**Attachment 3
Sample Language for Required Guest Notices**

*Note: For parks with local friends groups that receive the funds through the National Park Foundation add phrases in [ ] below.*

**At Check-in:**

**Oral:**
"We are proud to participate in an easy way for guests to support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please read this information and make a decision about the opportunity to donate $1 per day of your stay here at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of park(s))."

**Written** - provided with key and other check-in materials:

"Dear Guest:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is proud to offer our guests an opportunity to support \_\_\_\_\_\_\_\_\_\_\_\_\_(Name of park) through the National Park Foundation and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of local friends group).

Lodge Guests will have a $1 per day, per room, voluntary donation added to their room bills. We deposit 100% of the donations received from our guests to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of fund), a fund that can only be used to support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of park(s)). Through your generosity, projects like \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Examples of projects funded/to be funded with donations) can be accomplished.

Your support of this program is appreciated, but if you prefer not to participate, simply notify us at any time during your stay and we will remove this donation from your room account. *[Provide phone extension, a check-off card that can be left in the room or at the front desk or some specific means of indicating that they do not want to participate]*.

Thank you and enjoy **your** National Parks!

**In Room:**

Lodge Guest Welcome Letter:

Welcome to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We want to make your stay with us as enjoyable as possible and stand ready to assist you at anytime during your stay. We will be pleased to help you explore the vast array of opportunities available here to learn, recreate, and experience this special place--one of **your** National Parks.

As the lodging concessioner for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of park(s)), we would like to acquaint you with a program in which we participate that enables our guests to directly support this park.

Working in collaboration with the National Park Foundation (the official national non-profit partner of the National Park Service) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of local friends group), we offer our guests an easy way to contribute to the park through a **voluntary** $1 per day, per room, add-on to your room bill. If you would prefer not to participate, please *[insert phone number or other specific action that they can take]*. We will gladly remove the donation from your bill. You can let us know when you check-in, at any time during your stay, or when you check-out.

All donations from this lodge are placed in a restricted account that can only be used to support activities and projects that benefit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*[Include examples of project funded/to be funded through this program*].

Your donation added to those of others will result in a significant impact on the park.

If you agree this is an easy way to make small gifts add up to something truly significant, then no action is required on your part. We will automatically add your individual donation, and it will be listed as a donation on your hotel bill. This donation is tax deductible.

If you would like to donate an additional sum, please let us know. Thank you for supporting your National Parks!

**At Check-out:**

Front desk personnel will be instructed to present the bill to the guest for review, and if the guest has participated in the $1 per day, per room, voluntary donation program, should say:

"We appreciate your donation to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of park(s)).