**APPLICATION CHECKLIST FOR PHOTOGRAPHY WORKSHOPS**

*Please include all items with your application*

☐ **Signed Commercial Use Authorization (signature line on page 2)**

☐ **Application Fee ($125 Application fee/ $200 Administrative Fee)**

☐ **$75 Per trip fees**

☐ **Late processing fee of $100, if applicable**

(All fees can be paid with the same check made, payable to Glacier National Park.)

☐ **A professional biography of the workshop leader, demonstrating photography instruction experience**

☐ **A curriculum for the workshop, including the workshop objectives, teaching methods and techniques and skills that will be taught to workshop participants**

☐ **Workshop Itinerary(s) and Guide Information (Attachment C)**

**Workshop Leader Certification**

***Please only include complete and current guide qualifications. For each workshop leader, provide:***

☐ **Proof of current American Red Cross, or equivalent, First Aid and CPR certification for each workshop leader**

In order to be considered "equivalent", the course must include classroom/hands-on instruction and must be accredited. (Attachment B, Section 1)

Leaders can be added at a later date; however, a $25 fee must be included and must be provided 15 business days in advance of the proposed trip.

☐ **Copy of Attachment F, Workshop Leader Review of Regulations, signed by each Workshop Leader**

☐ **Certification of Bear Training, if required (see Attachment B, Section 2), for each Workshop Leader**

**Certificates of Insurance that meet all requirements in Special Condition 4 (Attachment B)**

☐ **Proof of Liability Insurance**

Please Note: all liability policies shall specify that the insurance company shall have no right of subrogation against the United States of America or shall provide that the United States of America is named as additionally insured.

☐ **Proof of current Automobile Liability Insurance**

☐ **Proof of Worker's Compensation Insurance**

**Please send application materials to:**

*US Mail:*
Concessions Office,
Glacier National Park
Attn. Jean Tabbert
P.O. Box 128
West Glacier, MT 59936

*Fed Ex:*
Concessions Office, NPS HQ
Attn. Jean Tabbert
1 Going-to-the-Sun Road
West Glacier, MT 59936