



GUIDELINES FOR HOSTING SEMIANNUAL PROGRAMS

of the **Allegheny Society of American Foresters**



Last Revised: April 6, 2017

Table of Contents

In a Nutshell.....	1
Introduction to Allegheny SAF Programs.....	2
Organization by the Host Chapter/Division.....	4
Elements of a Successful Program.....	6
Finance and Budgeting.....	13
Continuing Forestry Education credits (CFE's) and everything else.....	16

SAF Mission

The mission of the Society of American Foresters is to advance sustainable management of forest resources through science, education, and technology; to enhance the competency of its members; to establish professional excellence; and to use our knowledge, skills, and conservation ethic to ensure the continued health, integrity, and use of forests to benefit society in perpetuity.

Acknowledgements

This guide provides information for host chapters to use when planning a winter conference or summer training for the Allegheny Society of American Foresters (ANSAF). The information has been compiled using similar documents developed by other state and multi-state societies and an ANSAF document updated in 1983, and last revised in 2010. Photos included herein are courtesy of Charles Newlon and Steve Kalleser, excepting the NJ Division ANSAF archives for the photo at Appendix C, and the USDA Forest Service for the photo at Appendix D.

The Allegheny Society of American Foresters is deeply indebted to former program committee chair Ned Karger for his 10-year effort in that role, including his work on the 2010 revision to this document.

About the program committee

*Additional information, including digital copies of budget spreadsheets can be found at: www.alleghenysaf.org/docs
Does any part of this document need updating or editing? The ANSAF program committee chair's contact information can be found in the most recent edition of The Allegheny News.*

The ANSAF program committee is a standing committee, whose responsibilities according to the by-laws (last revised 2009) are to schedule and coordinate the Allegheny Society semiannual meetings in conjunction with the host chapter/division and any additional meetings as may be deemed desirable by the Executive Committee. The committee is composed of a chair (appointed by the ANSAF Chair), and the designees for all host chapters/divisions who have committed to host an ANSAF program during the next 24 months.

The schedule is set up to rotate program host responsibilities between the New Jersey Division, Maryland/Delaware Division, West Virginia Division, and the seven Pennsylvania chapters. It also attempts to rotate hosting between summer and winter programs. Any chapter/division may volunteer to host more often or to co-host with another chapter/division. This schedule should be kept 2 to 4 years ahead to allow ample planning time and to permit divisions and chapters to volunteer to host more frequently if they so desire.

The program chair also monitors the progress of the local host planning committee, and offers guidance to the local leaders. The program chair also facilitates any needed communication to the ANSAF Chair, in the event of any needed action on the part of ANSAF.

In a Nutshell...

I'm busy. You're busy. We're all busy. We're all volunteers and we're not being paid to do this. So we will keep this short. We're all foresters. We like Best Practices. So let's start there.

If you read no further than this page, understand that over the past 90 or so years, foresters before you have figured out what works and what doesn't. Feel free to innovate, but **Best Practices are highlighted in this document with green text, bolded, and underlined**. Conversely, things that are to be avoided are **Land Mines and are highlighted with red text, bolded, and underlined**. Look for the following Best Practices as you go through this document:

Chair:

- Only commit to hosting an ANSAF program if your chapter/division will field both a membership committee and a program committee (hereafter "local host committee").
- The local host committee should begin organizing at least 18 months before the program date.
- Assign ultimate responsibilities to specific local host committee members (see page 4)
- Carbon-copy the ANSAF program chair and the National Capitol SAF chair (or their designee) on all emails within the local host committee.
- In coordination with your division's executive committee, reach out to partner organizations to publicize your program, when appropriate.
- The local host committee should coordinate with local TV, radio, and newspapers for coverage during and after the program. This may require composition of news releases and/or post-event articles.

Speakers / Program:

- Consulting with your division's policy or executive committee, invite an elected official to deliver a plenary talk at some point during the program.
- Use concurrent sessions to meet the needs of your membership and to attract potential new members.
- The local host committee should select a person to moderate each session.
- The program agenda should be submitted to the CFE Coordinator as soon as speakers are finalized to allow for adequate review and assignment of CFE credits.

Finance:

- The host chapter/division should attempt to keep costs (including hotel room rates) reasonable, as many members will be covering much of the cost personally and it is desirable to attract students and early-career foresters to participate.
- The local host committee should closely plan expenses by setting up a budget.
- The host chapter/division should seek sponsors for some of the activities.

Location / Food:

- Alcohol and alcohol sales should be both controlled and insured by the hotel/vendor liquor license holder.

Field Trips / Transportation (applicable to summer trainings with field trips):

- The local host committee should do at least one dry run and calculate travel time, presentation time, and loading and unloading time to make a realistic schedule.

Introduction to Allegheny SAF Programs

These are guidelines, not hard-and-fast rules. Host chapters/divisions should feel free to deviate from the traditional formats and experiment with items that they feel will make the semiannual ANSAF programs more interesting and attractive to the membership.

It is suggested that the local host committee include a diverse cross-section of its membership. It is always helpful to include members that have helped plan similar programs in the past, but also to include younger members for new ideas and energy. Hosting a winter or summer program can be an excellent opportunity to engage your membership, raise money for chapter/division activities, and showcase your region.

A Rose by Any Other Name Would Smell as Sweet

Recently, public employees have had a difficult time obtaining permission or approval to attend ANSAF programs. While – for the sake of the profession – we hope this is a passing phase, in order to be responsive to the needs of members and potential members, ANSAF reached out to members in federal service as well as those in state service in our five-state region. The feedback we received from three of those states is that the approval process would be simplified if our winter program was called a "conference" and the summer program was called a "training." Feedback from the remainder indicated no preference. Thus, every attempt should be made to call these programs the "winter conference" and the "summer training." For ease of reading, if this guide refers to both, we simply call them "programs."

Dates and hosting for semiannual programs

The primary ANSAF program each year is the winter conference held in mid- to late-February. The conference is scheduled so as not to conflict with other surrounding SAF meetings and, if possible, other federal, state and university activities and the American Tree Farm System annual meeting. Summer trainings are usually held in September or August. Late July dates should be avoided if possible as New Jersey Division members face state reporting deadlines at the end of that month.

The schedule for rotation of programs between chapters/divisions shall be coordinated by the ANSAF program chair and approved by the ANSAF executive committee. While it is expected that chapters/divisions will host programs on a rotating basis, chapters/divisions may combine to co-host a program or may volunteer to host more often by contacting the program chair. (The hosting schedule is maintained at least two to three years ahead to allow for proper planning.)

Best Practice: The local host committee should begin organizing at least 18 months before the program date. A suggested program planning schedule is included in Appendix A. This allows adequate time to organize sub-committees and responsibilities. When the general details such as date, location, facilities and theme are organized early, it is much easier to pull together speakers, presentations, publicity and other details as the planning progresses. Once dates are

set, the ANSAF executive director and webmaster should be notified for inclusion on calendar of events.

General program formats

It has become traditional to hold the programs from Wednesday afternoon through noon on Friday, although the local host committee is free to choose another three-weekday schedule depending on facility availability, price, etc. Agendas from previous successful ANSAF trainings are attached as examples in Appendix B.

Best Practice: Use concurrent sessions to meet the needs of your membership and to attract potential new members. Given adequate meeting spaces, multiple presentations can be held at the same time. This has given a large boost to attendance since the winter 2016 conference hosted by the Maryland-Delaware Division. This is due to the increase in the diversity of presentations available. While certain topics such as forest health/pathology and water quality are held in common by almost every forester and forest conservationist, other topics may be of more or less interest to members depending on their career path or interests. These include wood product markets, urban & community forestry, leadership development, wildlife/fisheries habitat management, land conservation, restoration ecology, non-traditional forest products, and recent developments in research & academia. Understand who your membership is (and who your membership can include), and plan a program that will put SAF's best foot forward to as many members as practical.

Wednesday afternoon provides time for the ANSAF Executive Committee to meet before dinner. The local host committee will arrange a room for this meeting. Optional tours and special events can be held on Wednesday or Friday afternoons. An icebreaker/social hour is generally scheduled for Wednesday evening.

The general session is usually scheduled for Thursday morning and afternoon and Friday morning until noon. The Chair's Inspirational Breakfast may be held either Thursday or Friday morning with other breakfast arrangements at the discretion of the host chapter. Approximately one hour is also scheduled on one of the mornings to allow chapters and state divisions to meet. The Student Quiz Bowl usually is held after the Thursday afternoon general session of the winter conference. The annual awards banquet is scheduled for Thursday evening during the winter conference.

Summer trainings follow the same general format but are usually a bit more casual, include field trips, and are often designed to be more family-oriented. Summer trainings do not include the Student Quiz bowl, the Art Show, or the annual awards banquet. The Chair's Inspirational Breakfast is usually not done during the summer training, but may be at the discretion of the local host committee. Often the Thursday evening meal is a cook-out or other casual dinner with entertainment. If planning field trips, the local host committee should contact the National Office to check on coverage under the standard SAF insurance policy or the need for additional coverage.

Organization by the Host Chapter/Division

Best Practice: Only commit to hosting an ANSAF program if your chapter/division will field both a membership committee and a local host committee. If your chapter/division cannot, then you have a serious membership problem, and that takes precedent over hosting a program. This is why a schedule is set up to 4 years in advance and a commitment is asked for 2 years in advance: membership is everyone's responsibility.

The chapter/division shall organize a local host committee (a program committee) to oversee all aspects of the ANSAF program it has committed to host. **Best Practice: The local host committee should either form sub-committees or assign specific members to handle these responsibilities:**

- **Location & food**
- **Speakers & program**
- **Finance**
- **Registration**
- **Exhibitors & fund-raising**
- **Field trips/transportation (applicable to summer trainings)**

The local host committee is also responsible for the Reginald D. Forbes Art Contest. Although the person responsible for the art contest need not serve directly on the local host committee, it is essential that a specific person be responsible for the contest. It is also recommended that a designated host for students is also named.

The local host committee should keep ANSAF abreast of its progress. In addition, the National Capitol SAF has expressed an interest in letting its members know of ANSAF programs and sharing contacts. **Best Practice: Carbon-copy the ANSAF program chair and the National Capitol SAF chair (or their designee) on all emails within the local host committee.**

Maximizing Attendance

Few things are as irritating as hearing a non-member say "If only I knew that you folks did programs like this, I would have attended." (The correct response is to smile and hand them a membership application.) Or even worse, when a member says "I didn't get notified" (especially after you have seen five or six reminders come through your email account). While there is little hope for some people, there are things that your local host committee can do to get the maximum number of people attend the program.

Best Practice: In coordination with your division's executive committee, reach out to partner organizations to publicize your program, when appropriate.

- Examples include other professional societies such as local units of The Wildlife Society, American Fisheries Society, Soil and Water Conservation Society, International Society

of Arboriculture, the Ecological Society of America, and Society for Conservation Biology. Politely ask them to forward your program's agenda and registration to their membership.

- National Capitol SAF and adjacent local SAF units. In fact, National Capitol SAF should be copied on all emails amongst the local host committee.
- Conservation organizations with professional staff are another potential source of attendees. Examples include the local chapter of the National Audubon Society, The Nature Conservancy, National Wildlife Federation, and your state Farm Bureau. Politely ask them to circulate your program's agenda and registration amongst their staff.
- Organizations with very interested volunteer leadership or part-time staff. Examples include sportsmen/women federations, Ruffed Grouse Society, National Wild Turkey Federation, Trout Unlimited, Association of Consulting Foresters, Forest Stewards Guild, Sustainable Forestry Initiative, local land trusts, your state Forestry Association and Tree Farm Program. Politely ask them to circulate your program's agenda and registration amongst their leadership.
- Significant coalitions. These vary by state, but include large numbers of conservation organizations and government agencies, of which SAF or your state division is part of. An example of a major multi-state conservation coalition in our region is the Appalachian Mountain Joint Venture. Politely ask them to forward your program's agenda and registration as they see fit.

Lastly, contact major employers of foresters and forest conservation professionals, such as USDA Forest Service, USDA NRCS, both your state forestry agency and wildlife agency, major consulting forestry firms, forest products companies, and local colleges, universities, and research institutions. Do not feel constrained by the boundaries of your chapter. Most attendees will be from within your state.

Occasionally, there may be the opportunity to hold a joint program with another organization, especially another professional society. While this is best suited for division-level programs, it is an option for ANSAF programs, given the approval of the ANSAF chair.



Elements of a Successful Program

Location & Food

Host chapters/divisions should select a resort, hotel, motor inn, or campus which can provide a combination of at least one large meeting room, banquet room, exhibit area, small meeting room(s), food service, and overnight accommodations. Attendance for the winter conference has recently been in the 100-150 person range while summer trainings have attracted 60-100 people. Depending on location, most attendees will require overnight accommodations.

Land Mine: The host chapter/division must not sign any contract that guarantees a minimum number of hotel rooms. This can (and has in the past) lead to grave financial difficulties in the event of low attendance or cancellations due to bad weather. Sometimes the hotel will not agree to waive an attrition clause that imposes penalties when 80% of the room block is not utilized. An exception to this rule is if the chapter/division obtains event insurance that includes protection against inclement weather and acts of God. Another exception to this rule is if the meeting contract "Acts of God" clause clearly states that room attrition charges will not apply if acts of God including inclement travel weather (snow, flood, ice storm, hurricane, etc.) result in room attrition. If the location chosen can provide everything except adequate guest rooms, the host chapter/division should provide information on other hotels within a reasonable distance.

Best Practice: The host chapter/division should attempt to keep costs (including hotel room rates) reasonable, as many members will be covering much of the cost personally and it is desirable to attract students and early-career foresters to participate. Hotels often will provide a special room rate for groups. It is recommended that the host chapter/division make room reservations and payment the responsibility of the individual attendees, and not part of the general registration process. Hotels will often provide one free room for every 25-50 rooms reserved as part of the program. These may be used for speakers, students, National SAF representatives or others at the discretion of the local host committee. It is recommended that one individual should be designated as the primary liaison with the hotel. This develops a better relationship between the local host committee and the facility's management.

Hotels typically want you to use a 30-day hotel room reservation cut-off date so the unused room block can be released for sale to the public. Sometimes the host chapter/division can achieve a more desirable 21-day hotel room reservation cut-off date. Always ask for 21-day room reservation cut-off.

Also always ask that the contract specify that the special hotel room rate apply on a space-available basis after the reservation cut-off date, otherwise attendees will have to pay the higher non-block hotel room rate for later reservations.

Always ask that the contract specify that the special room rate applies 2 to 3 days pre- and post-program, for members who want to add some personal vacation time to the trip.)

Meeting rooms should be an important part of choosing a hotel facility. The main meeting room where most of the general session presentations will take place should be large enough to accommodate the expected attendance. It is desirable that coffee breaks, restrooms, exhibit area, silent auction displays and the art show be convenient to the main meeting room. This room should be able to be set up so that attendees can hear and see the speaker without disturbance from kitchen noise or other adjacent activities. Small meeting rooms for activities such as the executive committee meeting, chapter/division meetings, break-out sessions, etc. will also have to be available. It is important to make all these inquiries and arrangements when choosing a facility to allow for proper budgeting.

If you are dealing with a larger facility where you are not using all of the available meeting room/ballroom space, make sure that they commit – in the contract — to specific rooms by date and time. In the past, host chapters/divisions have been unpleasantly surprised to have been reassigned to different spaces within the facility when they arrived to set up.

Many hotel facilities have excellent audio/visual equipment and sound systems while others do not. This should be checked closely when choosing a facility. Some facilities include this in the room rental fee, while others charge extra for each piece of equipment. Extra fees can sometimes be quite high. The local host committee may want to check if outside equipment can be brought in to avoid high fees. It is often desirable to have at least one person to coordinate audio/visual needs of the speakers to avoid last minute problems. It is also important to coordinate with the hotel facility on items such as how to adjust lighting and sound system or how to get quick help in the event of a problem.

Also, always ask that the contract specify that there will be free internet service in the hotel rooms as well as the meeting space for program attendees.

The facility should be able to handle food service needs. Banquet meal, lunch, and breakfast menus should be planned. The hotel should be able to provide special items if necessary such as vegetarian or low-fat options. Coffee breaks and soft drinks should be arranged. Make sure all costs are calculated including sales tax, gratuity, and misc. service/setup fees to permit proper budgeting.

Speakers & Program

An overall theme should be chosen for the program. Since the general session usually includes Thursday morning and afternoon and also Friday morning sessions, the theme may be broken down into three segments. Usually the general sessions include a number of presentations for all attendees although concurrent sessions or break out group formats are occasionally used.

The local host committee should think big regarding speakers. You are not restricted to obtaining speakers from within your chapter/division boundary. If your membership would benefit by engaging an out-of-state or out-of-region speaker, then reach out to that potential speaker(s) and determine the cost. Remember that your goal is to produce an agenda so good that any reasonable person will immediately register or save the date upon reading it.

Best Practice: Consulting with your division's policy or executive committee, invite an elected official to deliver a plenary talk at some point during the program, preferably at the opening. Sometimes a keynote speaker will introduce the theme and set the tone for the program. Occasionally the opening remarks and the keynote will be combined.

Best Practice: The committee should select a person to moderate each session. The moderator should plan to introduce each of the speakers and be ready to help during the question and answer period. The moderator should also keep an eye on the clock to keep the session and speakers on schedule. At the close of each segment the moderator should encourage attendees to visit exhibitors, the silent auction, and the art contest, as well as to clearly state what time the next segment or activity will begin.

Many attendees have long distances to travel on Friday afternoon. It is desirable to have dynamic, interesting speakers or presentations for Friday AM and to make sure that the time schedule is closely followed. Remember to leave a short time for wrap up and silent auction pick-up.

Speaker arrangements should be started soon after choosing a theme. The ANSAF Forest Science Coordinator can be a good source of speaker suggestions. The presentation schedule should be clear, and time for question and answers should be included. Make sure to get presentation title, correct spelling of name, speaker's job title, etc. for the agenda. A short biography of the speaker is also helpful for the moderator to use during introductions and can be included in registrations materials if desired. Make sure to get speaker's audio/visual equipment needs ahead of time to avoid last minute problems. Speakers may need compensation for travel, lodging or other expenses. Make sure to confirm these arrangements to allow for proper budgeting.

Registration

The local host committee should set up a registration subcommittee and select a primary contact person to be in charge of registration. The primary contact will provide a central location for receiving registration forms and payments as well as a contact person for questions, information, last minute changes, etc. It is preferable for this person to have e-mail, voicemail and/or other convenient ways to communicate as well as a mailing address for receiving registrations. The registration subcommittee will be responsible for compiling all registration information. It is helpful to have registration information computerized with a laptop computer at the registration desk for adding and updating registration information. This is helpful in auditing finances and meal reservations for the facility.

The registration subcommittee will be responsible for setting up a registration table at a convenient location in the hotel facility. The registration table should be set up by Wednesday afternoon as attendees begin to arrive and should stay open through the evening to direct attendees to committee meetings and the icebreaker/social hour. Information should also be available for attendees bringing items for the silent auction and the art contest. The registration table should also be staffed Thursday morning until noon. The registration table should have program agendas, name tags, registration lists and registration forms for walk-ins. Walk-ins and late registration should be either disallowed or charged a higher rate to facilitate planning.

It is common practice to provide a registration packet with the agenda, handouts provided by speakers, registration list, notepad, maps, brochures on local attractions and small gifts or goodies. Such packets have also contained a list of past ANSAF Chairs, Fellows and annual award winners. This information is available in the Operations Manual. It is also helpful to include brief biographies and contact information for the presenters as well as abstracts of the presentations. If proceedings of the program are not going to be published (or posted on an ANSAF or division website), presenters should be encouraged to handout printed materials during the sessions or submit written material for publication in the Allegheny News. Items for the registration packet or bag can generally be solicited from the hotel, local tourist promotion agencies, government entities, exhibitors, forest products firms, etc. In many years, the local host committee has included a commemorative event gift such as a mug, notebook, magnet, wooden trinket or coaster but this is not required.

Banquet

The annual awards banquet is held on the Thursday evening of the winter conference. For the summer training, the Thursday evening meal is often a cook-out or an evening event at the end of an afternoon field trip or excursion. The annual awards banquet (or summer cook-out) should be an optional add-on item on the registration form as some members will not be staying for the full evening of activities and some spouses may want to attend. If there is to be a cocktail hour prior to dinner, it is usually a cash bar. Flowers, decorations, centerpieces and table favors are at the option of the committee. The committee may also want to have a head table for speakers, ANSAF officers, master of ceremonies, etc., but regardless a podium and sound system should be set up. Any prayer offered as a blessing before the banquet should be applicable to all religious faiths, including non-Christians.

Generally, the master of ceremonies is the ANSAF chair who is responsible for overseeing the presentation of awards and special recognitions such as any dignitaries who are present and remembrance of deceased members. Typically, awards and recognitions include the winners of the Student Quiz Bowl, winners of the Reginald D. Forbes Art Contest, the ANSAF Forester of the Year award, the Robert Bauer Outstanding Service to Forestry Award, and any other ANSAF awards. The ANSAF awards committee and the Chair of the ANSAF are responsible for these awards. The host chapter should offer to cover the banquet fee for ANSAF winners. New golden members, newly elected Fellows, and any awardees of National SAF awards are also recognized.

The evening usually concludes with an interesting speaker, presentation or entertainment selected by the local host committee. This is not required, as the award announcements and presentations generally take an hour or so, and some attendees may appreciate a shorter banquet at the end of a long day.

Icebreaker / Social

An icebreaker is generally the first event of the programs. This is a good chance for attendees to get together after arriving at the hotel. Usually this is held after normal dinner hours. Generally this is a cash bar format with hors d'oeuvres or some light snacks available. The cost of this event is included in the registration fee or may be sponsored. National SAF blanket insurance

policy does not cover alcohol served or sold by SAF affiliates. **Best Practice: Alcohol and alcohol sales should be both controlled and insured by the hotel/vendor liquor license holder.**

Chair's Inspirational Breakfast

It is traditional for the Chair of the Allegheny SAF to host an inspirational breakfast during the winter conference. The local host committee in consultation with the Chair shall select a speaker to provide a spiritual and/or inspirational message. This breakfast generally lasts one hour and can be held either Thursday or Friday morning. This should be a separate line item on the registration form with a small additional charge to cover meal and speaker fee if any.

Breaks

It is customary to provide coffee breaks both mid-morning and mid-afternoon during the general sessions. Breaks should be long enough to provide opportunities for bathroom breaks and visits to the exhibit area, silent auction, and the art show, as well as to socialize with other attendees. To facilitate getting the next session started on time, consider making announcements prior to the end of breaks or offer door prizes for those in the main meeting room before the start of the next session.

Division and ANSAF Business Meetings

Time and space should be planned to permit the divisions to have a business meeting during the winter conference. This is generally in combination with breakfast or right after breakfast but should not overlap with the Chair's breakfast. Generally one hour is allotted for this.

The ANSAF Annual Business Meeting is usually held after the division meetings and before the Friday morning General Session. This time period allows the ANSAF Chair to report on the Executive Committee Meeting, to bring up any motions requiring a vote of the membership, and to brief the membership on ongoing and upcoming initiatives. The Chair may elect to have some officers, committee chairs, or division/chapter chairs give brief reports to the entire membership. The ANSAF Business Meeting usually takes about 1 to 1 ½ hours and the local host committee should coordinate this meeting with the ANSAF Chair.

Student Quiz Bowl

The Student Quiz Bowl is usually held on Thursday of the winter conference after the general session. The local host committee should make sure that a room is available with tables, electric outlets, a podium, and a flip chart. Schedule should allow at least 1 ½ hours for the event with no competing activities. This can often be held in the main meeting room with a little set up time. The Student Quiz Bowl Chair of the ANSAF will contact each of the forestry schools in the ANSAF to determine number of teams competing, will supply materials, and will oversee the competition. The local host committee is responsible for providing a plaque to the winning team.

Reginald D. Forbes Art Show

Since 1974, this art show and competition has been a regular part of the ANSAF winter conference with the objective of fostering and displaying the artistic abilities of foresters and their family members. All ANSAF members and their immediate families are eligible to submit entries. There are generally four categories for entry: photography, flat art, 3-dimensional, and sculpture. (3-Dimensional includes woven art, jewelry, mosaic, macramé, knitting, embroidery, etc. Sculpture includes anything whittled, carved, cast, etc. Built things such as bird houses, diorama, metal work, etc. could be entered in either category.) Those categories should be broken down further by entrant category: open category (generally non-student members), SAF student members, and children.

The local host committee should plan on a display area for the artwork preferably convenient to the main meeting room and exhibitor area. Originally, nominal cash prizes were awarded to the winners but more recently only ribbons and certificates have been presented during the awards banquet. The local host committee should consider cash awards for at least the student winners. The local host committee is responsible for the ribbons and certificates. Prizes are determined by the votes of the attendees so the host committee should provide ballot materials and a ballot box in the display area. Generally, the volunteer(s) responsible for the silent auction also watch over the art show at the event.

Although it is not necessary to dedicate a member of the local host committee to the Art Show, it is critically important that someone be responsible for reminding the membership (including the advisors to the Student Chapters) that the art show will occur at the winter conference, and remind everyone to bring a submission. Try to send out at least three reminders well in advance of the conference. This is very important, as this art show is unique to Allegheny SAF; it is likely the only art show held by any unit of the SAF. Additional information is provided in the Appendices.

Publicity

Publicity is the responsibility of the local host committee. It is recommended that the dates and theme be announced at the ANSAF winter or summer program 12 months preceding the program in question, and that draft agendas can be distributed at the winter or summer program immediately prior.

Details should be sent to the ANSAF webmaster (www.alleghenysaf.org) and also be submitted to the ANSAF executive director for inclusion in the Allegheny News. A full agenda and registration form can be included in the Allegheny News. Submission deadlines and publishing dates should be coordinated with the ANSAF executive director. It is desirable to do a separate e-mail distribution of the program's agenda and registration information. The event can also be listed on the national SAF website as an upcoming program and opportunity for Continuing Forestry Education (CFE) credits.

Positive media coverage of SAF is always desirable. **Best Practice: The local host committee should coordinate with local TV, radio, and newspapers for coverage during and after the program. This may require composition of news releases and/or post-event articles.** Assure

that major award winners (Allegheny SAF awards, Quiz Bowl team, etc.) have a news release sent to their hometown newspaper. Plans should be made to produce a post event-article including photos for the Allegheny News, www.alleghenysaf.org, and possibly the eForester. The local host committee should coordinate with the ANSAF executive director.

Field Trips, Tours and Special Events

The summer training usually includes field tours as an important part of the educational experience. Transportation is usually by bus or van although sometimes carpooling is used. Carpooling is difficult for such large groups on long field trips and trips with multiple stops and should be avoided. Careful planning is necessary to avoid problems. Safety, adequate parking, and bus turn-around space must be available. School busses and motor coaches may be used but the local host committee must carefully consider road access and inclement weather when planning visits to remote forest sites. **Best Practice: The local host committee should do at least one dry run and calculate travel time, presentation time, and loading and unloading time to make a realistic schedule.** That dry run should also include checking that all bridges on the route are rated for 5-tons or greater, if using a commercial charter bus.

Land Mine: Local host committees often underestimate the total time needed for field tours, even after making one dry run. Crowds always take much more time to embark, disembark, and walk between stations than do individuals. For field trips it is desirable to have a few coolers with water and soft drinks available as well as restrooms at one of the stops.

Small optional field trips are sometimes included on Wednesday or Friday afternoons during winter conferences. Spouse tours or family activities are sometimes planned for during the general sessions. Attendance of spouses and families is usually higher during the summer trainings due to school and work schedules. Spouse and family activities may include recreational, cultural, historical, or shopping excursions. These tours should be a separate sign-up item on the registration form to assist in logistical planning. Vans and/or carpooling may be adequate for these tours.

National SAF's comprehensive general liability insurance now includes coverage for most semiannual programs. Exceptions include events with fireworks, firearms, and alcohol. Contact Dan O'Leary with Preferred Insurance Services, Inc. at (703) 677-5953 or dan@preferins.com to answer any questions about insurability of your event, or any supplemental insurance that the chapter/division would need to purchase, such as event insurance to cover inclement weather or acts of God. Also, the general liability insurance does not insure vehicles, so it is recommended to purchase supplemental insurance if renting vehicles. The local host committee can purchase insurance from any source, not only from National SAF's insurance provider.



Finance and Budgeting

Foresters are not accountants, but we all balance our checkbooks. So, setting up a budget and following it is not outside the realm of possibility. To aid in your effort, sample budgets have been provided in Appendix C.

Best Practice: The local host committee should closely plan expenses by setting up a budget. Some expenses, such as meeting room rental, are fixed regardless of attendance. Others such as meals are per person. The local host committee should budget for all possible expenses when calculating the registration fees.

Best Practice: The host chapter/division should seek sponsors for some of the activities. This can help defray a number of costs and can help keep the registration fee reasonable. Activities which can be sponsored include the banquet, coffee breaks, field tours, art show, etc. It is important to recognize the sponsors with verbal announcements and signs. It is also desirable to list sponsors in registration packet information. Exhibitor fees will also help defray costs of the program.

Registration fees should be set to cover all costs of the program with some margin for surplus that will be retained by the host chapter/division. **Land Mine: Don't just copy what the last program charged.** They may have had a significant amount of sponsorships to avoid a loss.

The ANSAF must receive a minimum of \$1,000 from the winter conference and \$500 from the summer training. This is an important part of the annual ANSAF budget.

It is customary to have a normal registration fee for the SAF membership, which will make up the majority of registrations. Registration should be higher for non-members.

It is strongly recommended to have a cut-off date before which attendees can get an “early bird discount” or after which they must pay a late fee. The wording on that is left to the discretion of the local host committee. Often times, the hotel will have a deadline after which they will not honor the agreed-upon price for attendees. For the convenience of the attendees it is suggested that those deadlines be set to the same date. For obvious planning reasons, walk-ins should be strongly dis-incentivized through the use of late fees, or disallowed entirely.

A recent development has been the use of PayPal to handle registration and collection of payments for the 2016 winter conference hosted by the Maryland-Delaware Division, and the 2017 winter conference hosted by the Valley Forge Chapter. The local host committee should plan for the lead time needed to set up such an account and the various options for registration. The local host committee should also make sure that a field exists where the payer is able to list the attendees being paid for. The fees charged by PayPal should be built into the budget.

If the host chapter/division does not have sufficient funds on hand to cover pre-program expenses a loan might be arranged with the ANSAF treasurer. This loan is expected to be repaid after the program is held.

Accounting for Students

Students from the forestry programs within the ANSAF are the future of our Society and should be encouraged to attend the semiannual programs. Besides the Student Quiz Bowl held at the winter conference, the host committee may wish to set up other activities to encourage students to attend. The lowest possible registration fee should be set up for students. Alternative lodging arrangements may also be available to keep student costs low. Recent winter conferences included an optional “Sponsor a Student” line on the registration form and have received enough to cover all student registrations. The local host committee should consider this successful approach when designing their registration form.

Fund-Raising & Exhibitors

The local host committee usually arranges fund-raising events such as a silent auction of donated items and/or a 50/50 raffle. Often paintings, prints, chainsaws, and similar attractive prizes are procured to challenge members. Occasionally a verbal auction has been held during the banquet for a particularly valuable prize. The proceeds from fundraising events at ANSAF programs should be turned over directly to the ANSAF Secretary/Treasurer unless the fundraising event is advertised as benefiting the host chapter/division or other specific cause. If a fundraising event is advertised as benefiting the Foresters’ Fund or the Kurt Gottschalk Science Fund (National SAF funds), then the proceeds from that event is to be tallied separately and donated to the SAF National Office through the ANSAF Secretary/Treasurer. As a general rule, plans for the use of proceeds from any fund-raisers must be clear to all participants and members.

The Society of American Foresters is a charitable, not-for-profit 501(c)3 organization, as determined by the IRS. ANSAF’s Federal Identification Number is 22-6057206.

Companies, individuals, exhibitors and membership are encouraged to donate items to the silent auction. An area with tables should be set up near the main meeting and exhibit area for display of items. The area should be able to be secured between close of activities on Thursday afternoon until Friday morning. The local host committee should provide bid sheets for the items to be auctioned. Bid sheets should name the item, donor, and minimum bid as well as have lines for the bidders to place their names and bid. This area should be set up by Thursday morning and should be open for bidding through the coffee break on Friday morning. Winning bids should be announced sometime later on Friday morning with winning bidders given directions as to when and where to pay for and pick up items. The local host committee needs to prepare for this, as compiling the bid sheets and announcing the winners will take some time and there will be a hectic period just after the closing statements when all winners will be trying to pay for and pick up items before they depart. This has become a traditional and successful fund-raising activity, but is not mandatory. The host chapter/division should discuss ahead of time how the proceeds will be distributed and should announce that at the program.

Please note that some states and local jurisdictions regulate games of chance, such as 50/50 raffles, tricky trays, etc. (A silent auction or a normal auction is not a game of chance.) It is the responsibility of the local host committee as well as the chapter/division treasurer to know the laws governing such activities. **Land Mine: Permits for games of chance are known to take abnormally long periods of time to process, and must be considered at least 6 prior.**

Exhibits are an important part of the semiannual programs. Everyone is interested in new technology, products and organizations related to the forestry field. Exhibitors should be encouraged to set up Wednesday afternoon through Friday morning. The local host committee should form a sub-committee or assign responsibility for exhibitor area and communications. It may be helpful to contact previous host chapters/divisions for lists of possible exhibitors. Exhibitors should be solicited early to get the largest turnout. Exhibitor sub-committee should be responsible for checking on exhibitors needs such as tables, electric outlets and making sure the hotel facilities are adequate. Exhibit security during off hours should also be considered when making arrangements with the hotel facility. The schedule should permit adequate time (break time) for attendees to visit exhibitors. Moderators should also recognize exhibitors and direct attendees to exhibit area before breaks.

The local host committee should set exhibitor fees to help defray some program costs but not so high as to discourage participation. The local host committee may choose to attract displays of non-profit organizations and/or government agencies by setting a lower fee than for commercial exhibitors.

Grants

Supposing that you have invited a major speaker(s), but you are unable to secure a sponsor to pay for the added expense, there are two options to consider.

The first is to see if one of the National SAF Funds (Foresters' Fund or Kurt Gottschalk Science Fund) would consider paying for the travel costs, hotel room, and food for the speaker.

Information on both funds can be found at:

http://www.eforester.org/Main/Community/Apply_for_Grant_Scholarship/Grants.aspx

The second is the Allegheny Educational Endowment (an ANSAF grant-making fund).

Information on that fund can be found here: <http://www.njforests.org/ansaf-program-committee>

For this and the National SAF Funds, please consider deadlines and any lag in notification when making your decision.



Continuing Forestry Education (CFE's)

The local host committee should maintain contact with the Continuing Forestry Education Coordinator at the ANSAF or division level. **Best Practice: The program's agenda should be submitted to the CFE Coordinator as soon as speakers are finalized to allow for adequate review and assignment of CFE credits.** This will allow for the program to be included on the National SAF website. CFE credits should be determined early enough to be included on all publicity and the registration form. CFE credit documentation is often included in the registration packet. SAF procedures for awarding CFE credits were updated in 2008 to provide for better documentation and auditing.

The local host committee should also be aware of opportunities to invite other natural resources professionals to these programs. Programs with significant urban & community forestry could also be judged by the International Society for Arboriculture for their continuing education credits. The same is true for The Wildlife Society and other organizations. Lastly, programs touching on pesticides may also be judged by state regulators for continuing education for license programs by the state in which the program is being held.

Post-Program Critique

The local host committee should always request a post-program critique from attendees. This can be done by putting a hard copy post-program critique form in every registration packet, or it can be electronically circulated to all participants on the final day of the program or immediately after. (Survey Monkey is an example of a free electronic survey service.) The critique can be a comprehensive multi-question critique or it could be a simple two question critique (e.g. What went right and should be repeated? What didn't go so well and can be improved next time?) .

It is a proven planning principle that a program critique response/return rate can be increased by 10-25% offering an incentive to one randomly selected critique respondent (gift card, free registration to a future program, etc.).

It is very important that the local host committee review all of the critiques received, create a critique summary with recommendations for future programs, and distribute this document to the ANSAF program chair for further distribution to the leaders of chapters/divisions that have committed to host future ANSAF programs.



APPENDIX A: Suggested Planning Schedule



Suggested Planning Schedule for ANSAF Semiannual Programs

24 months prior

- Commit to hosting the program
- Begin organizing the local host committee

18 months prior

- Query members (consultants, state, academia, urban & community) regarding ideal dates for program
- Assign ultimate responsibilities to certain committee members (meeting location/food, speakers, finance, registration, exhibitors/fund-raising, field trips/transportation)
- Discuss theme for meeting and possible locations

17 months prior

- Set date of meeting, notify ANSAF for publication in Allegheny News
- Notify employers and potential meeting co-sponsors

16 months prior

- Make site visits to potential program locations

15 months prior

- Select program location

13 months prior

- Sign contract to reserve program location
- Prepare draft agenda to bring to next ANSAF semiannual program
- Draft call for presentations, and identify preferred speakers
- Put together contact list of potential sponsors and exhibitors
- Obtain municipal raffle/game-of-chance permit

12 months prior

- Send out call for presentations to universities and partners
- Contact potential exhibitors
- Discuss other fund-raising ideas and uses of proceeds

11 months prior

- Discuss field trip locations (if not done already) & transportation

10 months prior

- Finalize field trip locations and transportation
- Review submissions by potential presenters, contact selected

9 months prior

- Finalize fund-raising plan
- Identify potential keynote speakers (if not done already)

8 months prior

- Finalize keynote speaker

7 months prior

- Walk through field trip sites, finalize meeting agenda
- Submit final agenda through Division CFE Coordinator
- Bring meeting agenda to next ANSAF semiannual program

6 months prior

- Walk-through event with location staff
- Finalize catering
- Review all insurances with National SAF insurance agent

5 months prior

- Compile list of speakers, presentation titles, and short biography
- Compile information on nearby attractions, local tourism
- Determine if or how registration may be paid by credit card
- Send notification to advisors of Student Chapters regarding Reggie Forbes Art Contest

4 months prior

- Send out registration forms through ANSAF Executive Director and Division Secretary (include some to partners and employers)
- Notify ANSAF and neighboring chapters
- Coordinate publicity with Communications Committee or Division Executive Committee
- Publicize fund-raising plan, silent auction, etc.

3 months prior

- Follow-up with presenters, exhibitors
- Finalize volunteer plan (audio/visual, registration desk, etc.)

2 months prior

- Follow-up with potential attendees, donors
- Send reminder to advisors of Student Chapters regarding Reggie Forbes Art Contest

1 month prior

- Final walk-throughs with location staff, including audio/visual

Month of program

- Deliver final registration to caterer
- Event
- Coordinate with Secretary to gather presentations and notes from speakers for publication on ANSAF or Division website
- Write article about meeting for Division newsletter and Allegheny News
- Send out “thank you” letters to presenters, volunteers, donors
- Final accounting, distributions to Allegheny SAF, etc.
- Have a drink courtesy of whoever talked you into serving...

APPENDIX B: Example Agendas



Allegheny Society of American Foresters Winter Training 2016, Wyomissing, PA, February 15-17, 2017

Rural and Urban Ecosystem Health in the Mid-Atlantic Region

10.5 Category-1 CFEs will be offered (Plus 3 CFEs available with Pesticide Training)

Sponsors: USDA Forest Service, Northern Research Station

Leadership Nature

Arborchem

PA Division of SAF

Announcements:

- Please consider submitting an item or items for the **Reginald D. Forbes Art Show** (contact: Jeff Stuffle – jandmstuffle@verizon.net). The 3 categories are flat art, photography, and 3D art.
- Please consider donating items to be sold in the **Silent Auction**.
- Please consider sponsoring a student's attendance at the meeting. The **Sponsor a Student** option will be available on the registration form for up to \$30.

Program:

Wednesday, February 15, 2017

8:30 AM – 12:00 PM Tree Farm Inspector Certification Session, *Dave Jackson, Penn State Extension*
1:00 PM – 4:00 PM Pesticide Certification Training, *Todd Hagenbuch, ArborChem Products*
2:00 – 6:00 PM Registration Desk Open
2:00 – 5:00 PM Allegheny SAF Executive Committee Meeting
6:00 – 9:00 PM Icebreaker Social

Thursday, February 16, 2017

7:00 AM Registration Desk Open
Reginald D. Forbes Art Show (Photography, Flat Art, 3D Art), Exhibitors, and Silent Auction areas open
Breakfast on your own.
8:00 AM Welcome and Opening Remarks, *Randall Morin, Valley Forge SAF Chapter Chair*
8:10 AM Plenary Talk, *Steve Koehn, Director Cooperative Forestry, USDA Forest Service*
8:55 AM Plenary Talk, *Al Todd, Executive Director, Alliance for the Chesapeake Bay*
9:40 AM Student Introductions
9:45 AM Morning Break
10:15 AM Morning Concurrent Sessions:

Biomass Utilization in Rural and Community Forest

10:15 AM Urban Wood Utilization, *Ed Cesa, USDA Forest Service*
10:45 AM Baltimore Case Study, *Mike Galvin, USDA Forest Service*
11:15 AM Wood to Energy: Biomass Utilization, *Lew McCreery, USDA Forest Service*

Forest Management and Fire for Oak Sustainability

10:15 AM Why We Need Prescribed Fire, *Pat McElhenny, The Nature Conservancy*
10:45 AM Prescribed Fire: Challenges in PA, *Todd Breininger, PA DCNR*

11:15 AM Unmanned Aerial Vehicles in Forest Mgmt, *Merlin Benner, Remote Intelligence, LLC*
12:00 PM Lunch – *Speaker, Matt Menashes, CEO, National SAF*

1:00 PM Afternoon Concurrent Sessions 1:
Integrated Forest Management
1:00 PM Integrate Wildlife and Forest Management, *Jeff Larkin, Indiana University of PA*
1:30 PM Alternative Products from Riparian Buffers, *Tracy Coulter, PA Bureau of Forestry*
2:00 PM Large-landscape Forest Management, *Ben Jones, PA Game Commission*

Student Forum
1:00 PM Articulating Your Value and Lessons in Leadership, *Tom Davidson, Leadership Nature*
2:30 PM Afternoon Break

3:00 PM Afternoon Concurrent Sessions 2:
People and Communication
3:00 PM Establishing a Biofuel Pellet Plant, *Glenn Robinson, Kingdom Biofuel Wood Pellet Plant*
3:30 PM Outreach for Kittatinny Ridge Preservation, *Kim Murphy, Berks Nature*
4:00 PM Community Forest Program, *Jim Bonesteel, Rensselaer Plateau Alliance*

Urban Forest Data: New Applications for Communities and Managers
3:00 PM Applications of Urban Tree Canopy Data, *Sarah Low, USDA Forest Service*
3:30 PM i-Tree Landscape, *Jason Henning, Davey Institute and USDA Forest Service*
4:00 PM Forest Restoration in an Urban Context, *Curtis Helm, City of Philadelphia*

4:30 PM **College Quizbowl**
7:00 PM Banquet Dinner, *Steve Koehn, Allegheny SAF Chair (MC)*
8:00 PM Banquet Dinner Presentation, *John Goodall, Brandywine Conservancy*
8:30 PM Awards and Announcements

Friday, February 17, 2017
7:00 AM Chair's Breakfast
Chair's Breakfast Presentation
Art Contest, Exhibitors, and Silent Auction areas open
8:15 AM State Society Business Meetings
8:30 AM Allegheny SAF Business Meeting

9:30 AM Morning Concurrent Sessions:
Community Forestry for Water Quality
9:30 AM Stormwater Management in Lancaster, *Ruth Hocker, City of Lancaster*
10:00 AM Soil Management for Urban Trees, *Susan Day, Virginia Polytechnic Institute*
10:30 AM Urban Watershed Management, *Bob Adams, Pennsylvania Horticultural Society*

Forest Health/Invasive Species
9:30 AM Hemlock in the Chesapeake Bay Watershed, *Mary Ann Fajvan, USDA Forest Service*
10:00 AM Emerald Ash Borer and Spotted Lanternfly Update, *Randall Morin, USDA Forest Service*
10:30 AM Invasives Management with Herbicides, *Todd Hagenbuch, Arborchem Products*
11:00 AM Morning Break
11:30 AM Final Plenary
12:00 AM Conclude

Allegheny Society of American Foresters · 2017 Winter Training Registration

Name _____

Address _____

E-Mail: _____ Phone _____

Meeting registration is due by **February 9, 2015**. A late fee of \$15.00 will be added to all registrations postmarked after February 9, 2015. Registration includes icebreaker social, Thursday lunch, and all breaks. **Banquet and Chair's breakfast require additional fee (see below).**

Pesticide Training	\$ 25.00	_____
Certified Tree Farm Inspector Training	\$0.00	_____
SAF Member	\$125.00	_____
Non-Member	\$135.00	_____
Student:	\$30.00	_____
Thursday Banquet: Select one: <input type="checkbox"/> Hunter Chicken <input type="checkbox"/> Bacon-Wrapped Pork Loin <input type="checkbox"/> Vegetarian <input type="checkbox"/>	\$32.00	_____
Chair's Breakfast	\$15.00	_____
Sponsor a Student	\$10 / 20 / 30 / other	_____
Late Fee (after Feb 9 th)	\$15.00	_____

Total Enclosed: _____

Do you have special dietary needs (e.g., food allergies, diabetic, etc.) or accessibility assistance? Please let Bob Girvin know (rgirvin@epix.net).

*EXHIBITOR - SPONSOR - SILENT AUCTION

SPONSORSHIP OPPORTUNITIES: Please select event(s) you wish to sponsor.

☐ Morning Breaks ☐ Afternoon Breaks ☐ Receptions ☐ Luncheon ☐ Awards Dinner ☐ Chair's Breakfast

Select Level of Sponsorship:

☐ Gold @ \$500 ☐ Silver @ \$250 ☐ Bronze @ \$150 ☐ Anthracite @ \$100 ☐ Other \$ _____

EXHIBITOR: Exhibitor registration includes one complimentary meeting registration.

Commercial Exhibit _____: \$200 **Non-Profit Exhibit** _____: \$150 We will need electricity _____ Yes _____ No _____

****My exhibit is a floor display.** _____ **My exhibit space will be only a tabletop.** _____

SILENT AUCTION DONOR:

We will BRING the following item(s): _____

We will SEND the following item(s): _____

Suggested Minimum Bid: _____

Circle One: **Check Enclosed \$** _____ **OR** **PayPal Payment Made \$** _____

****Mail/email registration and checks to:** Bob Girvin (rgirvin@epix.net), Allegheny SAF, 5000 White Oak Rd., Paradise, PA 17562 (Payable to Valley Forge Chapter of SAF)

Online payment available at <http://www.alleghenysaf.org/main/2016/11/14/allegheny-saf-winter-training-2017>

*****Questions Contact:** Randall Morin at 610-557-4054 or email at rsmorin@fs.fed.us



Allegheny Society of American Foresters

WINTER MEETING 2016, RADISSON NORTH BALTIMORE HOTEL, FEBRUARY 17-19, 2016

Traditional and Urban Forestry: At the Crossroads

5.5 Category 1 SAF CFE Credits, 2.5 Category 2 SAF CFE Credits, up to 5.5 MAC-ISA Credits, and 4.5 MD LFE CECs.

Agenda

Note: Room assignments are subject to change.

Wednesday, February 17, 2016

- 10:00AM-2:00PM **Optional Tour of the Port of Baltimore, Forest Products Terminal & Dundalk Marine Terminal**
(Pre-registration required, limited to the first 40 registrants, times are approximate, must provide drivers license number)
- 2:00 **Registration Desk Open, Lobby**
- 3:00-6:00 **Allegheny SAF Executive Committee Meeting, Chesapeake Room.**
- 6:00-9:00 **Icebreaker Social, Atrium**

Thursday, February 18, 2016

- 7:00 **Registration Desk Open,**
Reginald E. Forbes Art Contest, Exhibitors, and Silent Auction areas open, Chesapeake Room
Breakfast on your own.
- 9:00 **Welcome and Opening Remarks, Bryan Seipp, MD/DE SAF Chair, (Dulany Valley Ballroom)**
- 9:10 **Traditional and Urban Forestry in the Mid-Atlantic, Steven W. Koehn, Director, Cooperative Forestry, USDA Forest Service**
- 9:45 **Carbon Expanding Role in Traditional and Urban Forestry, Tom Martin, President, American Forest Foundation.**
- 10:15 **Morning Break, Atrium**
- 10:45 **USDA Urban Forestry, Phillip Rodbell, NA Regional Coordinator, USDA Forest Service Urban and Community Forestry**
- 11:15 **State Forester Panel**—Don Vanhassent (MD), Mike Valenti (DE-Invited), Randy Dye (WV-Invited), Dan Devlin (PA-invited), John Sacco (NJ-Invited).
- 12:00 **Lunch, Greenspring Ballroom**

Afternoon Breakout Sessions

Dulany Valley 1: Urban Issues

- 1:00 **Utility Forestry, Danny Davis, BGE Forestry Section Forester**
- 1:40 **The Greater Baltimore Wilderness Coalition, Marlo Atkinson, US Fish and Wildlife Service, Project Coordinator**
- 2:20 **Break**
- 2:50 **Stormwater Forestry, Bryan Seipp, Center for Watershed Protection, Ellicott City, MD**
- 3:30 **Urban Wood Recovery and Utilization, Brian Knox, Consultant Forester**

Dulany Valley 2: Traditional Forestry in Urbanizing Areas

- Landscape Scale Forest Management: Eric Sprague, Chesapeake Forests Program Director, Alliance for the Chesapeake**
- Intergenerational Land Transfer, Craig Highfield, Forests for the Bay Program Manager, Alliance for the Chesapeake**
- Break**
- Northern Long-eared Bat Policy Update, Danielle Watson, Assistant Director, Govt. Affairs and External Relations, Society of American Foresters**
- EAB/Pest update, Rick Turcotte, Forest Health Group Leader, USDA Forest Service, State and Private Forestry**

- 4:30 **College Quizbowl, Dulany Valley**
- 7:00 **Banquet Dinner, Greenspring Ballroom (Pre-registration is required)**
- 8:00 **Banquet Dinner Presentation: Jack Higginbotham, President, Paul Reed Smith Guitars, Stevensville, MD**
- 8:30 **Awards and Announcements**



Allegheny Society of American Foresters

WINTER MEETING 2016, RADISSON NORTH BALTIMORE HOTEL, FEBRUARY 17-19, 2016

Traditional and Urban Forestry: At the Crossroads

Agenda

Friday, February 19, 2016

- 7:00 **Chair's Breakfast** (*Pre-registration required*)
Chair's Breakfast Presentation: *Hugh Sisson, Heavy Seas Brewery, Baltimore, MD*
Reginald E. Forbes Art Contest, Exhibitors, and Silent Auction areas open, *Chesapeake Room*
- 8:15 **State Society Business Meetings**
MD/DE—Room TBD
Pennsylvania—Room TBD
New Jersey—Room TBD
West Virginia—Room TBD
- 8:30 **Allegheny SAF Business Meeting,** *Dulany Valley Ballroom*
- 9:45 **Wood Fuel Markets** *Kent Jenkins, Vice President of Communications, Enviva Wood Pellets*
- 10:30 **Morning Break,** *Atrium*
- 10:50 **Forest Products Export Market Update,** *Alberto Goetzl, Seneca Creek Associates, LLC.*
- 11:30 **Forest Inventory Trends, Apps, and Cloud Computing,** *Max Nova, Founder, Silvia Terra*
- 12:00 **Conclude—Thank you and safe travels!**

Thank You Sponsors!

*Don't forget to take
the evaluation, and tell us
how we did!*



Take our evaluation with your
phone QR code reader! Or go to
<http://goo.gl/forms/2p28gco3LX>





Allegheny Society of American Foresters

WINTER MEETING 2016, RADISSON NORTH BALTIMORE HOTEL, FEBRUARY 17-19, 2016

Traditional and Urban Forestry: At the Crossroads

REGISTRATION

Meeting registration is due by **February 12, 2015**. A late fee of \$15.00 will be added to all registrations postmarked after February 12, 2015. All Registration levels include icebreaker social, Thursday lunch, and all breaks. **Bus Tour, Banquet and Chair's breakfast** require additional fee (see below).

Name*: _____

Address*: _____

Phone: _____ Email: _____

NEW

Pay with a credit card—go to our webpage: <http://www.alleghenysaf.org/mddesaf/>

SAF Member.....	\$95_____
Non-SAF Member.....	\$120_____
Student.....	\$30_____
Speaker (<i>Discounted</i>).....	\$70_____
Thursday Banquet.....	\$32_____
Select one entrée: Stuffed Chicken Breast <input type="checkbox"/> Slow Roasted Beef <input type="checkbox"/> Vegetarian <input type="checkbox"/>	
Sponsor a Student.....	\$30_____
Wednesday Port of Baltimore Bus Tour (<i>Includes box lunch</i>).....	\$20_____
Friday Chair's Breakfast.....	\$17_____
Late Fee (<i>After February 12th</i>).....	\$15_____
Total.....	\$_____

Please let us know if you require accessibility assistance or have dietary needs (e.g. food allergies, diabetic, etc)

SILENT AUCTION DONOR:

We will BRING the following item(s): _____

We will SEND the following item(s): _____

Suggested Minimum Bid: _____

Make Checks Payable to: "MD/DE SAF"

[Register online](#) or send registration and check to:

Allegheny Winter Meeting, 14038 Blairs Valley Road, Clear Spring, MD 21722.

Questions? Please contact: Rob Feldt, rob.feldt@maryland.gov, (410) 260-8529



**Allegheny Society of American Foresters
Annual Summer Meeting Program
September 14 -16, 2016 -- The Westin, Mount Laurel, NJ
“Forest Management for Productivity and Resilience”
(Thursday: 4.0 Cat. 1 and 1.0 Cat. 2 CFE credits; Friday: 2.0 Cat. CFE credits)
(Thursday 2.5 NJ CEU credits; Friday: 2.0 NJ CEU credits)**

Wednesday, September 14

1:00 – 5:30 PM	OPTIONAL WEDNESDAY AFTERNOON ACTIVITIES: (Additional Information on registration page) <ul style="list-style-type: none">• Hike the forests and bogs in the heart of the Pines. Learn about NJ Pinelands flora and fauna. Bring binoculars, a camera, and a good pair of shoes! (Meet in hotel lobby at 1:15pm.)• Learn about and taste the wines of the Pinelands’ own Valenzano Winery (Winery tastings available 11am-4pm. Directions available at hotel lobby starting at 1pm. Winery is ½ hour away from hotel.)
2:00 – 6:00 PM	Allegheny SAF Executive Committee Meeting
4:00 – 8:00 PM	Registration
7:00 – 8:30 PM	Ice breaker event

Thursday, September 15

7:00 – 8:00	Registration/Continental Breakfast/Browse Silent Auction Items
8:00 – 8:10	Welcome – Steven Kalleser, Chair, NJ Division Allegheny SAF
8:10 -- 8:55	“The Eastern Oak Forest Silviculture with Fire for Safety, Wildlife, and Forest Health Benefits” – Dr. Daniel Dey, Research Forester, USDA Forest Service, Northern Research Station
9:00 – 9:45	“Safely Increasing the Role of Prescribed Fire in New Jersey: A discussion of the prescribed burn bill” – Kelly Mooij – NJ Audubon, VP for Government Relations
9:45 – 10:00	Break, Refreshments/Silent Auction
10:00 – 10:30	<i>Board Bus & Depart for Field Program (20 minute travel time)</i>
10:30 – 11:30	<u>USDA Forest Service Northern Research Station Silas Little Experimental Forest</u> Option 1: Fire, Climate, Forest Disturbance, and Silviculture Research Program – Dr. Kenneth Clark, USFS NRS Research Forester Option 2: Forest Simulation and Modeling Tools for Decision Support and Reporting Results – Bill Zipse, NJDEP Assistant Regional Forester Option 3: Methods for Estimating Fuels and Fire Effects –Michael Gallagher, USFS NRS Researcher
11:30 – 12:05	<i>Load vans/drive to Oswego Lake (20-25 minute travel time)</i>
12:05 – 12:50	Brown Bag Lunch at Oswego Lake – Penn State Forest
12:50 – 1:00	<i>Load vans/drive to next stop (0-10 minute travel time depending on where we start)</i>
1:00 – 3:00	<u>Pine Island Cranberry Co.</u> - Timber Management and the Successful Reintroduction of the Northern Bobwhite Quail - Bob Williams, CF, President, Pine Creek Forestry, LLC - Rubies of the Pines: American Cranberry Production Past and Present in the NJ Pine Barrens – Bill Haines, Jr., Owner and CEO, Pine Island Cranberry Co., Inc.
3:00 – 3:30	<i>Load vans/drive to next stop (15 minute travel time)</i>

3:30 – 4:15 New Jersey Forest Fire Service Coyle Field
 - Sharing Fire Knowledge: The North Atlantic Fire Science Exchange – Dr. Inga LaPuma, North Atlantic Fire Science Exchange Coordinator (15 minutes)
 - Contrasting Characteristics of Fire From Pitch Pine Barrens to Oaks in the Highlands – New Jersey Forest Fire Service – to be determined (15 minutes)
 - Ground and Air Firefighting Apparatus Tour and Air Tanker Demonstration (15 minutes)

4:15 – 4:45 *Load vans/drive to next stop (10 minute travel time)*

4:45 – 7:30 Dinner: BBQ and optional self-guided nature walk around cranberry bog – History and Culture of the New Jersey Pine Barrens – Tom Gerber, Owner, Quoexin Cranberry Co.

7:30 – 8:15 *Load vans/drive to next stop (35 minute travel time)*

8:15 Return to hotel

Friday, September 16

7:00 – 8:00 Continental Breakfast & Browse Silent Auction Items
 8:00 – 8:25 Division Business Meetings
 8:25 – 8:50 Allegheny SAF Business Meeting
 8:50 – 9:20 “Evolving Forestry: What We Must Do to Face the Future” – Jeffrey Ghannam, Acting Senior Director of Strategic Communications, Society of American Foresters

Concurrent Sessions

Track 1: Rural Forestry

9:25 – 10:10 “The Collaborative Stakeholder Approach at George Washington National Forest: Lessons Learned and Potential for Other Federal Lands in the East” – John Hancock, VA Division Appalachian SAF

10:10 – 10:55 Who’s Who of 2016? Native and Invasive Forest Insect Pests of Concern Now– Tiffany Mauro, Pest Survey Specialist, APHIS Plant Pest Quarantine program

10:55 – 11:40 Forest Management for the Northeast in an Uncertain Future – Dr. Jason Grabosky, Director of the Rutgers Center for Resilient Forests

Track 2: Urban & Community Forestry

9:25 – 10:10 “New Useful Data Feeds and Opportunities with Forest Inventory and Analysis for Urban and Suburban Foresters” – Mark Majewsky, USDA Forest Service Northern Research Station Forest Inventory and Analysis Program Supervisory Forester; and Tonya Lister, USDA Forest Service

10:10 – 10:55 “Using iTree Results to Inform Better Decision-Making at the Municipal Level” -- David Nowak, USDA Forest Service Northern Research Station Forest Inventory and Analysis Program

10:55 – 11:40 “Urban and Community Forestry Wood Utilization and Marketing: Ideas from Illinois” – Edith Makra, Metropolitan Mayors’ Caucus, Director of Environmental Initiatives

11:40 – 11:50 Break (refreshments) Browse silent auction / make final bids

11:50 – 12:00 Farewell

NJ Division Allegheny SAF thanks the **Allegheny SAF Educational Endowment**, the **NJ Tree Farm Program**, **Gracie & Harrigan Consulting Foresters, Inc.**, **Riephoff Sawmill**, and the **Committee for the Advancement of Arboriculture** for their support in bringing speakers of regional renown and helping us keep our costs low.



**THE ALLEGHENY
SOCIETY OF
AMERICAN FORESTERS
NEW JERSEY DIVISION**

Forest Management for Productivity and Resilience

Allegheny Society of American Foresters

2016 Summer Training

Wednesday September 14 – Friday September 16, 2016

The Westin Mount Laurel Hotel

555 Fellowship Road, Mount Laurel, NJ, 08054

Lodging

Hotel Reservations: Call The Westin Mount Laurel at (856) 778-7300, and tell them you are with the Society of American Foresters.

Room cost: \$149 + tax for a room with a king bed, \$159 + tax for a room with double beds

Interested in Being an Exhibitor or Sponsor?

We are expecting about 100 professional conservationists from across the five-state area. Join us to help support continuing education for our rural and urban foresters, and display materials for your organization.

We thank the Allegheny SAF Educational Endowment, the NJ Tree Farm Program, and the Committee for the Advancement of Arboriculture for their support in bringing speakers of regional renown and helping us keep our costs low.

Want to sponsor a student? See option below. Funds will be used to offset the local division's loss on student registrations, then to offset student travel costs. Any extra funds will be given to Allegheny SAF for future student use.

For additional information and sponsorship opportunities, contact Steve Kalleser at 908-781-6711.

Optional Activities for Wednesday

Stay tuned! Additional information forthcoming.

Registration Information – Detach and mail

Register no later than August 31, 2016

Name: _____

to avoid late fee!

Address: _____

Phone: _____ Email: _____

Make checks payable to NJ Division Allegheny SAF. Return registration to Kris Hasbrouck, 230 South Central Avenue, Ramsey, NJ 07446. Phone: (201) 760-9062 E-mail: hasbrouckforest@gmail.com

Package includes all course materials, icebreaker, continental breakfasts, lunches, and certificate of training.

Full registration: Wednesday through Friday SAF member: @ \$135 _____

Non-member: @ \$170 _____

Student: @ \$ 40 _____

Friday-only registration SAF member or student: @ \$ 35 _____

Non-member: @ \$ 45 _____

Optional (it's worth every penny) Thursday BBQ: @ \$ 25 _____

Sponsor a student: @ \$ 30 _____

Exhibitor (commercial): @ \$250 _____ includes one registration!

Exhibitor (non-profit): @ \$200 _____ includes one registration!

Extra seat for Thursday bus tour (guest or spouse of member): @ \$ 40 _____

Don't be that guy or gal. Register now! Late fee: @ \$ 25 _____

DRAFT AGENDA

“SILVAH: 50 Years of Practicing Sustainable Forestry and Counting”

September 20 – 22, 2017

Park Inn, Clarion, PA

Wednesday, September 20, 2017

8:00 AM – 6:00 PM – Registration

10:00 AM – 5:00 PM Tours to Kane Experimental Forest and Clear Creek State Forest. Anticipate highlighting OAK SILVAH, changes in cherry/Allegheny hardwood silviculture, SILVAH Wildlife.

4:00 – 6:00 ANSAF Exec Committee Meeting

7:00 – 9:00 Icebreaker/Social Reception

Thursday, September 21, 2017

Breakfast on your own

8:00 am – Exhibits, Silent Auction open

8:30 – 8:40 – Welcome, housekeeping & Introduction of first speaker

8:40 - 9:00 – Welcome to NW PA. Sue Swanson

SILVAH: History and Origins

9:00 – 9:30 KEYNOTE ADDRESS – Dr. David A. Marquis – The origins and early history of the SILVAH System

9:30 – 10:00 - Dan Devlin or Jim Grace – A User’s Perspective: SILVAH and the Pennsylvania Bureau of Forestry

10:00 – 10:30 – Dr. Kimberly Bohn and/or Scott Weikert – Working with SILVAH – an extension perspective – a community of practice

10:30 – 10:45 – Break

10:45 – 11:15 – Dr. Ralph Nyland – How SILVAH has influenced silviculture

11:15 – 11:45 – Will McWilliams – How SILVAH has influenced FIA data collection regionally

11:45 – 12:15 – Dr. Susan Stout - How SILVAH has grown: intro to afternoon’s sessions

12:15 – 1:15 - Lunch

Concurrent Sessions (1:15 to 4:45) *Dave's note – we will need moderators for each of these*

1. SILVAH: Oak

<u>1:15 - 1:45</u>	SILVAH Oak Keynote and Overview – Patrick Brose
<u>1:45 – 2:15</u>	SILVAH and Two-age silviculture in oaks – Gary Miller
<u>2:15 – 2:45</u>	Preliminary results of the OAK: SILVAH assessment – Laura Leites and Scott Miller
<u>2:45 – 3:15</u>	BREAK
<u>3:15 – 3:45</u>	Offered paper by author yet unknown
<u>3:45 – 4:15</u>	OAK SILVAH in Ohio at the Landscape Scale – Joanne Rebbeck and Jarel Bartig
<u>4:15 – 4:45</u>	Offered paper by author yet unknown

2. SILVAH Deer, Wildlife and related software

<u>1:15 – 1:45</u>	Deer and Forest Interactions Keynote – Alex Royo
<u>1:45 – 2:15</u>	Invited or offered paper on deer research elsewhere influenced by NRS Deer Research
<u>2:15 – 2:45</u>	Research on silviculture and bird habitat - Scott Stoleson
<u>2:45 – 3:15</u>	BREAK
<u>3:15 – 3:45</u>	Research to support wildlife habitat associations in SILVAH and NED – Scott and Linda Thomasma, Helene Cleveland
<u>3:45 – 4:15</u>	NED and the NED/SILVAH coalition – Mark Twery
<u>4:15 – 4:45</u>	Offered paper by someone yet unknown

3. SILVAH Forest Health & Vegetation Management

<u>1:15 – 1:45</u>	Forest Vegetation Management Research: the early years - Steve Horsley
<u>1:45 – 2:15</u>	State of the Art in Vegetation Management: Todd Ristau
<u>2:15 – 2:45</u>	Forest Health Research stimulated by SILVAH – Bob Long
<u>2:45 – 3:15</u>	BREAK
<u>3:15 – 3:45</u>	Allegheny National Forest/Forest Health Collaborative – Andrea Hille
<u>3:45 – 4:15</u>	Forest Vegetation Management of Invasive Species: Dave Jackson and/or Art Glover
<u>4:15 – 4:45</u>	Paper by someone yet unknown

6:00 – Cocktail Hour

7:00 Bar B Q Cookout, including drawing for one of the large raffle items (Print or chainsaw)

FRIDAY, September 22, 2017

<u>7:00 – 8:00</u>	Chair's Breakfast (all are welcome), inspirational speaker – Stephanie Gottschalk
<u>8:00 – 8:30</u>	Division Meetings
<u>8:30 – 9:00</u>	Allegheny SAF Business Meeting
<u>9:00 – 9:45</u>	Modeling Regeneration in Eastern Forests to inform forest management decision making - Lance Vickers and or Tara Keyser
<u>9:45 – 10:15</u>	BREAK & final offer to buy raffle tickets
<u>10:15 – 11:15</u>	The Next 50 years of SILVAH, Silviculture and Forest Stewardship – Susan Stout
11:15	Final thank you and wrap up by Dave T & Brock (and announce Raffle Winner)

APPENDIX C: Example Budgets



2015 Winter Training Hosted by Pinchot Chapter

Costs	Budget		Actual	
Hotel charges (rooms)	\$	1,000.00	\$	1,722.00
Hotel charges (food: icebreaker and breaks)	\$	6,150.00	\$	4,995.00
Hotel charges (food: banquet)	\$	2,560.00	\$	2,650.00
Hotel charges (food: Chair's Breakfast)	\$	600.00	\$	650.00
Hotel Charges (A/V rental)	\$	300.00	\$	200.00
subtotal:	\$	10,610.00	\$	10,217.00
Speaker's cost	\$	150.00	\$	140.00
Student Quiz Bowl awards	\$	50.00	\$	25.00
Supplies (folders, ink, name badges, labels, etc.)	\$	350.00	\$	391.50
Awards for Art Contest	\$	25.00	\$	8.43
subtotal:	\$	575.00	\$	564.93
Mandatory donation to ANSAF	\$	1,000.00	\$	1,000.00
Subtotal expenses:	\$	12,185.00	\$	11,781.93

Revenue

Silent auction	\$	1,000.00	\$	954.00
Student Sponsorships	\$	500.00	\$	754.00
Registration (including banquet and chair's breakfast)	\$	12,000.00	\$	13,199.00
Sponsors	\$	1,000.00	\$	1,500.00
Exhibitors	\$	250.00	\$	500.00
Subtotal	\$	14,750.00	\$	16,907.00
less refunds issued	\$	-	\$	(304.00)
Subtotal revenue:	\$	14,750.00	\$	16,603.00
Preliminary surplus:	\$	2,565.00	\$	4,821.07
Additional donation to ANSAF (50% of silent auction)	\$	-	\$	477.00
Final Surplus:	\$	2,565.00	\$	4,344.07

NOTE: Some of the figures herein have been changed. This is an example budget, and not the actual results of the Pinchot Chapter.

ANSAF 2016 Summer Training Hosted by NJ Division

	<u>Budget</u>	<u>Actual</u>
Income:		
Registration fees:	\$ 10,990.00	\$ 12,087.60
Donations for students:	\$ 500.00	\$ 555.00
Sponsorships:	\$ 2,000.00	\$ 1,500.00
Grant:	\$ 2,080.00	\$ 2,080.00
Silent auction:	\$ 1,000.00	\$ 519.00
SUBTOTAL:	\$ 16,570.00	\$ 16,741.60
Expenses:		
Meeting room(s) rental:	\$ 3,268.00	\$ 3,268.00
Food at hotel:	\$ 3,683.00	\$ 2,345.40
Speakers' costs:	\$ 2,080.00	\$ 1,927.02
Buses (inc. tips):	\$ 2,950.00	\$ 3,020.00
Lunch on field trips:	\$ 850.00	\$ 328.61
Facilities for BBQ:	\$ 570.00	\$ 585.00
Food for BBQ:	\$ 1,936.00	\$ 758.50
Sanitary for BBQ:	\$ 350.00	\$ 225.00
Mandatory ANSAF don.:	\$ 500.00	\$ 500.00
Other (folders, handouts, etc.):	\$ -	\$ 172.67
SUBTOTAL:	\$ 16,187.00	\$ 13,130.20
Surplus/(Deficit):	\$ 383.00	\$ 3,611.40

\$555 was donated towards student use at the summer training. Of that, \$135 was used to subsidize student attendance. The remaining \$420 (in accordance with representations made by the NJ Division on uses of those funds) should be donated to Allegheny SAF for future student use.

In accordance with the grant from Allegheny SAF to cover the speakers' costs (travel, lodging, and food), any surplus grants funds not expended must be returned. Thus the remainder to be returned to Allegheny SAF is \$152.98.

The preliminary surplus is thus reduced by the above two items to:

\$ 3,038.42

The financial records related to this training are still under review and have not yet been finalized.

2015 summer training hosted by Rothrock Chapter

Expenses

Facilities Fees	<u>Budget</u>	<u>Actual</u>
Meeting rooms	\$ 700.00	
Icebreaker/Reception	\$ 820.00	
Thursday breakfast	\$ 1,225.00	
Box lunch (Thursday)	\$ 745.00	
Friday breakfast	\$ 1,225.00	
Friday break	\$ 500.00	
Subtotal:	\$ 5,215.00	
Buses for field tour	\$ 2,800.00	
Add'l beverages for tour	\$ 75.00	
Subtotal:	\$ 2,875.00	
Mandatory ANSAF donation	\$ 500.00	
Optional Thursday cookout		
Pavilion rental	\$ 50.00	
Food from resort	\$ 450.00	
Additional food	\$ 300.00	
Beverages	\$ 200.00	
Subtotal:	\$ 1,000.00	
Total expenses:	\$ 9,590.00	

Revenue

Registrations:	\$ 7,700.00
Cookout fees:	\$ 1,000.00
Sponsorships:	\$ 1,000.00
Exhibitors:	\$ 400.00
	\$ 10,100.00
Surplus/(Deficit):	\$ 510.00

NOTE: This is an example budget and does not represent the actual budget of the Rothrock Chapter.

Appendix D: Reginald D. Forbes Art Contest

Reginald D. Forbes (c.1927)



A few words about the Reginald D. Forbes Art Contest and the Man

In 1974, Ben Stout proposed this art contest in honor of Reginald D. “Reggie” Forbes. Reggie was born in Morristown, NJ. He graduated from the Yale Forestry School with a Masters in Forestry in 1913. After holding several assistant forester positions within the USDA Forest Service, he returned to New Jersey and served as Assistant State Forester for two years.

In 1917, he became the first professionally-trained State Forester of Louisiana. He wanted to be known as a Gentleman Forester, and he dressed the part – even in the field – wearing a bow tie and jacket. He joined SAF in 1918. He pushed foresters to think of themselves as professionals. He was a stickler on writing, speaking, and using the microphone properly.

He became the first Director of the USDA Forest Service’s Southeastern Forest Experiment Station. A proponent of field forestry, at a Southern Pine Association meeting he said “Forestry is not and will never be something which can be intelligently done from a swivel chair.”

He returned to the mid-Atlantic to become head of the Allegheny Forest Experiment Station (responsible for Pennsylvania, New Jersey, Maryland, and Delaware) in 1927. He served as a director for the Pennsylvania Forestry Association starting in 1928. He was the chair of Allegheny SAF in 1931. He left federal service in 1939 to pursue a private career in writing, editing, and consulting forestry in eastern Pennsylvania.

He enjoyed art and would hold “Clothesline Art Raffles” at SAF meetings. He also felt that foresters and their families had latent art talent.

He was the editor of the first *Forestry Handbook*, published by SAF in 1955. He also wrote *Woodlands for Profit and Pleasure* published by the American Forestry Association in 1971.

The Allegheny SAF launched the Reggie Forbes Art contest in 1974, and it has been sailing well ever since. Apparently this is the only art contest held anywhere within the Society of American Foresters.

Presentation suggestions

- Ask all to stay up front for a group picture for the Allegheny News
- Use “The Winners Are” chart, and start with the Open Class, then SAF Student, and then the Children’s Categories
- Give certificate and ribbon to Honorable Mention winners first, followed by 3rd, 2nd, and 1st place winners
- Save Grand Prize winner (Best of Show) until last
- Make sure everyone gets recognized by at least an honorable mention

The Winners Are

SAF Art Show

Open Class

Place	3-Dimensional	Flat Art	Photo Art	Sculpture
Honorable Mention				
3 rd Place				
2 nd Place				
1 st Place				

SAF Student Class

Place	3-Dimensional	Flat Art	Photo Art	Sculpture
Honorable Mention				
3 rd Place				
2 nd Place				
1 st Place				

Kids Class

Place	3-Dimensional	Flat Art	Photo Art	Sculpture
Honorable Mention				
3 rd Place				
2 nd Place				
1 st Place				

Grand Prize winner

Reginald D. Forbes Art Contest

Entry Form

Name _____ e-mail _____

Address _____

City _____ State _____ Zip _____

Phone _____ Open Class _____ SAF Student _____ Kids _____

Art pieces entered: (Describe)

For use of Contest Committee:

Open Class		SAF Student		Kids	
Category	Number(s) assigned	Category	Number(s) assigned	Category	Number(s) assigned
3-Dimensional _____		3-Dimensional _____			
Flat Art _____		Flat Art _____		Flat Art _____	
Photo Art _____		Photo Art _____			
Sculpture _____		Sculpture _____		Kids Open _____	

Reginald D. Forbes Art Contest

Entry Form

Name _____ e-mail _____

Address _____

City _____ State _____ Zip _____

Phone _____ Open Class _____ SAF Student _____ Kids _____

Art pieces entered: (Describe)

For use of Contest Committee:

Open Class		SAF Student		Kids	
Category	Number(s) assigned	Category	Number(s) assigned	Category	Number(s) assigned
3-Dimensional _____		3-Dimensional _____			
Flat Art _____		Flat Art _____		Flat Art _____	
Photo Art _____		Photo Art _____			
Sculpture _____		Sculpture _____		Kids Open _____	

Reginald D. Forbes Art Contest

Ballot

To vote for the best in each category represented

write the number assigned to the artwork in the appropriate blank.

Open Class	SAF Student	Kids
Categories:	Categories:	Categories:
3 Dimensional _____	3 Dimensional _____	
Flat Art _____	Flat Art _____	Flat Art _____
Photo Art _____	Photo Art _____	Kids Open _____
Sculpture _____	Sculpture _____	
GRAND PRIZE (Best of Show) _____		

Reginald D. Forbes Art Contest

Ballot

To vote for the best in each category represented

write the number assigned to the artwork in the appropriate blank.

Open Class	SAF Student	Kids
Categories:	Categories:	Categories:
3 Dimensional _____	3 Dimensional _____	
Flat Art _____	Flat Art _____	Flat Art _____
Photo Art _____	Photo Art _____	Kids Open _____
Sculpture _____	Sculpture _____	
GRAND PRIZE (Best of Show) _____		

Reginald D. Forbes Art Contest

Ballot

To vote for the best in each category represented

write the number assigned to the artwork in the appropriate blank.

Open Class	SAF Student	Kids
Categories:	Categories:	Categories:
3 Dimensional _____	3 Dimensional _____	
Flat Art _____	Flat Art _____	Flat Art _____
Photo Art _____	Photo Art _____	Kids Open _____
Sculpture _____	Sculpture _____	
GRAND PRIZE (Best of Show) _____		

Reginald D. Forbes Art Contest

Ballot

To vote for the best in each category represented

write the number assigned to the artwork in the appropriate blank.

Open Class	SAF Student	Kids
Categories:	Categories:	Categories:
3 Dimensional _____	3 Dimensional _____	
Flat Art _____	Flat Art _____	Flat Art _____
Photo Art _____	Photo Art _____	Kids Open _____
Sculpture _____	Sculpture _____	
GRAND PRIZE (Best of Show) _____		