

APPENDIX

(approved April 6, 2020, updated August 18, 2020)

Supplement to [Reference Manual 32](#) and [Director's Order #32](#)

These templates, examples, and other materials supplement NPS policy, guidance, and procedures for working with cooperating associations.

They are intended to help foster strong partnerships between the NPS and cooperating associations and support collaborative work for the benefit of the public.

Updated materials, approved by the Associate Director, Interpretation, and Volunteers, will be issued as needed.

Appendix A: Articles of Incorporation

[Articles of Incorporation – Joshua Tree National Park Association](#)

[Articles of Incorporation – Petrified Forest Museum Association](#)

Appendix B: Sample Bylaws

[Nonprofit Bylaws](#)

[Bylaws of the Joshua Tree National Park Association](#)

[Bylaws of the Western National Parks Association](#)

Appendix C: Cooperating Association Agreement Template

[Cooperating Association Agreement Template](#)

Appendix D: Exhibit A

[Exhibit A: Designated Facilities for Cooperating Association Operations](#)

[Exhibit A: Designated Facilities for Use by Roosevelt-Vanderbilt Historical Association](#)

Appendix E: Sample Code of Ethics

[Board Member Statement of Agreement](#)

[A Guide to Avoiding Ethical Pitfalls when Communicating with the Public about Cooperating Associations](#)

Appendix F: Evaluation Tools

[Association Review](#)

[Conducting a Self-Assessment](#)

[Cooperating Association Operations Review of Emphasis Areas](#)

Appendix G: Sample Scope of Sales Statements

[Purpose and Value of the Scope of Sales Statement](#)

[Chamizal National Memorial Scope of Sales](#)

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Reference Manual for Director's Order #32

[Manzanar History Association Scope of Sales Agreement](#)

[Monocacy National Battlefield Scope of Sales](#)

[Petrified Forest Museum Association – The Scope of Sales Statement](#))

[Rosie the Riveter Trust Scope of Sales Statement](#)

Appendix H: Sample Sales Item Review Process

[Cooperating Association Sales Item Review](#)

[Eastern National: Request for Consideration – Potential Sales Item](#)

[Great Smoky Mountains Natural History Association –Potential Sales Item Accuracy Review](#)

Appendix I: Interpretation and Education Services Agreement Template

[General Agreement for Interpretation and Education Services](#) (June 20, 2014)

Appendix J: Annual Report Format

[1040 Form: Nonprofit Organization Annual Report of Operations and Aid to Federal Land Management Agency\(ies\)](#)

[1040 Form Instructions](#)

Appendix K: Examples of NPS Activities Supported by Cooperating Associations

[Examples of NPS Interpretive, Educational, Scientific and Historical Activities Typically Supported by Cooperating Association Direct Aid](#)