus fees are also built on drive time. Attendees plan their departure flights using the published ending time.
- These tours leave downtown in the middle of a workweek. Marshalling this number of buses requires coordination with the downtown officials and the tour company. We must stagger these departure and arrival times.
- Figure out how long the trip will take. Create a draft itinerary.
- Contact the stops. Secure the speakers.
- Group leader is comp and up to 2 speakers.

Points to Consider:

- Unique roads, load bearing bridges or other situations where a full bus is a problem. These workshops are priced based on a best guest number and historical data. If a van is necessary, this affects the price considerably.
 - Are there any admission fees?
 - Are there any additional fees, expenses for speakers?
 - Will there be speakers on the bus?
 - Are there fees associated with them?
 - Are there other food items needed? Box lunch and drinks will be provided. Don't plan lunch other places without putting that into your initial information
 - Is there special equipment required for the attendees? (hiking boots, back-pack, etc)
1. **Discuss any concerns, questions with the local committee liaison and/or with SAF.**
 2. **Supporting write up blurbs are due in time to be edited for the Advanced Program**
 3. **Itineraries are due 1 month from the convention. You need to provide complete addresses and contact personnel for each stop. The tour company will plan the route.**

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WORKING GROUP MEETING GUIDELINES

Contact Terry Clark, SAF's Director, Science and Education, 18 months prior to meeting and review potential dates. Together select several dates that do not conflict with other SAF programs. Together create a preliminary budget.

NOTE: SAF cannot build liquor consumption into their functions. All receptions will be cash bar.

STEP # 1 - DETERMINE A SITE FOR THE MEETING

What area of the country is best? Where are the attendees located and what is the airport accessibility, including airport service and costs. SAF travel agent can offer assistance in obtaining average fares.

- Determine if you want to look at hotels, conference centers or universities
- If you decide on a hotel, what kind of property? (Resort, downtown or suburban properties or one at the airport)
- Call the reservations department at a few hotels under consideration and see what prices they are quoting for an individual sleeping room. Check on line also.

***Rules of the Road:** Generally speaking the more affordable rates are at properties during their off times as compared to the peak times. For example, the off time at a ski resort would be spring and fall; the off time at a downtown and airport hotel would be the weekends.*

STEP # 2 - YOUR HOMEWORK

- Gather the history of the meeting. Where was the meeting last time? Get the name of the place and the dates. If there is no history, use a conservative estimate for planning purposes.
- Based on the SAF schedule, establish a range of dates when you can meet; including the time of the week; a preliminary program including all general and concurrent session; approximate number of attendees and sleeping room that will be occupied; will there be exhibits; what group food functions will be include and when; and who will be the onsite contact to make decisions and sign bills.

STEP # 3 – MAKING YOUR JOB EASIER

- Contact the Convention and Visitors Bureau (CVB) in the selected area. These are complimentary services that can assist with the following:
 - Offering a list of hotels, universities and/or conference centers with addresses in the area, including information and floor plans for these locations.
 - Gathering and marketing any “Hot Deals”. (These are a great indicator of when the off times are in that area).
 - Sending out and collating the Request For Proposals (RFP).
 - Gathering and promoting statistics about airport services and costs.
 - Promoting any leisure opportunities, restaurants and nearby points of interest.
 - Gathering information about any planned expansion or upgrades to the area and/or facilities.
 - Providing information about ancillary services (caterers, bus companies, etc.)
- Fill out a Request for Proposal (RFP) with the CVB. This is usually under the “Meeting” part of the web page, not the “Visitor” area. This gives all properties the same information; save considerable amount of time and allow you to be treated as a customer on your terms.
- If there is no space on the web page for filling out a RFP, leave your name, organization and contact information.

Rules of the Road: You should be assigned a CVB representative. They should contact you within a reasonable amount of time and introduce themselves and get more details.

- Decide if you want the properties to contact you directly, or do they go through your CVB representative, who will assemble the material and give it to you as a unit. Give the properties a timeline when you want all the material. Let them know if you want email or snail mail. Explain your relationship to the SAF National Office and forward them the SAF Contract Guidelines.
- In turn the property will want to know who is involved in the decision making and when that will occur.
- Include any pertinent factors that are critical to the success of the meeting (i.e., must be within one hour of airport, must have van transportation, room rate needs to be within a specific range, etc.)
- Ask for properties to include audio-visual prices, current food and beverage prices; and any rules, regulations and/or policies that support the contract.

STEP # 4 – NARROWING THE FIELD

- Select two or three of the properties to visit. At this point you can ask the CVB representative to set up appointments with their colleagues at the respective properties. You will now be working with the Sales office of the various properties. Ideally it would be best to see the meeting space both empty and when a meeting is in progress.

STEP # 5 – MAKING A DECISION

- Put together some deciding factors: Price (including cost of sleeping room, taxes, food/beverage, ancillary fees, and any transportation fees from airport). Try to assess all properties on the same level.
- Ask yourself - does the property fit the profile of the SAF attendee? Will they be comfortable there? Think of them as the customer and put yourself in their shoes.
- Who else is meeting there during that same time period?
- Are you comfortable with the area? Are things running smoothly? Is the area clean? Are you comfortable with the sales contact at the hotel? Can they answer the majority of your questions?
- Lastly - the property should be eager for the business and have completed the deadlines on schedule. They should agree to the contract guidelines. Your instincts that something is not right are often correct.

NOTE: Once the contract is signed, the meeting will be handed over to the Convention Services Department. You will no longer be dealing with the sales contact. However their ability to answer questions is indicative of the level of training and consistency at the property.

STEP # 6 – SAF NATIONAL’S INVOLVEMENT

- Once you have made a decision, pick a first and second choice. Ask your first choice to forward the contractual information to SAF. Make certain they are aware of the guidelines and agree to all the points. Ask for a copy of the contract and read it.
- SAF hotel contracts go through a three-step process.
 - Initially they begin in the Meetings Department, where they are reviewed and changed. The guidelines will be used as a benchmark.
 - The Sr. Director of Finance and Administration also reviews the contract.
 - The contract is then sent to Executive Vice President’s office. He is the only person within SAF that has the authority to sign hotel contracts.
- You will be apprised of the contract status as the progress develops. Depending on the travel schedule with SAF and the workload of the sales contract, this can take up to two months.

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SAF WORKING GROUP HOTEL CONTRACT GUIDELINES

Hotel needs to obtain written history that relates to this meeting, including pickup report and contact information. This should be sent along with the contract.

Name of the Meeting will be (**SAF Working Group _____ Meeting**)

Contracts should be forwarded to:

Terrance W Clark, CF
Director, Science and Education
Society of American Foresters
5400 Grosvenor Lane
Bethesda, MD 20814
(301) 897-8720 ex 123
(301) 897 -3690 (fax)
www.safnet.org

SAF contracts are signed by:

Michael T. Goergen, Jr.
Executive Vice President and CEO
Society of American Foresters
5400 Grosvenor Lane
Bethesda, MD 20814

(Do not contact Mr. Goergen by phone or email)

CONTRACTS NEED TO INCLUDE THE FOLLOWING:

General Information:

- Use the proper legal name of the hotel in all references, including the signature block. Designate whether corporation or partnership. Designate state or country of organization.
- Contract will not include Food and Beverage attrition.
- Contract will not include sleeping room attrition.
- Indemnification clause that addresses each party.
- Cancellation clause will include option for SAF to rebook within one year without any financial penalty.
- Hotel and SAF will have mutual indemnification for acts of negligence.
- State the union.or non-union status at the property. If union, give date any collective bargaining agreement expires.
- SAF does not book hotels that require a deposit or upfront payments. A direct bill account will be established.
- Any change of ownership or significant construction will be cause for SAF to cancel without penalty

Sleeping Room Information:

- Total sleeping room block daily and as an entity.
- Give SAF credit for all rooms booked, regardless of rate.
- Allow a three-week room cut off for sleeping rooms. After that date, rooms will be accepted at the group rated based upon inventory availability.

Meeting Space:

- Attach function space with preliminary agenda.
- Final agenda will provided six months from date of meeting.

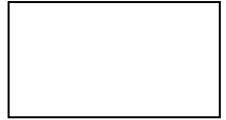
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APPENDIX D: SAF SPONSORSHIP PROPOSAL FORM

SAF Sponsorship Proposal Form

Society of American Foresters
5400 Grosvenor Lane
Bethesda, Maryland 20814-2198
(301) 897-8720

Society of American Foresters (SAF) is recognized as the primary professional forestry organization in the United States. SAF is often asked to sponsor meetings and other activities organized by other organizations and individuals. The use of the SAF name represents an endorsement of forestry and natural resources programs, and is a potential source of attendees. The following information is requested to assist in determining if SAF sponsorship of the proposed program is in the best interest of SAF and its members.



For Internal Use

Attach additional sheets if needed.

ProgramTitle:

Program Organization

Primary Organizer:

Job Title:

Organization:

Street address:

City:

State/Province:

Zip code:

Phone:

Fax:

Email:

What form of sponsorship are you requesting from SAF?

Names and affiliations of additional Organizers and Sponsors:

Who has control over the program content?

Who has financial control?

Will a representative of SAF be invited to serve as a member of the program committee? Yes No

Program Information

Program Dates:

Location:

Objective:

Target Audience:

Minimum attendance?

Anticipated attendance?

Do you plan to request SAF CFE credit hours for the program? Yes No

Program Summary:

Program Information -continued

Speakers:

Logistical Information

Registration Fees:

Fee Includes:

Other Costs:

Benefits offered to SAF members(i.e. reduced registration/hotel/travel fees and other):

Financial Obligations:

Primary source(s) of funds for the meeting:

Direct and indirect costs:

Distribution of Income and Expenses:

Liability Insurance Information:

Has a sponsorship agreement been developed? (Please attach)

Visibility:

How will the SAF name and insignias be used:

Will SAF be provided the opportunity to:

- Disseminate material whether present or not? Yes No
- Display information? Yes No
- Provide signage? Yes No
- Set up a booth? Yes No
- Set up an SAF Store? Yes No
- Publish a proceedings or other publication? Yes No

Evaluation

The information you have provided will be evaluated to determine if it is consistent with the mission of SAF and that it does not conflict with other SAF sponsored meetings and events. SAF will also consider if the proposal is relevant, timely, practical, unique, and cutting edge when arriving at its decision.

EMAIL TO: clarkt@safnet.org

Or mail this proposal to:

Terry Clark, CF, Director, Science and Education
Society of American Foresters
5400 Grosvenor Lane
Bethesda, MD 20814-2198