

OUTFITTER AND GUIDE CHECKLIST

Deadlines for temporary use applications:

- February 15th for Summer/Fall use (After June 1st & before November 1st)
- August 15th for Winter/Spring use (after November 1st & before May 31st)

_____ **Complete “Temporary Outfitter/Guide” Application Form** - a legal entity must be identified as the proponent.

_____ **Complete Operating Plan** - this must include but not limited to a description of the proposed activity/ activities, the locations it would take place including any Forest Service facilities (trailheads, parking lots, restrooms etc.), the estimated group size and client: guide ratio, the starting and ending dates, sanitation and safety measures (inclement weather, communication, leave no trace, etc.), and the designated agent of the legal entity to communicate with. See template.

_____ **Maps** - Include access routes, assigned sites or camping locations or other FS facilities (parking areas, trailheads, restrooms etc.), parking locations, trailering access, start and end/turn around points and any areas where you may explore on foot that are off designated roads or trails. Maps must be detailed enough to easily identify Forest Service roads/ trails and County or State roads/ trails. Maps must be in pdf form. We are unable to accept paper maps with highlighting.

_____ **Annual Itinerary** - (including estimated gross revenue and assigned sites)

_____ **Proof of adequate insurance** - if renewed annually please indicate when you will be able to furnish the document. Auto insurance is required if transportation in a vehicle is provided to clients.

- Must be in the name of the Permit Holder (registered business name, must be same name as permit applicant)
- The Description of Operations box must state, “**Certificate holder is an additional insured but only with respect to its interest in the named insured’s operations**”
- Certificate Holder Box must have:

**USDA Forest Service
Stanislaus National Forest
19777 Greenley Road
Sonora, CA 95370**

_____ **Current Guide/ Instructor and employee list** - (including the required first aid/CPT certifications). If providing a specialized certification such as AIARE, please include applicable certifications.

_____ **List of ancillary service providers** (if applicable)

_____ **Copy of State Registrations** (if applicable)

_____ Snowmobiles

_____ Vehicles (ATV, UTV) and trailers

_____ Others *fishing licenses/ hunting licenses for guides

_____ **List of vehicle or major equipment** - (including make, model and license numbers) –

Although not required O&Gs should strive to make their group identifiable by displaying logos on vehicles, tents, trailers, boats, and guides.

_____ **Copies of current brochures or other advertising material** - (i.e. Website URL)

If permitted, materials must state:

[business name] is an equal opportunity service provider and employer [business name] operates under special use permit from the USDA Forest Service

_____ Comply **with Title VI of the Civil Rights Act**

_____ Actual Use Reports Due **within 30 days of the last day of each operating season**