

## Self-Certification Letters (SCL)

### For groups qualifying under Secretary's Order No. 3339

#### Information needed from sponsors, when a Letter of Agreement is not unnecessary

Group sponsors or trip leaders should address the letter to the Authorized Officer (AO) of the Field Office/Resource Area where the group will be conducting the overnight excursion. The letter needs to certify to the AO that program participants meet each of the criteria outlined below, with sufficient detail for verification and reporting metrics.

1. Program participants are all under 26 years of age.
2. The trip is an overnight or multi-night recreational/educational excursion.  
*(The dates, number of nights and location must be specified)*
3. Attendees are paying no more than shared expenses directly attributable to the trip.  
*(If attendees are paying any amount, the type of expense and both the total collected and individual amounts paid must be listed)*
4. 70 percent or more of the participants meet at least **one or more** of the following criteria:
  - Out of school youth
  - In foster care or aging out of foster care.
  - Limited English proficiency.
  - Homeless or have run away from home
  - At risk of leaving secondary school without a diploma
  - A former juvenile offender, or at risk of delinquency
  - Youth with disabilities

*(Group sponsor/trip leader must list which criteria in #4 are being met).*

Additional details shall include a description of the organization's mission, and the name, addresses, and contact information for the organization and the trip leader.

Example, next page

To: Deborah Lonewell, Field Manager  
River Valley Field Office, Bureau of Land Management  
14305 Mountain Road  
Purple Waves, WI 43325

Youth in Outdoors Group! (YOG!), based in Mountains Majesty Wisconsin, is a grass roots volunteer organization formed in 2007 to introduce inner city youth to transformative outdoor experiences. We achieve this through working with the local Boys and Girls Club to identify young people between the ages of 14 to 18 and pair them with one of our mentors as we lead excursions outdoors from 1 to 3 days.

On October 22 through October 24, 2016 YOG! will be leading a 3 day, 2 night backpacking trip on the Lolly Run trail, Josephine trailhead, with eight participants. The three trip leaders include Jacinto Gonzales, Marguerite Smith, and Lori Jones (contact information attached) who are all volunteers with YOG.

I hereby certify that our participants are:

1. All under the age of 26 years old.
2. Our trip includes at least one overnight on public land.
3. Total expenses directly attributable to this trip are estimated at \$300, which covers the shared food costs and fuel for vehicles. Each of our eight participants is paying \$10, for a total of \$80, and the remaining \$220 is covered by a grant that YOG! received from Harmon Charitable Community Fund.
4. Seven of our participants are currently in foster care, and all of our participants have limited English proficiency.

Please do not hesitate to contact me if you have any questions. Sincerely,

Ann Bouvier  
Director  
Youth in Outdoors Group! (YOG!)  
1234 Community Way  
Mountains Majesty, WI 45902  
(333-999-000)

Attachment: Volunteer leader contact information.