

**Watershed Agricultural Council
Communications Department
Standard Operating Procedures: Watershed Tours and Speaking Engagements**

1. The What – This procedure will outline the steps to be taken by staff members to submit the Watershed Tour Request Form OR Guest Speaking Request Form.
2. The When – Staff members need to complete a Watershed Tour Request Form OR Guest Speaking Request Form no less than one (1) month prior to the event regardless of cost, or no cost, to WAC. Staff members will also need to follow this process for any event or speaking engagement where they will be representing the organization.
3. The How –
 - a. Staff should complete the Watershed Event Form OR Guest Speaking Request Form including any supporting documents (i.e. Insurance requirements) and submit to the Program Manager for approval.
 - i. The tour or speaking engagement must support the mission of WAC and/or tie to the values of the organization.
 - ii. Supporting and/or participating in tours/educational speaking must be part of the annual work plan.
 - b. The Program Manager will ensure that the tour or speaking engagement is an appropriate use of allocated contract funds if applicable.
 - c. The Program Manager shall then forward the Form and supporting documentation to the Communications Manager for approval prior to moving forward.
 - d. The Program Manager then submits the signed form to the Contract and Grants Specialist if insurance or funding is being requested.
 - e. The Finance Department will submit a request to DEP for pre-approval if any food costs are anticipated – see item 4. Special Circumstances below
 - f. The Contract and Grants Specialist will acquire an insurance certificate, if necessary.
 - g. Once all the necessary approvals are received, the Contract and Grants Specialist will email completed Form to the Program Manager, Communications Manager and Director of Operations. The original document will be kept on file in the Finance Department.
 - i. If there are no costs associated or insurance required, the Communications Manager will forward approval to the Program Manager and Director of Operations and file the approved form in the Communications Department.
 - h. Programmatic support staff should reference the approved Tour Request or Guest Speaker Request when preparing Payment Requests associated with the Event.
 - i. *Please note: Expenses are not to be incurred prior to receiving the fully approved Tour or Guest Speaking Request form.*
4. Special Circumstances:
 - a. If meals are being requested, details of the meals must be included on the Form and should be supported by vendor quotes when applicable. In all cases, meals costs are limited to allowable rates in accordance with NYC Directive #6 appropriate meeting situations and must be approved in advance by DEP. Please allow additional time for processing in order to obtain DEP pre-approval.
5. Attachments:
 - a. Watershed Tour Request Form
 - b. Guest Speaker Request Form
 - c. Appropriate Meeting Situations – 3/28/2023
 - d. DEP Meeting Expense Reimbursement Request Form
 - e. Applicable documents such as event flyer, brochure and letter requesting sponsorship.