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# Youth Group Annual Pass Application

## Qualifying Documentation Instructions

The rules for holding a Youth Group Annual Pass, as defined in 31 Texas Administrative Code, requires the majority of the group to be youth 13-17 years of age and that the group be designated as a not-for-profit organization. The group must provide proof of that designation during the application process. Therefore, qualifying documentation is required for each Youth Group Annual Pass application submitted.

**Qualifying documentation memo must be signed by an executive officer; for BSA Troops a memo from the charter organization is preferred:**

- **Memo on organization letterhead (see attached sample):**
  - specifically indicating the not-for-profit status of the organization, including Federal Tax ID # (a copy of the organization's official IRS not-for-profit status award letter will also suffice), and
  - attesting that the majority of the group is comprised of youth between the ages of 13 and 17.

The Youth Group Annual Pass requires contact information for 2 adult supervisors, one of which must accompany the group during each park visit. Also, the pass must be issued to a specific unit of an organization and cannot be issued as an umbrella to cover numerous units; however, several passes may be issued to one organization, each must be designated for the specific unit.

Please submit your group's **Youth Group Annual Pass Application** and qualifying documentation to TPWD headquarters by faxing to **(512)389-8962** or emailing to [YouthGroup.AnnualPass@tpwd.texas.gov](mailto:YouthGroup.AnnualPass@tpwd.texas.gov). All paperwork (including application and documentation) must be submitted at least six weeks prior to first park visit to allow time for processing and fulfillment.

Once your application is received and approved, and during the issuance process you will be contacted for payment. Check or credit card payments are both acceptable; however, to ensure timely issuance of the pass, credit card payment is preferred.

For additional questions please email [YouthGroup.AnnualPass@tpwd.texas.gov](mailto:YouthGroup.AnnualPass@tpwd.texas.gov).

Thank you.



# Application for Youth Group Annual (Entrance) Pass

Issued to not for profit youth group with youth members ages 13-17  
A reasonable number of supervising adults may be admitted at the park

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Date \_\_\_\_\_

Organization name: \_\_\_\_\_

Origination affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

Qualifying documentation verified by  letter  other documentation

→ Please attach a copy of qualifying documentation

Purchasing individual: \_\_\_\_\_

Contact Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Payment must be made by check or MasterCard, Visa or Discover**

Two names may be stored in the TxParks system as group sponsors and at least one of these individual must lead the youth group when visiting the park under the benefit.

1. Group Leader: \_\_\_\_\_

Address: \_\_\_\_\_

Contact telephone: (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_ Work

(\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Other

2. Group Leader: \_\_\_\_\_

Address: \_\_\_\_\_

Contact telephone: (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_ Work

(\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Other

I do hereby certify that this youth group:

- ◆ qualifies as a not for profit youth group
- ◆ will provide out of doors recreation/education during use of Texas State Parks
- ◆ The bulk of the group comprises youth between the ages of 13 and 17.
- ◆ This pass benefit extends reasonable number of adults will be admitted under this pass
- ◆ includes a maximum of 50 people (including youth and a reasonable number of adults)

I understand and accept the terms for issue and use of this pass.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Fax copy to TPWD headquarters at 512-389-8962 or email to [youthgroup.annualpass@tpwd.texas.gov](mailto:youthgroup.annualpass@tpwd.texas.gov) for processing. Purchasing individual will be contacted for payment information.

## SAMPLE LETTER

Letter must come from Not-for-Profit Organization or the Not-for-Profit Affiliate Organization on official letterhead.

To whom it may concern,

Please use this correspondence to fulfill the requirement your department has for the issuance of the Youth Group Annual Pass. Our organization is a not-for-profit organization and our Federal Tax Id number is XX-XXXXXXX. We sponsor XXXXXX Youth Group/Troop XXXX. The majority of the group/troop is comprised of youth between the ages of 13 and 17. Please contact me if you have any further questions regarding this matter.

Sincerely,

A handwritten signature in black ink that reads "John Doe". The signature is written in a cursive style with a decorative flourish at the end of the word "Doe".

John Doe,  
Executive Officer  
Generic Not-for-Profit Organization