

SAMPLE LETTER TO COOPERATING/INTERPRETIVE ASSOCIATIONS

[Name of Cooperating/Interpretive Association Representative]

[Name of Cooperating/Interpretive Association]

[Address]

[Address]

Dear [name of Cooperating/Interpretive Association Representative]:

To account for the monetary and non-monetary contributions that cooperating/interpretive Associations provide to the BLM and other Federal agencies, an interagency team and members of the cooperating/interpretive association community have jointly developed the enclosed consolidated Federal report form. This standard form will enable Federal agencies to establish and enforce consistent reporting requirements for non-profit cooperators that have formal cooperative or assistance agreements with one or more agencies.

At this time, we are requesting reports for calendar year 2009 based on your records for that year as well as the data contained in your 2009 Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax."

The report form is a Microsoft Excel spreadsheet. However, should you need a Microsoft Word version, it can be e-mailed to you; please request the alternate version from Brianna Candelaria by e-mail at BCandela@blm.gov or via phone at (202) 912-7583.

Completed forms should be e-mailed by [date] to:

[Interpretive Lead name and e-mail address]

[State Office name]

[Address]

[Address]

Thank you for your cooperation in this matter. Should you have any questions, please feel free to contact [name] at [contact information].

1 Enclosure

1 - "Annual Report of Operations and Aid to Federal Land Management Agencies," spreadsheet with instructions (8 pp)