

Wild Gift Recipient Schedule of Requirements

Note: All requirements must be **RECEIVED ON TIME** by the Wild Gift Executive Director. Submit requirements, unless otherwise noted, to Jenna Ringelheim jenna@wildgift.org. Starred documents may be downloaded from the Wild Gift website, www.wildgift.org. Go to the Wild Gift Recipient Packet portal on the leader network pages to access the documents. Online signature is satisfactory where a signature is required.

Year One:

1. Due by May 10

- ✓ Email acknowledgement (signature) verifying download of Recipient Packet documents, receipt of reading materials and acceptance of the Leadership Action Contract terms.
- ✓ Phone conference with WG Mentor Chair, Carolyn Aldridge (cspeduzzi@aol.com) re Contract development.
- ✓ Your page in the Wild Gift Network – complete with photo (have questions – ask Wild Gift Website guru Pete Land. (pete@tamarackmedia.org))

2. Due by June first

- ✓ Second draft of the Leadership Action Contract. (If the draft is not RECEIVED ON TIME, your fellowship will be forfeited.)
- ✓ Personal and Project Vision Statement
- ✓ Acknowledgement of Risk Form/Deep Wilderness Trek*
- ✓ Copy of Accident or Major Medical Insurance Certificate
- ✓ Submit to Sun Valley Trekking (svtrek@cox.net) the Deep Wilderness Trek Questions Form*
- ✓ Have read the Deep Wilderness Trek Equipment Checklist*
- ✓ Have read the Deep Wilderness Trek Itinerary*
- ✓ Forwarded Travel Reservations for the Trek to Jenna

3. Due by July 15

- ✓ Have read sustainability and wilderness/wildness literature included in Recipient Packet and am prepared to lead discussions thereof.
- ✓ Have read Deep Wilderness Trek Orientation & Responsibilities*
- ✓ Have been in contact with mentor Rick Duff and have COMPLETED online Emergenetics Questionnaire.
- ✓ Have acquired trek equipment and am physically prepared for the trek according to guidance provided by outfitter Sun Valley Trekking.

4. Due by October first

- ✓ Final Contract
- ✓ Trek Evaluation Form.* Your Trek transportation reimbursement will be forfeited if we do not receive your Contract and Trek Evaluation ON TIME.

- Travel Receipt is required for reimbursement (note: for transportation costs incurred to participate in both the deep wilderness and reunion treks, WG provides reimbursement to \$700)
- ✓ Copy of letter to WG Major Donors
 - ✓ DVD disc of Trek Photos

Year Two:

5. Leadership Action Contract Quarterly Evaluations

- ✓ Due Jan 7; April 7; July 7; Oct 7. Next quarter grant disbursements for the project are withheld until the Quarterly Evaluation forms* and mentor conference is completed.

6. Due by August first

- ✓ Acknowledgement of Risk Form/Middle Fork of Salmon Float*
- ✓ Completed and forwarded to Wild Gift ED the Middle Fork Trek Questions Form*
- ✓ Have read Middle Fork Orientation & Responsibilities*
- ✓ Have read the Middle Fork of the Salmon Equipment Checklist*
- ✓ Have read the Middle Fork of the Salmon Itinerary*
- ✓ Forwarded Travel Reservations for the Middle Fork Trek

7. Due by November first

- ✓ Project Evaluation.*
- ✓ Wild Gift Program Evaluation*
- ✓ Wild Gift Website Critique
- ✓ Copy of letter to Major Donors
- ✓ DVD disc of Project Photos & photo captions for Class Album
- ✓ Personal Profile Update on Website incorporating project results AND Leader Network Question Form*.

Note: Three hundred dollars of your contract is held in reserve and will be paid upon receipt of the November first requirements.