



## NEED PROGRAM APPLICATION

Please read the *NEED Program: Mission and Guidelines* before applying:  
<http://www.nps.gov/caco/forteachers/upload/2008NEEDbrochure.pdf>. On-site training is mandatory for all first time group leaders to the NEED program. No exceptions.

### PART 1

Name of Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Cell phone #: \_\_\_\_\_

*(This should be the phone you bring with you during your program for emergency purposes.)*

Phone Number(s): Work \_\_\_\_\_ Home \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Total number of individuals in the group including chaperones (limit 35): \_\_\_\_\_

# of adults: \_\_\_\_\_ # of youths/students: \_\_\_\_\_ age/grade: \_\_\_\_\_

### PART 2

**A written proposal, attached to this application form, is required. Your application will be incomplete without your proposal and will be returned to you.** On your organization's letterhead, let us know how participation in the NEED Program will help your group research, teach, or gain knowledge and understanding of the natural or cultural resources at Cape Cod National Seashore. **Your proposal should:**

1. Reference the curriculum and educational objectives your organization will study through participation in the NEED Program.
2. Provide an itinerary that details the activities/program for each day of your stay; match them to the Cape Cod National Seashore resource/location (beach, marsh, trail, visitor center, lighthouse name etc.) where you plan to carry out the activities/programs. The majority of your time and activities should be spent on-site at Cape Cod National Seashore. See the park website for information on park resources and sites. Example itineraries are posted at <http://www.nps.gov/caco/forteachers/need-program.htm>

3. Describe at least two pre-site and post-site activities your group has planned to complement your curriculum or learning objectives.
4. Describe how you will evaluate the success of your program. Please plan to submit a few digital photos and/or a written summary that document your visit to the NEED Education Coordinator, Barbara\_Dougan@nps.gov
5. Please indicate that you can meet the Liability Insurance Requirement listed in Part 3 of this application.
6. Summarize the background or experience that your staff or speakers have in presenting natural or cultural resource topics and their safety record in leading groups on overnight programs.

**PART 3**

**Liability Insurance Requirement:** In order for groups to participate in the Program and use the Coast Guard NEED Building, they are required to carry and show proof of liability insurance; a minimum of one million dollars (\$1,000,000) per person for any single claim and an aggregate minimum of three million dollars (\$3,000,000) for any number claims arising from any one incident. The policy shall name the United States as an additional insured, shall specify that the insured shall have no right of subrogation against the United States for payments of any premiums or deductibles due there under, and shall specify that the insurance shall be assumed by, be for the account of, and be at the insured's sole risk. Groups must submit a certificate of insurance, outlining the above levels of coverage, at the time that payment is made.

**PART 4**

**Please list at least three optional dates for proposed participation in order of preference.** A minimum of a two night stay is required. Fees are determined on a nightly rate. Remember the NEED Program is a year-round facility. The more optional dates your group proposes, the more opportunity there will be to schedule your group.

1. Arrive after 2 PM on: \_\_\_\_\_ Depart before Noon on: \_\_\_\_\_
2. Arrive after 2 PM on: \_\_\_\_\_ Depart before Noon on: \_\_\_\_\_
3. Arrive after 2 PM on: \_\_\_\_\_ Depart before Noon on: \_\_\_\_\_

**If you have any questions about insurance requirements, training schedules and registration, or additional information contact Charles\_Ehl@nps.gov or call (508) 255 - 3421 ext.20**

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