Sample Notice to BLM of Partnership / Third Party Trip

Details of Partnership Trip

Permit Holder
AOK Rafting, Inc.
Partner (Currently Listed as Booking Agent)
River Conservation Association (RCA)
50 SW Bond Street
Nowhere, OR 97700

Location: Lower Deschutes River (Warm Springs to Sandy Beach)
Trip Dates: 4/18/17 – 4/21/17
Number of Expected Guests: 12
Number of Expected Guides: 4
Trip Price: $1000.00/person

Advertising
This trip is advertised on both the RCA and AOK websites.
Trip Listing on AOK website: www.linktoAOKpage.com
Trip Listing on RCA website: www.linktoRCApage.com

Registration Process
RCA will screen prospective participants for current membership status. Participants will then be directed to AOK for official trip registration via online form or by phone. AOK will confirm individual reservations and be responsible for providing trip planning documents and preparation information to each participant.

Financial Considerations
AOK will collect all fares and fees related to the trip directly from each participant. A portion of revenue collected may be paid to RCA as a commission, but will not be deducted from revenue reported on the post use report.

Equipment and Services – AOK Rafting
AOK Rafting will provide 100% of equipment and services for this trip. This includes all guiding services, rafting and safety gear, camping gear, food and beverage and shuttle services. AOK employees will be responsible for conducting all aspects of the trip including boat handling, safety, daily itinerary, camp set up and all logistics.

Equipment and Services – River Conservation Association
A representative of RCA will accompany the trip. The RCA representative has no responsibilities for conducting any aspect of the trip, but may provide general information about RCA as well as specific information on the organization’s conservation efforts in the region.

I trust all is in order with the arrangements for this trip as outlined above. Please call or email if you have any questions.

OAK Rafting Contact: Eddie Hopper 555-555-5555 eddie@AOKRafting.cm
RCA Contact: April Showers 555-555-5555 april@RCAassoc.cm