2020 CREDENTIALS FORM & FINANCIAL AID MEMORANDUM OF UNDERSTANDING
84th National Wildlife Federation Annual Meeting
June 10-13, 2020 | Asilomar Conference Grounds in Pacific Grove, California

THIS FORM MUST BE FULLY COMPLETED, SIGNED AND RETURNED TO NWF TO CONFIRM AFFILIATE PARTICIPATION AT NWF’S 2020 ANNUAL MEETING AND TO RECEIVE THE ASSOCIATED FINANCIAL ASSISTANCE FROM NWF.

Please submit this form by March 15, 2020 to:

Benjamin Kota, Secretary, c/o Credentials
National Wildlife Federation, 11100 Wildlife Center Drive, Reston, VA 20190-5362
Fax: 703-438-6433 Email: OGC@nwf.org

AFFILIATE ORGANIZATION: [NAME]

The undersigned officer hereby certifies: (1) the persons named below have been duly elected as the Affiliate Representative (voting delegate) and Alternate Affiliate Representative from your organization, hereinafter referred to as “the Affiliate”, to the 2020 Annual Meeting of the National Wildlife Federation (NWF); (2) the Affiliate Representative has full authority to vote on behalf of your organization on any matter properly brought before that meeting; (3) the Alternate named herein has full power to vote on behalf of your organization in the absence of the Affiliate Representative; (4) the Affiliate agrees to the financial aid terms and conditions which in turn will initiate dispersal of granted funds to your organization to be used to reimburse your credentialed Affiliate Representative and Alternate Representative.

Important information will be sent to your Affiliate Representative and Alternate Representative. All of the following information, in the highlighted sections, is REQUIRED as part of the credentials process and must accurately reflect those persons who have been elected to represent your organization at the 84th NWF Annual Meeting.

**Representative**
- Name:
- Address:
- City, State, Zip:
- Contact Phone:
- Email:
- Employer:
- Profession:
- Relevant conservation interests:

**Alternate Representative**
- Name:
- Address:
- City, State, Zip:
- Contact Phone:
- Email:
- Employer:
- Profession:
- Relevant conservation interests

Is the Representative noted above credentialed for the 2020 annual meeting only? ___Y    ___N

Is the Alternate Representative noted above credentialed for the 2020 annual meeting only? ___Y    ___N

The National Wildlife Federation (NWF) is a national conservation organization whose mission is uniting all Americans to ensure wildlife thrive in a rapidly changing world. This Memorandum of Understanding (MOU) is to facilitate disbursements to NWF affiliate organizations to help offset the cost of delegate expenses associated with participating in NWF’s 2020 Annual Meeting. This grant in the amount of up to $ [GRANT AMOUNT] is to be used by the Affiliate to reimburse the NWF Representative and NWF
Alternate Representative listed above. These funds are considered contributions toward participation-related expenses and are not guaranteed to fully reimburse the delegates. Any remaining funds may be utilized by the affiliate in furtherance of 501(c)(3) exempt conservation purposes.

All financial assistance checks will be made payable to the affiliate organization and mailed to the organization’s office address following the Annual Meeting. Please let us know to whose attention we should mail the check and provide the office mailing address below.

Office mailing address: __________________________________________________________

Attention to (Name & Title): ________________________________________________________

Hold Harmless: The Affiliate agrees to hold NWF harmless from any liability incurred as a result of making this grant.

Tax-Exempt Status: The Affiliate will not utilize the grant to engage in any activity that jeopardizes NWF’s status as a charity tax-exempt under section 501(c)(3) of the Code. For example, intervening in any election or support or opposition for any political party or candidate for public office.

Adjustment to MOU: This MOU is a statement of the good faith intentions of the Affiliate and NWF. Both parties recognize that the purpose of this grant is to offset the cost of two delegate’s participation at NWF’s Annual Meeting. If the Affiliate does not send representation to the annual meeting, the funds are forfeited. If the Affiliate only sends one delegate, 50% of the grant amount will automatically be deducted. If the Affiliate sends a chief representative in addition to the two delegates, scholarships may be available to offset part of the cost of the chief's attendance in the chief pre-meeting and Annual Meeting, subject to availability of funding. These scholarships are not part of the MOU, and will be processed separately through your Director of Conservation Partnerships.

The MOU contains the entire agreement between the parties and supersedes any prior understandings, whether oral or written. If circumstances should change, the parties can amend this MOU accordingly. Other than the change in the amount due to change in delegate participation as noted above, which does not require an amendment, amendments can be made only after discussion between the parties and in writing signed by both parties.

**An Affiliate Board Member or Affiliate Staff Member OTHER than the Representative or Alternate Representative must sign this form.**

Agreed to by:

Signature: ___________________________ Date

Name: ___________________________ Title: ___________________________

[INSERT AFFILIATE ORGANIZATION]

Signature: ___________________________ Date

Andy Buchsbaum
Vice President of One Federation
National Wildlife Federation

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