



County of El Dorado

*Chief Administrative Office
Parks Division*

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Institutional Group Organization Registration Form

Introduction

Institutional organizations are required by County Ordinance and the South Fork of the American River Management Plan to register annually with the County Parks Division before conducting river trips on the South Fork of the American River. Through registration, an organization certifies that its trips will be non-commercial and operated in conformance to the County's River Management Plan. The registration process for tax exempt organizations does not imply any vested rights to South Fork of the American River access or commercial user-day allocations.

Institutional Group Organization

Organizations are recognized by the County as Institutional:

- A non-commercial group participating in a river trip through an accredited academic program as part of the educational curriculum of a school, college, or university.

Institutional Group River Trip Criteria

To be considered institutional, river trips must meet all of the following criteria:

1. Fees or charges may only be collected to cover the actual costs of the trip. Actual expenses directly related to the permitted activity. These expenses may include the costs of such items as food, rentals, transportation, and permit or use fees. Actual expenses do not include the rental or purchase of personal equipment, amortization of equipment, salaries or other payments to participants, or profit.
2. River trips are a component of the educational curriculum.
3. There is no financial gain as a result of an individual or entity receiving or attempting to receive money, donations, gratuities, or gifts; amortizing equipment; or bartering for goods or services. Financial gain includes payments of money; revenue from the sale of images or broadcast rights; onsite sales or rentals; and gratuities, donations, gifts, bartering, trophy fees, etc., regardless of source, associated with the use of the river.
4. Trips are required to follow the requirements of the Element 6.3 of the El Dorado County River Management Plan.

To register:

- ❶ In the table below, provide the information requested and respond to the questions.
- ❷ An authorized representative must sign the certification statement
- ❸ Mail the complete registration packet along with supporting documentation to El Dorado County Parks, prior to running trips on the South Fork.
- ❹ Submit Registration fee to Parks Division.

Required Information on the Organization		
Organization name:		
Address:		
Telephone:		
Will the river trips be part of an accredited academic program? If yes, provide documentation to verify	Yes:	No:
Designated contact person:	Name:	
	Phone:	
	e-mail:	
Is the river trip organizer or leader a paid position? If yes, describe percentage of the job's time that is devoted to organizing river trips on the South Fork:		
Are the river trips advertised? Describe the type/venues of advertising:		
Is clientele limited or open to the public?		
Describe how the river trips are funded (i.e. shared cost, through grants, etc.)		
Cost per person for river trips; provide explanation of actual costs:	\$	

Liability insurance

El Dorado County requires an institutional organization to submit a copy of its liability insurance certificate. The County requires a certificate to include the following coverage:

- \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
- The County of El Dorado, its officers and employees and the riparian owners along the South Fork of the American River must be named as an additional insured.

Spring meeting

County Parks recommends a spring meeting between the organization's guides and the river patrol staff to exchange information on the overall outlook for the coming season, the River Management Plan's carrying capacity strategy, boating safety, and river etiquette. Please let us know the time and place that would be convenient for your guides.

Certification

I, the undersigned organization officer, understand and acknowledge that no river trips can commence until the required documentation listed above has been received and approved by County Parks. I certify that the organization's trips on the South Fork of the American River are noncommercial as defined by the County's River Management Plan. I understand that violating any of the non-commercial trip requirements by offering or selling any commercial service is considered illegal outfitting.

Signed

Print Name

Date

Legal notice

Giving false or misleading information on this form is a violation of County Ordinance 9.040.020, punishable by a fine of up to \$1000 and /or up to six months in jail.

The County may pursue civil prosecution of illegal outfitting under the Unfair or Fraudulent Business Practice (§17200) and False Advertising (§12500) provisions of the California Business and Profession Code, punishable by penalties up to \$2,500 per violation.