

NATIONAL SKI PATROL NORTHERN DIVISION ANNUAL MEETING PACKET 2026



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Conference Schedule

2026 Northern Division Meeting

Division Golf Tournament

Friday, September 11, 2026 -- Contact Mike Marlow for Details

Location: Old Works Golf Course

Registration/Social/Hors d'oeuvres

Friday, September 11, 2026 -- 5:00pm – 6:15pm | Location: Cutthroat & Grizzly Room

Who and What: Pick up your name tag, meal tickets, & shirt if you ordered one.

Education Sessions

Saturday, September 12, 2026 -- 8:45am - 11:40am | Location: Varies

Who and What: See QR Code or Pages x - x for more information.

Lunch *(Also Included for OEC Refresher Only Registrants)*

Saturday, September 12, 2026 -- 11:30am to 12:15pm – Cutthroat & Grizzly Room

Auction Item Drop Off - Drop off Auction items from your patrol in the Yellowstone Room.

OEC Refresher Registration

Saturday, September 12, 2026 -- 12:15pm - 12:30pm | Location: Cutthroat & Grizzly Room

Details: **Bring your online refresher certificate.**

OEC Refresher

Saturday, September 12, 2026 -- 12:30pm - 5:30pm | Location: Cutthroat & Grizzly Rooms

Details: Bring your aid pack.

Cocktail Hour & Awards Banquet

Saturday, September 20, 2025 -- Cocktail Hour 6:30pm - 7:30pm | Banquet 7:30pm

Location: Cutthroat & Grizzly Rooms

Annual Business Meeting

Sunday, September 21, 2025 -- 8:00am - 12:00pm

Location: Bitterroot Room

NSP NORTHERN DIVISION ANNUAL MEETING SCHEDULE

FAIRMONT HOT SPRINGS – ANACONDA, MT

11 - 13
SEPT

20
26



ANNUAL DIVISION GOLF TOURNAMENT

11:00am - 4:00pm

FRIDAY

- 📍 Old Works Golf Course - Anaconda, MT
- ✓ To Pre-Register - Email Mike Marlow – mmarlow@infosysmt.com

REGISTRATION & HORS D'OEUVRES

5:00 - 6:15pm

FRIDAY

- 📍 Cutthroat & Grizzly Rooms
- ✓ Name Badge & Shirt Pick Up, Hors d'oeuvres, Networking

ROUND 1 SESSIONS

8:45 - 9:25am

SATURDAY

- ✓ **Working Together as a Patrol Team** 📍 **Bitterroot Room**
A practical discussion focused on communication, teamwork, & shared responsibility.
Presenters: Bridgette Paddock, Dan Schaefer, & Allan Rabbitt
- ✓ **Growing Your Skills: The Value of the Senior Program** 📍 **Sapphire Room**
Why the Senior Program matters for every patroller and how local patrols can encourage, mentor, and support candidates.
Presenters: Nicolas Mills, Mike Marlow, Jeff Motley, & Team
- ✓ **Effective Patrol Communication: Websites, Socials, & Outreach** 📍 **Room 103**
Best practices for improving patrol communication, recruiting new members, and strengthening public awareness.
Presenters: Abbie Motley, Becky Schatz, and Emily Sak
- ✓ **OEC Program Updates: What Patrollers Need to Know** 📍 **Room 107**
Clear and accessible updates for OEC technicians, instructors, and patrol leaders.
Presenters: Kurt Weinberg, John Fradette, and team
- ✓ **Avalanche Training or Mountain Travel and Rescue Skills** 📍 **Pavilion (Outside)**
A hands-on outdoor session focused on avalanche awareness or practical MTR skills.
Presenters: Troy Walker and team

ROUND 2 SESSIONS

9:30 - 10:10am

- ✓ Building Strong Patrol Teams** **📍 Bitterroot Room**
 Practical ideas for creating stronger, more engaged, and dependable patrol teams.
Presenters: Deb Huestis, Bridgette Paddock, Brian Beattie and Dan Schaefer
- ✓ Healthy Patrollers: Physical and Mental Wellness** **📍 Sapphire Room**
 Supporting physical fitness, mental wellness, peer support, and personal resilience.
Presenters: Jeff Azure, Toni Ilgen, and Chuck Allen
- ✓ Supporting Women and Protecting Youth in Our Patrols** **📍 Room 103**
 An inclusive discussion about women's programs, youth protection responsibilities, and creating a safe patrol environment.
Presenters: Deb Huestis and Vicki Motley
- ✓ Registration and Roster Management Made Easier** **📍 Room 107**
 Helpful practices and tools for members involved in patrol registration, administration, and roster management.
Presenter: Bill Lay
- ✓ Avalanche Training or Mountain Travel and Rescue Skills** **📍 Pavilion (Outside)**
 A hands-on outdoor session focused on avalanche awareness or practical MTR skills.
Presenters: Troy Walker and team

ROUND 3 SESSIONS

10:15 - 10:55am

- ✓ Strengthening Patrol Culture and Team Dynamics** **📍 Bitterroot Room**
 Building trust, improving teamwork, & creating a healthy & supportive patrol culture.
Presenters: Deb Huestis, Bridgette Paddock, and Dan Schaefer
- ✓ Senior Program Development and Mentorship** **📍 Sapphire Room**
 How patrols can develop Senior candidates through effective mentorship, preparation, and ongoing support.
Presenters: Nicolas Mills, Brian Beattie, John Fradette, and Allan Rabbitt
- ✓ Digital Communication and Texting Best Practices** **📍 Room 103**
 Helpful guidance for using email, texting, websites, and other digital tools effectively and professionally.
Presenters: Mike Marlow, Abbie Motley, and additional team member
- ✓ OEC Program Updates: Second Session** **📍 Room 107**
 A repeat opportunity for patrollers and instructors who were unable to attend the first OEC update session.
Presenters: Kurt Weinberg, John Fradette, and team
- ✓ Avalanche Training or Mountain Travel and Rescue Skills** **📍 Pavilion (Outside)**
 A hands-on outdoor session focused on avalanche awareness or practical MTR skills.
Presenters: Troy Walker and team

ROUND 4 SESSIONS

11:00 - 11:40am

SATURDAY

- ✓ **Patrol Finances and Long-Term Planning** 📍 **Bitterroot Room**
Budgeting, financial awareness, succession planning, and practical strategies to support long-term patrol sustainability.
Presenters: Jeanette and additional presenters to be determined
- ✓ **Partnering w/ Area Management: Volunteer & Pro Patrol Collaboration** 📍 **Sapphire Room**
A discussion about what is working, common challenges, and ways to strengthen relationships between volunteer patrols, professional patrols, and ski area management.
Presenters: Allan Rabbitt, Karl Uhlig, and Toni Ilgen
- ✓ **Using NSP Technology and Website Tools Effectively** 📍 **Room 103**
Helpful digital resources and NSP website tools that can improve patrol administration, communication, training, and member engagement.
Presenters: To be determined
- ✓ **What's New in OET: Skills, Training, and Program Direction** 📍 **Room 107**
Updates for patrollers interested in Outdoor Emergency Transportation skills, training opportunities, and future program development.
Presenters: Brian Beattie, Mike Marlow, Nicolas Mills, and Trevor Motley
- ✓ **Avalanche Training or Mountain Travel and Rescue Skills** 📍 **Pavilion (Outside)**
A hands-on outdoor session focused on avalanche awareness or practical MTR skills.
Presenters: Troy Walker and team

LUNCH & LEARN

11:30am - 12:15pm

SATURDAY

- 📍 **Cutthroat & Grizzly Rooms**
- ✓ Network with Patrollers from across the Northern Division

OEC REFRESHER

12:30 - 5:30pm

SATURDAY

- 📍 **Check in & Present Online Completion Certificate in Cutthroat & Grizzly Rooms**
- 📍 Refresher stations will be located outside around the hotel unless inclement weather exists. In case of inclement weather Refresher will happen in the following locations: Bitterroot, Sapphire, Pavilion, Room 103, & Room 107.



PLEASE DROP OFF SILENT/LIVE AUCTION ITEMS IN THE CUTTHROAT/GRIZZLY ROOM PRIOR TO THE OEC REFRESHER.

Patrol representatives please bring an item/items on behalf of your patrol.

COCKTAIL HOUR & SILENT AUCTION

6:30pm

SATURDAY

- 📍 Cutthroat & Grizzly Rooms
- ✓ Network with fellow patrollers and alumni.

NORTHERN DIVISION AWARDS BANQUET

7:30pm - End

SATURDAY

- 📍 Cutthroat & Grizzly Rooms
- ✓ Celebrate the achievements of patrollers from across the Northern Division

ANNUAL BUSINESS MEETING

8:00am - Finished

SUNDAY

- 📍 Bitterroot Room
- ✓ Annual meeting of the Local Patrol Reps, Division Officers, and the Division Program Supervisors.

DON'T MISS A WEEKEND OF LEARNING, CAMARADERIE,
AND CELEBRATION!



Business Meeting Agenda

September 13, 2026 – Fairmont Hot Springs Resort

9:30AM - Mid Morning Break planned to check out & grab a bit of food {No Lunch Planned}

Welcome and Call to Order.

- ❖ Role Call of ND Board for Quorum
- ❖ Northern Division Meeting Agenda Approval
- ❖ Spring Board Meeting Minutes Approval (See Meeting Packet)

- ❖ Division Director Report
 - ❖ National Summary
 - ❖ Dues Updates National & Division
 - ❖ Elections
 - ❖ Tax Filings & Depreciation of Equipment

- ❖ Division Events:
 - ❖ Powder Rendezvous – Brian Beattie & Mike Marlow
 - ❖ Senior Program Discussions (Dates & Locations)
 - ❖ East/West Training Discussions

- ❖ Advisor & Board Reports
 - *See all full reports in Meeting Packet. Today's verbal reports will be limited to 5 mins**
 - ❖ Assistant Director Report – Mike Marlow
 - ❖ Secretary Report – Trevor Motley
 - ❖ Treasure Report – Jeanette Amrine
 - ❖ Region Director Reports – Alan Rabbit & Toni Ilgen
 - ❖ Legal Report – Brent Brooks
 - ❖ Alumni Advisor Report – Bruce Amrine
 - ❖ Division Historian – Steve Thompson
 - ❖ Election Committee – Karl Uhlig
 - ❖ Division Medical Advisor –
 - ❖ Awards Supervisor – Coleen Finch
 - ❖ OEC Supervisor Report – John Fradette
 - ❖ OET Supervisor Report – Brian Beattie
 - ❖ Senior Supervisor Report – Nicholas Mills
 - ❖ Patroller Wellness Program – Jeff Azure
 - ❖ Avalanche Supervisor – Marcus Dufort
 - ❖ Mountain Travel and Rescue – Troy Walker
 - ❖ Women's Program Advisors – Deb Heustis & Maggie Althaus
 - ❖ Nordic Supervisor –
 - ❖ Instructor Development – Jeff Motley
 - ❖ Registration Coordinator – Bill Lay
 - ❖ Young Adult Program Advisor – Vicki Motley
 - ❖ Polaris Newsletter – Mike Marlow
 - ❖ Website Coordinator –

- ❖ Budget Review & Approval
 - ❖ Investment Portfolio Review

❖ Old Business:

❖ New Business:

❖ Next Meeting Location and Dates

Patrol Representative Duties

1. Patrol representatives need a reliable board to govern individual patrol activities
 - 1.1. Appoint OET Advisor
 - 1.2. Appoint OEC Advisor
 - 1.3. Appoint/Elect Secretary
 - 1.4. Appoint/Elect Treasurer
 - 1.5. Appoint an Awards Advisor
 - 1.6. Appoint an Alumni Advisor
2. Patrol Representative. You as the local Patrol Representative have the responsibility to:
 - 2.1. Be a liaison between your ski area management and your volunteer patrol.
 - 2.2. Make sure that “On Hill” chair evacuation is refreshed in accordance with area management policies.
 - 2.3. Make sure that all your patrollers are credentialed properly. Check that patrollers are current for OEC, CPR, and on hill.
 - 2.4. Always be thinking of ways to award those who rise above doing only what is required and making significant contributions to your patrol.
 - 2.5. A brief discussion of individual duties, knowing that these duties may vary between positions on individual patrols
3. OET Advisor. The advisor needs to oversee the refreshing of existing patrollers transportation skills and oversee adequate candidate training.
 - 3.1. How does the OET advisor accomplish these duties? The simple answer is to rely upon competent OET instructors.
 - 3.2. Make sure an OET refresher course is registered each fall with the National office. This course is designed like the OEC refresher to ensure that regular patrollers are capable of safe transportation practices. Create a check off sheet of sorts to assist. The purpose of OET refreshing is for patrollers to demonstrate transportation skills and learn new techniques under the supervision of the patrol OET advisor.
 - 3.3. Make sure that all OEC candidates are also registered for an Introduction to Patrolling class. This is the “on hill” ski and toboggan training portion of becoming an “on the mountain” patroller.
4. OEC Advisor. The advisor needs to register two refresher courses annually.
 - 4.1. One refresher is for the instructors who will present stations at the yearly OEC refresher.
 - 4.2. One refresher course for the traditional or hybrid OEC refresher.
 - 4.3. The OEC Advisor should reach out to other patrols that are within close proximity and advise that patrol’s OEC Advisor of your patrol’s refresher dates. By doing so individuals who cannot attend their own refresher will be aware of nearby refresher dates. Also plan to have your refresher dates posted on the Northern Division calendar so other patrollers have another source to locate refreshers if they cannot attend their home patrol’s refresher.
 - 4.4. The OEC Advisor will oversee any new OEC candidate course and communicate with the Division OEC advisor early when both the written and practical evaluations will be given to the class. Doing so will give the Division OEC Advisor (John Fradette) an opportunity to identify Instructor Trainers (IT) for both the written and practice candidate evaluations
5. Secretary. The secretary duties include keeping minutes from patrol meetings and notifying patrollers of decisions or changes directed by the patrol or area management.
6. Treasurer. The treasurer is responsible for keeping track of patrol expenses and submitting tax reporting documents to the Division Treasurer annually shortly after the end of the fiscal year (June 30th).

7. Registration. National has shifted the annual registration to the individual patroller.
 - 7.1. Some patrols chose to take responsibility for and actually register their entire patrol. Either the Secretary or Treasurer or if the patrol has combined these two positions into one need to be available to work with the Division Registration Advisor, Bill Lay when questions arise regarding patrol registrations.
8. Awards Advisor. Plan to appoint an awards (recognition) advisor who initiate the process to recognize individuals who go the extra mile for the patrol, ski hill, or are involved with an extraordinary event.
9. Alumni Advisor. The Alumni Advisor will work with the Division Alumni Advisor to make the division alumni roster as accurate as possible and keep patrol alumni involved with patrol activities to the extent practicable.

Roadmap to Becoming an NSP Instructor

OVERVIEW

This process establishes a basic flow for an NSP patroller to follow to become an instructor. There is some flexibility with experienced instructors. Consult the Mentor, Instructor Trainer or Region Administrator if you have any questions or concerns. The Instructor of Record for the course must be aware that you are an Instructor-in-training.

PREREQUISITES:

Becoming an Instructor requires several key elements, one of which is time to dedicate to the development of instructing and the development of teaching skills. Another is to be an Instructor you must have a very strong concept of the Program requirements as outlined in the most current edition of the Program book. You must be willing to accept criticism and compliments during ongoing evaluations and reviews. The process is performance-dependent and your levels of achievement dictate the time it takes to become an Instructor. Basic Flow

1. Successfully complete the NSP Instructor Development course.
 - 1.1. Two Options – Either the Traditional course or the Hybrid Course
2. Mentor assignment (follow Region/Division Policy)
 - 2.1. Meet with your mentor
 - 2.1.1. Discuss expectations, goals, process, game plan, responsibilities, timeline, etc.
 - 2.1.2. Review paperwork, especially Instructor Application and Instructor Trainee Mentoring Completion Form
 - 2.1.3. Review Mentoring manual – NSP Guide to Mentoring New Instructors
3. Observe other instructors w/ mentor—debrief
4. Prepare and review lesson plan(s) with mentor
5. Teach lesson(s) – this is program specific and performance-dependent.
6. Final Instructor Trainer evaluation & approval
7. Final paperwork completed with program administrator and/or division supervisor (program and
8. Division specific.

STEP ONE: INSTRUCTOR DEVELOPMENT COURSE

The first step in becoming an instructor in any NSP discipline is to complete the Instructor Development course. This is currently offered in two formats. The traditional format is a one-day or two-day course consisting of academic (didactic) presentations, discussions and practice presentations.

Another option is based upon the Hybrid online course available through the NSP.org website. This course consists of eleven chapters that the prospective instructor candidate may take at his/her own pace. Upon completion of this portion of the course, the candidate will be able to print a certificate of completion. This is NOT the completion of the Instructor Development Course, only the online portion of the course. The next step is to contact the ID Instructor of Record for the time and place of the second part of the class (face-to-face portion). One of the things to do here is present the “Six-Pack” you prepared, in addition to obtaining the course overview and conducting an in-depth review of Module 10 Administrative Procedures. Your Instructor Development IOR will be able to discuss this with you in more detail.

STEP TWO: YOUR MENTOR

As part of the Instructor Development course you will complete an Instructor Application. This document will then follow the path as determined by the region/Division specific process and a mentor will be assigned to you.

You will be working closely with your mentor throughout this process, so make sure the two of you can work well together. This not only means you have compatible personalities but also that your schedules and communication styles are compatible as well.

Items that need to be covered together include, but are not limited to:

- NSP Guide to Mentoring New Instructors
 - General administrative procedures, such as:
 - How to create and register courses
 - How to administer courses
 - How to close courses
- Paperwork
 - Review the Instructor Application and begin completing it. Discuss how the rest of the document will be completed. This is your responsibility, but you'll likely need some guidance from your mentor.
 - Review the Instructor Trainee Mentoring Completion Form and begin completing this as well. Discuss the flow of the process as it appears in this document. Understand who signs what and when. You should be proactive in obtaining these signatures as you progress through the process.
 - Track and maintain all of your instructor paperwork and bring this with you to each class you teach. Those who evaluate you may want to review this. Your mentor will want to review it, and all signatures should be obtained as milestones are completed.
- Course Evaluation Form
- QA
- IT Course Evaluation Form
- Event/Training Release Form
- NSP.org instructor resources - using the Instructor Development program as an example for resources.
- Instructor Development Instructor Manual
- Instructor Development CE Manual
- Instructor mentoring form
- Review of the NSP Programs Quality Management Program
- Lesson planning and contingency planning (e.g., "Plan B" should things not go according to your plan)
 - Your plan of action, such as:
 - Realistic goals—how much time and energy can you (and your mentor) devote to becoming an instructor; are your schedules compatible?
 - How will you work together? Best modes of communication (phone, email, text, face-to-face, etc.)
 - What kind of learner are you? How can you, as a team, best capitalize upon this?
 - Your "game plan" to becoming an instructor. Keep in mind this is a dynamic process and will likely change as you progress.
 - What are your responsibilities as an instructor candidate?
 - What are your mentor's responsibilities?
 - What is your timeline? You will likely have to work with your course IOR as he/she will need to schedule you to teach specific classes.

There is much to discuss before moving on to the next step. This may be better achieved with “bite size” pieces and covered over several meetings. When complete, have that part of the mentoring form signed.

STEP THREE: OBSERVE OTHER INSTRUCTORS

Before getting too invested in creating your own lesson plans, observe a lesson or two and debrief them with your mentor. What did they do well? Are there any techniques that were particularly effective with this class that you could emulate? What techniques didn't seem to be very effective? What learning styles did you observe among the students? What methods could you employ to engage this class? What challenges do you see?

Your insights will be valuable as you create your lesson plans.

Experienced teachers and instructors might be able to skip this step.

STEP FOUR: PREPARE AND REVIEW LESSON PLAN(S) WITH YOUR MENTOR

Now that you have a good idea about the students and have given some thought as to what teaching styles might be most effective for this class, you can begin to develop your lesson plan. Use the tools and techniques you learned in your Instructor Development course, such as the “Six-Pack.” Once you have developed your lesson plan, think about what could possibly go wrong and consider ways to deal with these issues. Some of your contingency plans might address things such as: audio-video equipment failures, Wi-Fi/internet problems, teaching assistants showing up late or not at all, uncooperative weather, room changes, etc. Having thought through all of these scenarios will reduce your stress levels dramatically, even if nothing goes wrong.

If you have questions along the way or get “stumped,” confer with your mentor. That’s what he/she is there for and can help you work through it.

Once you have developed your lesson plan, let your mentor review it. It never hurts to have a second set of eyes on it. Once the two of you are satisfied with the lesson plan, practice it a few times to get comfortable with the material and your delivery. If possible, run through it with family, friends or patrollers in the roles of your students.

STEP FIVE: TEACH LESSON(S)

Once you and your mentor have coordinated with the Instructor of Record, it is time to teach your class.

Make sure your mentor is there to observe.

It is best to take a few minutes to debrief as soon after your lesson as possible. Tell your mentor how you felt it went. What did you think went particularly well? Did anything take you by surprise or catch you off guard? Were there any issues that you felt you were unable to handle or could have handled better? What would you do differently if you were to do it again? You and your mentor should have a good two-way discussion on your positive takeaways and one or two items (if there were any) that you should work on in the future.

After considering all the input from you and those who observed you, talk to your mentor about an appropriate next step. After you have completed being observed for two lessons, your mentor may

recommend continuing on practicing the lessons by teaching another class and incorporating any lessons learned from your debriefings. You may want to teach additional multiple classes to give yourself the opportunity to hone your teaching skills while being observed.

Remember at the end of each observation to have your mentor sign the mentoring checklist.

STEP SIX: FINAL IT EVALUATION

Once you and your mentor feel you are ready, have your mentor coordinate a time with the assigned Instructor Trainer (IT) to observe and evaluate your performance as an instructor. Follow Division Guidelines for the coordination of this step.

This is a particularly important event for you, so make sure you work closely with your mentor. Review your past evaluations and make sure that you build upon your strengths and address any areas for improvement that have been noted in prior evaluations.

The IT, your mentor, and you will debrief the lesson, just like you have done in the past. The only difference here is that the IT will either recommend that you become an Instructor, or he/she will make some suggestions for improvement and ask for an opportunity to evaluate you on another lesson.

At this point ask for the signatures of the mentor and Instructor Trainer and complete the mentoring form.

When the IT is recommending that you become an Instructor, it is time to collect the final signatures and make a final review of your application paperwork—your Instructor Application and Instructor Trainee Mentoring Completion Form. The Instructor Trainer should take the final paperwork and send it to the Region Administrator or Division Supervisor for approval of you as an instructor (see Region Division specific policy).

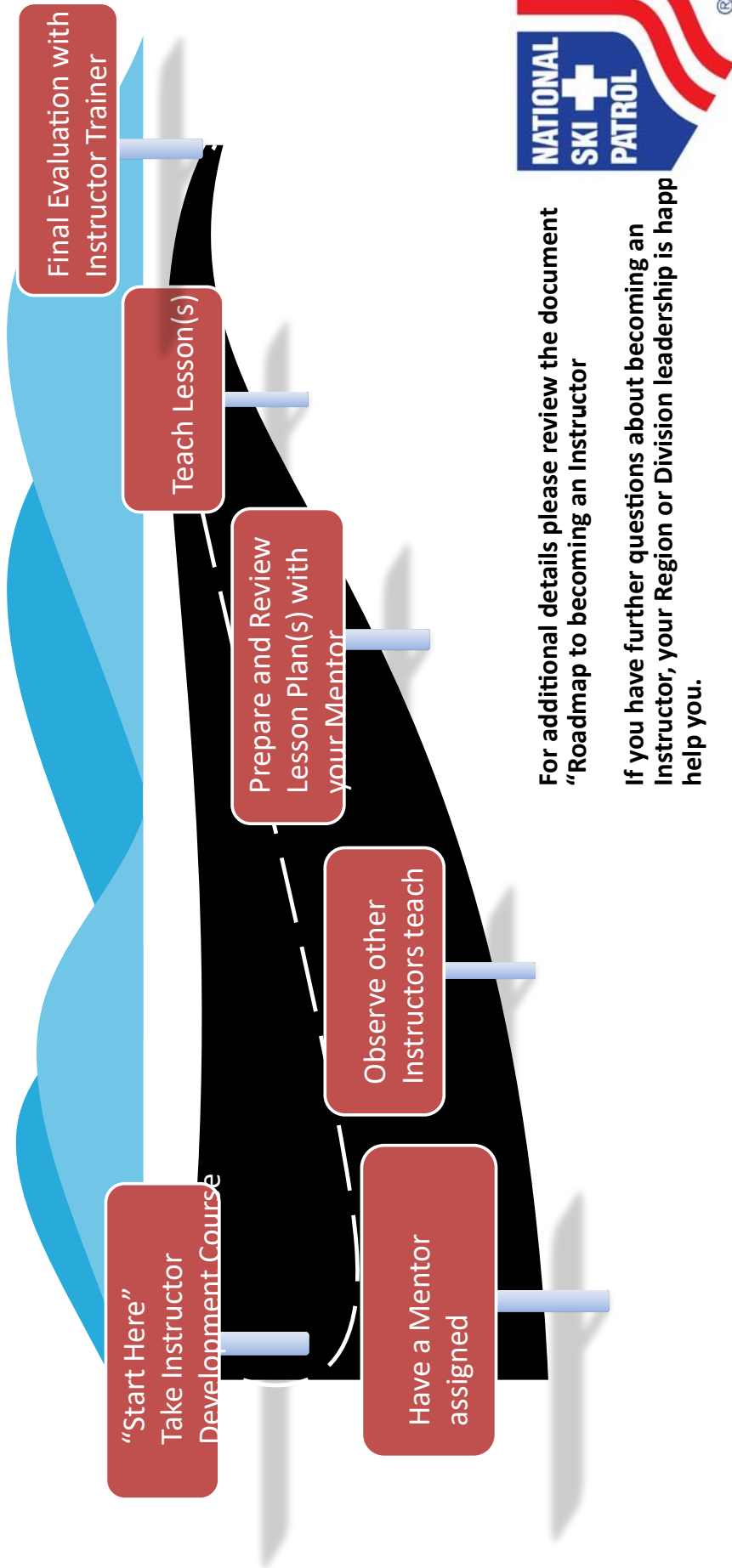
Keep copies of this important paperwork. The Instructor Trainer should sign and send the original (or email a scanned image) of both the mentoring form and Instructor Application to the Region Administrator who will review everything and forward it on to the Division Supervisor who will take one last look at everything and instruct National to update your records by forwarding just the approved Instructor application to National.

You should see a change in your member profile within several weeks. If an approval does not show up check with your Regional Administrator or Division Supervisor for follow up.

CONCLUSION

We hope that your success in becoming an Instructor was filled with learning and shared experiences. Keep in mind that this guide is controlled at the Division level and additional requirements may be added but not removed. If you find that this guide did not prepare you for the outcome that you expected, please let your mentor or Regional Administrator know so it can be clarified or changed.

Roadmap to Becoming an Instructor



Spring Executive Board Meeting Minutes

2026 N. Division eBoard Meeting | DRAFT MINUTES

Bozeman, MT

- Called to Order at 6:01PM - Friday, May 1, 2026
- Present - Dan Schafer, Jeff Motley, Vicki Motley, Toni Ilgen, Colleen Finch, Bruce Amrine, Jeanette Amrine, John Fradette, Mike Marlow, Nick Mills, Jeff Azure, Brian Beattie, Rusty Wells, Troy Walker, Bill Lay, Deb Huestis, Steve Thompson, Allan Rabbit, Brent Broks
- Discussion about NSP Mission
- **Division Director - Dan**
 - National Slides
 - 5 Board Members are up for election
 - Dan may or may not be on the committee
 - June 1 Deadline
 - Northern Division needs to vote!
 - OEC 7
 - Outdoor Risk Management, elective for Sr. - Different tracks inside this area
 - Conflict of interest - you aren't in conflict being an OEC instructor. You still have to acknowledge any conflict.
 - ICS is still required, must upload your certificate.
 - Bike Patrol — Red Lodge & Sleeping Giant
 - Stephanie Cox published out the reports putting money into the NSP, it was shot down.
 - Central Division is writing letters against
 - Nationals is working to build a capital campaign fund — warehouse is being liquidated. Approximately \$700k in inventory that was just sitting there. Once empty they will sell it. Take the money and wait 5 years before tapping into it.
 - Mountain Guard insurance — eliminate abuse clause and will drop the cost.
 - Northern Division is looking for a new Medical Director, Dr. Mike is stepping back. Dr. Chuck is willing to fill in and help with a search. Nick said he'd do it.

- OEC Director - John is moving into more roles on the National Level and is looking for a replacement.
- Awards - Colleen is looking to step down and needs a replacement.
- Pro vs. Volunteer — Is there something that can be done to bridge the gap? Need personal invite. Terry Peak & Whitefish were invited to Division Meeting & Powder Rendezvous. Tony has connections with both and will reach out to their patrol reps. Troy said we need to be friendly with Pro Patrol reps and consistent. Dual Patrols work well within but total Pro's are harder.
- Blacktail Pro/Volunteers (EMT/Paramedics w/ Lakeside QRU) — If they want to get volunteers back onto the mountain Marlow will work with Kenny and Tony and John.
- OEC Delinquency List — Avy class said you had to be NSP to take an NSP course, they signed up to take avy and now they're showing on the delinquency report.
- Legal — Patrols shouldn't be forming their own 501(c)3 Organizations this can cause legal issues. If a patrol has done this they need to rescind it. You can do a Foundation. The reasons this was done was to protect a patrol or divisions finances from National. Legal is against NSP developing a Chair Evac program. It's not getting much traction, just its out there. The education committee is discussing this. It's a bad idea. This was discussed as a way to raise revenue. MTR was also against it. Troy hadn't heard.
- Forest Service MOU's are still in place
- ICS - Needs to be pushed out!
- Mike — Division Meeting & Powder Rendezvous was well attended but Senior wasn't. Ask who the candidates mentor is. OEC & OET Instructors do well. Central Division has good Sr. resources on their website. We could give AI the challenge of updating the NSP website. Worth expense for AI to look at it? \$50/month for 3-4 months then drop it down to \$25/month for the off season. Looking to budget \$1000 for the website.
- Refresher & event dates need to be added to the Division calendar on the Division website.
- No grace period as of January 1, if you miss a refresher you can't patrol.
- Looking for volunteers to take over our Social Media. Look at daily during winter, we need a monitor.
- Justin Data — Budget from \$400 to \$1,200.
- Polaris — Low response for articles. We'll start posting the link on our Social Media. Article due dates, April 1, November 1, August 1
- Region II — Tony printed his report and distributed it. Very little activity in Region II due to the low snowfall.

- Region I — Events were held at Showdown due to lack of snow. Allan asked that if an event was coming to Showdown that it be ran through him first to lesson the burden on AJ. Alan didn't make it to many areas due to health issues. Thanked Showdown and Great Divide for Sr. program help. Reminded everyone that Red Lodge doesn't have snow in January so we should not go there.
- Region II advisor position is up for election this year, it's a two year term.
- Discussion about increasing Tony's budget to cover him being the Pro Division liaison. Determined to add an \$800 line item for Pro Division Liaison.
- Legal (Brent) — Most of the legal work has been on governance and code of conduct. See Report. Division legal work needs to be done on a bylaws revision for the Division.
- Alumni — 52 people went to the Whitefish Alumni event. All were active patrollers. Glitch was with Last Tracks event.
- Historian — Budget to remain the same. Spare tire was successfully mounted on the History Trailer last year. Huff Hills want's the trailer and will take it at Division Meeting. A brief history of Snowbowl Ski Patrol was given. A lot of Northern patrols started from Ski Clubs.
- Meeting reconvened at 8:33 AM Saturday, May 2, 2026
- Present - Steve Thompson, Bill Lay, Nicholas Mills, Brian Beattie, Allan Rabbit, Toni Ilgen, Brent Brooks, Troy Walker, Rusty Wells, Jeff Motley, Vicki Motley, Jeanette Amrine, Jeff Azure, Trevor Motley, Colleen Finch, Deb Huestis, Michael Marlow, Dan Schafer, John Fradette, Bruce Amrine,
- **Awards - Colleen**
 - Believes that she's found a replacement as Supervisor (Becky Schatz).
 - National Appointment update, in eBoard report. There was an RFA to remove Senior as a requirement, that was voted down. The next goal is to allow senior to be a requirement but not differentiate between Alpine, Nordic, Patroller and get rid of the LCA and only have a National Appointment with a new really long rubric to ensure folks have enough "leadership points."
 - National Advisors have a 6 year term, they've submitted an RFA to allow an extension for the National Awards Advisor to remain as there isn't a replacement.
 - September Banquet — Committee to plan the banquet (Colleen, Trevor, Becky, Marlow, Becky, Nick, Jeanette). Allan willing to help the day of for set up/logistics.
 - Need Awards mini-session during the Morning Mini-session section.
 - Budget to remain the same.
- **OEC - John**

- Report is self explanatory. Big things coming ie: New Refresher process. January 1 starts the new Refresher year. If you have someone who is delinquent you have until June 1 to clean that up. If there's an extenuating circumstance John can grant amnesty for that patroller.
 - OEC 7 is supposed to release Summer of 2027. John is on the core team that is doing the book chapter review.
 - Budget to remain the same. John is stepping away from the Division OEC Supervisor. Still looking for a replacement.
- Patroller Wellness - Jeff A.**
- Struggles continue after the hill is closed, stress injuries don't just end when the shift is over. If you had a patroller who experienced a traumatic injury check in with them over the off season. On the Division side we've been having quarterly wellness zoom meetings with about a dozen folks in attendance at each. Jeff is going to work on getting a packet put together for each patrol to develop their patrol programs. Learning from our elders program (Elders aren't just old folks, they're people with respect) this is a recording program that Jeff has been working on where our elders are talking about their experiences and incidents. These will be archived on the website so folks can go on and learn from experiences.
 - Dan thinks we need controlled access to these archives.
 - Budget to remain the same, mailings and packets to get put together and sent out.
- Avalanche -**
- Report sent individually by Marcus Dufort.
 - Avalanche 1 course held at Lost Trail this past winter, it went really well.
 - We'd like to recognize Steve Porcella for the decades of work that he's put into the NSP Avalanche program.
 - Budget to remain the same.
- MTR - Troy**
- Flathead Nordic held an MTR Level 1 course this year. Looking to hold another Level 1/ Level 2 course this coming season. On the National side the NSP MTR Online program is being kicked down the road a little bit, but they're finally starting to see the fruits of their labor. Still a few months out from the release.
 - A goal is for folks to be able to take part of a course from one Division and finish in another Division if they want and the dates work for them.
 - Budget to remain the same.

- Women's Program - Deb

- "If you want snow, invite the women."
- They're working on creating a new National Women's Program logo. At the National Level NSP has partnered with "Coaching Her" to get information out on how to "help you speak girl language" while you're teaching. There were National level Women's scholarships to get women to events. Northern held their women's event even though there was a lack of snow.
- Contemplating having a Northern Women's summer backpacking trip.
- Budget to remain the same.

- Nordic - Rusty (for Wendy Brassington)

- On the National level they're still working on the Nordic refresher and the Nordic manual. They meet once a month for one hour and they're now in their second year of continue to work on the Nordic manual. They're trying to create an all encompassing refresher for the Nordic program.
- Flathead Nordic is maintaining, they added one more Hot Dog Day's this past year at Blacktail Mountain in addition to their Hot Dog Day's at Whitefish Mountain.
- Budget to increase to \$2,500

- Instructor Development - Jeff M.

- Short report in the packet. We've had several ID classes across the Division. We're trying to finish the Meadowlark ID Course that has been happening for about a year.
- ID is the catch all for the NSP Education department, takes a lot of time to work through their different ideas. ID Course material is finished and updated, it's been streamlined.
- Budget to remain the same

- Division Meeting

- Start early at 7:30am with Patrol Representatives.
- Patrol Leadership Summit - Online Zoom Meeting to pre-load the Budget conversation.

- Registrar - Bill

- Running two months behind getting dues information from National Office.
- Budget to remain the same.

- Young Adult - Vicki

- You can now upload your Youth Protection class paperwork directly to National site. If you can't figure it out, Vicki will continue to upload the paperwork to Nationals.
- Scholarship information will be coming out soon, we're going to revamp the questions and requirements to be more inclusive of what our YAP's might be doing after "high school."
- Budget to remain the same.

- OET - Brian

- Rewriting everything currently for Intro to Patrolling etc.
- They've removed old documents from the National site.
- Budget to remain the same.

- Senior - Brian & Nick

- Disappointing results, out of 7 candidates: 1 passed OET, 2 passed Ski Skills.
- Presentation by Nick on proposal to shift to a two year program.
 - Discussion ensued about pros and cons of the proposal.
 - Referred to a committee to develop a final proposal to present at Division Meeting.

- Finance - Jeanette

- Tax preparation, we get charged every time we talk with her/email her. Last year we paid \$2,900 in accounting services.
- Increase Treasurer budget by \$500 to offset increase in accounting fee.

- Powder Rendezvous

- Looking to restructure the event entirely and have the proposal out for the Division Meeting.

- 2027 Division Meeting

- East
 - Billings Hotel & Convention Center
 - Look for something downtown.

- 2028 Back to Fairmont 3rd Weekend

- **Executive Meeting**

- Last weekend in April
- Chico Hot Springs
- C'Mon Inn - Bozeman

- Meeting Adjourned - 12:28pm 5/2/26

Minutes Approved as Presented

Division Director

Administrative Assistant

Date of Approval: _____

Draft 2026 - 2027 Northern Division Budget

In-depth budget information will be available at the Sunday Board Meeting. For other information please see the Treasurers report included in the Supervisors and Board Reports below.

Division Supervisor & Board Reports

❖ Division Directors Report - Dan Schafer

(National Updates & Key Information)

- National Board – Call for Candidates
- Five open Board positions
- Significant time commitment; consider availability carefully
- Application deadline: June 1

OEC 7th Edition (In Development)

Expected release: Late 2027

Will reflect updated medical practices and improved structure

Leadership Development Expansion

- Multiple learning tracks now available:
- Introductory
- Role-based
- Topic-based
- Flexible/custom
- Focus areas: leadership, ethics, communication, strategy
- Participation encouraged, but should remain manageable

Education & Compliance Reminder

- OEC instructors must disclose conflicts of interest (COI)
- Applies to any financial/professional relationships with equipment vendors
- ICS training

Looking Ahead

- OEC refresher process updates coming (simplified system) John will discuss
- Continued evolution of Senior Program pathways
- Expansion of Bike Patrol programs for year-round engagement

Season Reflection

Strong adaptability despite inconsistent snow conditions

Emphasis on balance: participation should remain sustainable

Encourage rest and recovery in the off-season

Update on NSP National News regarding Capital Fund Raising/NSP Dues management.

1. NSP Capital Fund Raising Campaign
 - a. National Dues long term plan.
2. Update on National Positions Appointments (Coleen)
 - a. NSP Insurance plan: Cost savings cutting the Abuse Coverage. "MountainGuard" Insurance believes this is an issue that should be covered by each patrol and local ski area coverage. (I believe this is a critical gap to fill.)

Secondary Purpose other Business

- b. Immediate needs for disciplines in the Division.
 - Medical Director Search
 - OEC

- Official Senior
- Bike Patrol Leader
- 2. Long Term Planning: Potential Collaboration with other divisions to bring events that bring unity to NSP patrols via inter mingling of Division events of nearby Divisions to promote cross contamination of our skills. :)
- 3. What can the Northern Division do to help build the relationship between pro and volunteer?
National topic but worth a discussion

KEY NATIONAL UPDATES

FY26 budget \$80K over; cost reduction and revenue efforts underway
 New strategic goal: financial infrastructure for growth
 Membership survey results presented April 28
 Reviewing dues structure and non-member access

MEMBERSHIP & DATA

Ongoing data cleanup (dues, certification gaps)
 Improved OEC delinquency reporting (mid-May target)
 Streamlined bike patrol roster process

FINANCIAL PRIORITIES

Reduce costs and increase revenue
 Consolidate warehouse operations
 Reduce inventory levels
 Develop capital and fundraising plans
 Evaluate dues structure

PROGRAMS & INITIATIVES

Athlete Ambassador Program continuing (≥3 years)
 Leadership Development Course expanding
 Outdoor Risk Management course adoption growing

ORGANIZATIONAL & LEGAL

Patrols advised not to form separate 501(c)(3)s
 Developing legal best practices to reduce liability

GOVERNMENT RELATIONS

US Forest Service MOU remains in place
 Concern over federal cuts impacting safety and avalanche forecasting

OEC CERTIFICATION TRANSITION

Starting Summer 2026:
 Annual certification cycle (Jan-Dec)
 Replaces A/B/C refresher system
 Current requirement: complete A/B/C refreshers by May 31

REQUIREMENTS & COMPLIANCE

Instructor COI form required
 Host members must complete FEMA ICS-100
 OEC certificates available upon request

WELLNESS & TRAINING

Increased focus on mental health and resilience

Expanded access to online learning tools

❖ Assistant Division Directors Report - Mike Marlow

We had a solid year overall in terms of engagement. The division meeting in Billings was well attended, and it was good to see strong participation across the board. Same story with Powder Rendezvous—good turnout and good energy—but we did have to move it from Red Lodge to Showdown due to lack of snow. That pretty much sums up the season in general. Snow, or lack of it, drove a lot of our decisions this year. We had to stay flexible, shift venues, and rethink some training plans on the fly.

The Senior Program ran okay from a process standpoint, but the results weren't where they needed to be. We had one candidate pass out of seven. That's not acceptable. We should be at least at a 50% pass rate, if not higher.

Bottom line, that's on us as a division. We're not getting candidates where they need to be before they show up for evaluation. That's something we need to own and fix. As we'll get into more during the approaching eBoard meeting, the program needs to be tightened up—better prep, clearer expectations, and more consistency leading into testing.

Going forward, the focus is pretty simple: as a division, as regions, and as local patrols, we need to do a better job preparing candidates, so they show up ready to pass, not just to participate.

❖ Administrative Assistant/Secretary Report - Trevor Motley

I would request the budget for the Administrative Assistant to remain \$800.00.

Division meeting 2027 planning will soon be underway, input from the Board regarding location/thoughts would be welcomed.

❖ Treasurers Report - Jeannette Amrine

Tax Prep - We have most of the patrol treasure's balanced template, of which I have sent them to our accountant. We have a few lingering ones - I am trying not to involve the accountant as much to save a bit of money on professional fees.

Attached is an example of the template, which we can review on Saturday morning.

NSP dues - \$102.90 + \$40

See budget report attached - a HUGE shout out THANKS to Vicki Motley who worked on these reports with me.

My budget - Increase by \$500 due to professional fees ~ \$2900

**I have so much enjoyed being the Treasurer of the Northern Division but feel it's time for me to step down and train someone, so please let us know of anyone interested.

A Look Back at Division Meetings

❖ Sept 2026 - Fairmont

❖ Cost \$

❖ ___ Attendees = \$____/person - fee was \$120

- ❖ Sept 2025 - Billings
 - ❖ Cost \$25,415
 - ❖ 110 Attendees = \$231/person - fee was \$110
- ❖ Sept 2024 - Fairmont
 - ❖ Cost \$33,074
 - ❖ 130 attendees = \$254/person - fee was \$110
- ❖ Sept 2023 - Fairmont
 - ❖ Cost \$33,843
 - ❖ 110 attendees = \$308/person fee was \$120
- ❖ Sept 2022 - Billings
 - ❖ Cost \$20,248
 - ❖ 72 attendees = \$281/person fee was \$109
- ❖ Sept 2021 - Fairmont
 - ❖ Cost \$21,273
 - ❖ 106 attendees = \$201/person fee was \$110
- ❖ Sept 2020
 - ❖ Cancelled - Covid year
- ❖ Sept 2019 - Big Sky?
 - ❖ Cost \$22,632
 - ❖ 76 attendees = \$298/person fee was \$100

❖ Alumni Supervisor Report - Bruce Amrine

Dear Fellow Ski Patroller,

First, thank you for being a patroller or joining the Alumni group. According to NSP records there are some Alumni who have not paid their 2025-26 dues. I want to encourage you to do so. Your continued participation is important and has many benefits. If your dues and OEC are current, you may rejoin active patrolling at any time. If you choose to continue as an alumnus, the time will count for lifetime membership. However, your time needs to be continuous. Some benefits that you receive are SPM, periodic alumni newsletters, pro & catalog access, and you are eligible for many awards. On both the divisional and national levels, we are advocating more participation by alumni in teaching and committee work. Plan to attend - Alumni event for 2027: At Whitefish Mountain, MT we will be staying at Grouse Mountain Lodge. We have reserved rooms in this lovely lodge. Ski passes are a low \$35 for seniors 70-up. Also, there will be Glacier/Yellowstone Park options. We are preparing for February 28 - March 5, 2027. Eastern Patrol's Event is planned for Mid-March 2027. Mark your calendar and look for details coming. Please contact me and let me know your plans, concerns, and suggestions. If you have any issues doing your renewal, please contact me at Kujoconstruction@yahoo.com or 406-880-7380. Think Snow! Be Safe!!

❖ Avalanche Supervisor Report - Marcus Dufort

2025-26 Season Recap

Last season was a strong one for the Northern Division Avalanche Program. We hosted two Level 1 courses: one at Lost Trail in March with 16 students and 10 instructors, followed by a larger SAR-focused course at Antelope

Butte in April with 26 students and 4 instructors. Together, the two courses served 42 students and generated approximately \$9,400 in revenue for the Division.

We also added 3 new instructors to the program last season: Gregg Rydquist (Great Falls), Julia Hatch (Lost Trail), and Megan Eandi (SnowBowl). Continuing to grow and develop our instructor pool remains a priority, particularly given the geographic size of the Northern Division.

2026-27 Course Planning

Planning is underway for both Level 1 and Level 2 avalanche training this season. Potential courses currently being discussed include:

Avalanche Level 1

Jeff Judkins has expressed interest in potentially hosting a Level 1 course at White Pine. Allan Rabbitt has also expressed Great Falls' interest in hosting a Level 1 at Showdown.

Avalanche Level 2

Julia Hatch has expressed interest in helping organize a Level 2 course at Lost Trail.

We are also encouraging patrols and instructors to consider other opportunities for Avalanche Awareness, Level 1 refreshers, organized rescue refreshers, and other locally useful avalanche education.

Patrol Directors and Avalanche Representatives are encouraged to identify members who may need or want avalanche training and forward their names, NSP numbers, and email addresses so we can better gauge demand and begin organizing courses early.

Instructor Communication and Development

One of my priorities this season is improving communication and connection among our avalanche instructors. We have a very experienced group spread across a large geographic area, and we rarely have opportunities to interact outside of courses.

I would like to make better use of Zoom for periodic instructor meetings and continuing education, sharing course ideas and lessons learned, and potentially bringing in outside experts for presentations during the winter.

Initial outreach to the instructor group this fall has generated a very encouraging level of response and enthusiasm.

A3 Membership Dues and Potential Instructor Reimbursement

A3 has announced the following membership dues increases effective September 1, 2026:

- General Membership: \$35/year → \$55/year
- Affiliate Membership: \$50/year → \$85/year
- Professional Membership: \$60/year → \$100/year (spicy!)

A3 Affiliate membership is required for NSP Avalanche Instructors, while instructors serving as an Instructor of Record (IOR) must maintain Professional membership.

The increase represents a significant additional out-of-pocket expense for volunteer instructors who maintain A3 membership as part of remaining active within the NSP Avalanche Program. I would like the Division to discuss the possibility of reimbursing A3 membership dues for active Northern Division Avalanche Instructors.

Rather than creating a separate Division requirement for reimbursement, I propose that eligibility follow the same teaching-activity requirements already established for maintaining NSP Level 1 and Level 2 Avalanche Instructor certification.

Eligibility: Instructor remains current and satisfies the applicable NSP Avalanche Instructor recertification and teaching-activity requirements.

For Level 1 Instructors, teaching activity during the three-year certification period includes:

Teaching at or serving as IOR for a NSP Level 1 Avalanche course; or
Teaching at least one NSP Avalanche Level 1 Refresher course every year; or
Teaching at a Level 2 course.

For Level 2 Instructors, teaching activity during the three-year certification period includes:

Teaching at least one Level 2 Avalanche course; and
Teaching at least one each of Level 1 Avalanche course or Level 1 Refresher, serving as IOR for at least one of them.

Other instructor recertification requirements remain unchanged, including satisfactory teaching performance, approved continuing education, the ID online course, and applicable A3 membership.

I've polled our instructor group to determine who intends to renew and whether they will maintain Affiliate or Professional membership. A potential reimbursement structure for discussion could therefore be:

Affiliate Memberships: 6 instructors
Professional Membership: 8 instructors
Estimated annual Division impact: \$1,310

2026-27 Budget Request

Historically, the Avalanche Program has operated with an annual budget of approximately \$3,500, providing sufficient working capital to initiate courses and cover expenses prior to receiving student fees and reimbursements.

With a Level 2 course potentially being offered this season, along with two anticipated Level 1 courses, instructor development, and other program needs, I am requesting an Avalanche Program budget of \$5,000 for the 2026-27 season.

This provides additional flexibility to support course startup expenses while maintaining sufficient funding for anticipated Level 1 and Level 2 activities.

Potential reimbursement of A3 membership dues would have an additional estimated annual impact of \$1,310, depending on the reimbursement structure ultimately approved and the number of eligible instructors participating.

Looking Ahead

Priorities for the Northern Division Avalanche Program this season include:
Deliver Level 1 and Level 2 avalanche training where sufficient interest exists.
Continue growing and developing our instructor pool.

Improve communication and continuing education among instructors throughout the Division.
Expand opportunities for refresher and organized rescue training beyond traditional full-length avalanche courses.

Continue strengthening coordination between the Northern Division Avalanche Program, Patrol Directors, instructors, and the National Avalanche Program.

I appreciate everyone who has already reached out with course ideas, offers to help, and interest in becoming more involved this season. We have an experienced and enthusiastic instructor group, and I'm looking forward to building on last season's momentum.

❖ **Awards Supervisor Report - Colleen Finch**

1. Due dates for National Awards are quickly approaching (forms available on NSP website):
 - A. June 15th is the due date for all National Awards: (Merit Stars, National Appointments, Patroller's Cross, Meritorious Service Award, and Distinguished Service Award)
 - B. July 15th is the due date for all Division Awards (nomination forms can be found on the Northern Division Website):
 - Mark Behan Outstanding Instructor Award
 - Dr. Warren Bowman Outstanding OEC Instructor Award
 - Dwight Chambers Rising Star Award
 - Northern Division Patriot Star Award
 - C. May 1st is the due date for Hall of Fame and Minnie Dole nominations. Let me know if you are thinking of someone who may be eligible and deserving.
2. Thanks to those who have already submitted Awards nominations! We have some good-looking Outstanding Patrol and Patroller nominations. Let me know if your patrol has any potential Division or National nominations. Any possible Merit Star nominations? Any injuries that may qualify for the Patroller Cross? I am happy to chat and answer any awards questions. Help to make sure those deserving recognition will receive it.
3. News from the National Awards Committee:
 - A. The Monty Atwater Avalanche Award has been put on hold to allow the Avalanche Committee to settle in. I do think this would be a meaningful award to bring back into the spotlight, regardless of which committee oversees it.
 - B. The National Awards Advisor is working to transition to all awards forms from Word to pdf. The DSA and MSA forms were updated last year, and the pdf versions were well received. He is in the process of building the remaining awards forms in pdf format. I am sure there will be a few bumps in the road, but this is a good long-term solution.
 - C. Update of proposed changes to the National Appointment, the ongoing saga:
 - The proposal to remove Senior entirely from the NA criteria was rejected
 - The current proposal is asking to keep Senior as a requirement for an Appointment but not differentiate between Aid room module, Alpine or Nordic Senior for a National Appointment
 - Merge NA and LCA into one award
 - Add a "Leadership Rubric/Matrix" to the application and approval process. (My humble opinion - this rubric seems to be lengthy, complicated and open for constant debate)

4. I would like to have a Banquet Awards Committee again to help with the pre-planning and organizing of the Fall Awards Banquet. (Mike? Trevor? Dan? Anyone else?)
5. I am looking for a replacement Awards Advisor, preferably this fall so I could train them for a season and hand over the reins. It really is a fun job that allows you to see the best of an amazing and dedicated group of patrollers. Let me know if you know anyone who would be interested.
6. I would recommend that the fiscal 2026-27 awards budget remain at \$1700.

❖ **Historian Report - Steve Thompson**

As Cheri and I sat at the base of SnowBowl, the mud river flows past the patrol room door. This was bringing an end to a more than "unusual" winter. I plowed our driveway twice all winter - the second time was 4 weeks ago when I flew home from a week in Phoenix and found a fresh 16" of snow in our driveway. It definitely raised havoc with the trees and bushes.

It has been a productive year in Northern Division ski history. First a big THANK YOU to Trevor Motley for the spare tire mount on the history trailer. With an NSP tire cover, we are definitely styling going down the highway.

With much computer creativity, my bride fashioned a stick-on decal to display all the Northern Division patrollers who have received a national appointment - from Brooke Ricker, National # 89 in 1939 to Tony Ilgen, National # 12430 in 2025. We also created a display board for the Northern Division Outstanding Patrol and the Northern Division Outstanding Patroller. Any "new" 50 year patrollers have also been recognized.

One fun project was preparing a map of the original ski areas in the Division. It was quite amazing what was cobbled together to make a "ski area". And to think they did it all with no EIS's, committees and/or bureaucratic hocus pocus.

At the request of some of the younger members of the SnowBowl Ski Patrol (SBSP), I have put together a power point tracking the history of SBSP all the way from its birth in 1938 as the "first aid committee" of the Missoula Ski Club to the present. It has been an interesting journey. As your Division historian, I would really like to see a similar history on every patrol in the Division. I know that some of the areas have a history locally, but it would be great to share it throughout the whole Northern Division. At this point in time, I have received such histories from Flathead Nordic and Huff Hills.

I have received a couple more boxes of "Whitlock treasures" and a very interesting book from Red Lodge - "Skiing Red Lodge - Dead Man's Curve to Grizzly Peak". Many thanks Red Lodge Patrollers...

Hope you all have a great Spring and Summer and hope to see you at the Fall meeting.

❖ **Instructor Development Supervisor Report - Jeff Motley**

Goal: Increase the number of instructors within the Northern Division to share the load and interject new fresh ideas, methods and energy into all programs and patrols.

With the ID course on line and the teaching portion in person or via zoom the process has become easy to get completed in a timely manor moving potential instructors forward into the discipline mentoring phase and on to instructor certification.

New to the program is the online teaching option offered by the program supervisors on a monthly basis as an option for smaller classes or individuals that need to complete the course this option can be selected from the e learning menu or assigned by the ID IOR.

ID Committee Goals for 2026-2027:

- Complete the electronic version of the NSP Instructor Application Form working in conjunction with the Education Department.
- Create an electronic version of the Mentoring Form.
- Complete an IT Manual Template for all disciplines.
- Complete an Instructor Manual Template for all disciplines.
- Investigate making the new Leadership Development Course a Senior Program elective.
- Investigate integrating key points of the Leadership Development Course into the ID Courses.
- Arranging for the "Course Evaluation Form" to be automatically sent to all attending course students upon completion of the course
- Integrating the NSP Liability Release Form into the course registration process

I feel that the budget amount for 2026/2027 should be \$750.00 and \$0.00 Division ID Course Fee.

❖ Legal Report - Brent Brooks

REPORT OF NORTHERN DIVISION LEGAL ADVISOR ACTIVITIES

May 2025-May 2026

Introduction/Brief History of NSP National Legal Committee

It has been a privilege to serve the National Ski Patrol (NSP), Northern Division Director Dan Schafer, Northern Division Board of Directors, fellow advisors and patrollers during the past several years.

The NLC is composed of several NSP Patroller-attorneys from across the country that are seasoned, thoughtful and genuinely interested in promoting the mission of the NSP and advising The Chairman, National Board of Directors and individual patrollers on issues relevant to NSP membership.

NLC Leadership

Bruce Simon, immediate past Far West Division Legal Advisor is the current NLC Chair or often referred to as National Legal Advisor. This position is appointed by the NSP Chairperson and Board of Directors and attends all NSP Board meeting. The duties of the National Legal Advisor and Division Legal Advisor are more fully explained in Sections 2.3.1 and 2.6.1 respectively of the current Policies and Procedures manual.

Selected Topics/Issues During May 2025-May 2026

The past year I have worked mainly on National rather than Division issues. Below is a brief summary of my activities.

- 1) Assigned by NLA to be NLC liaison to National Governance and Education Committees
 - a) I attend the committee meetings by Zoom and offer assistance on legal issues and Policy and Procedure issues. The Governance committee also works closely with the Bylaws Subcommittee. The Governance committee is currently evaluating several RFAs including one that will revise and clarify the procedural steps in Code of Conduct complaints.
 - b) The Education committee is currently involved in the drafting and review of the OEC 7 currently being drafted. The NLC is reviewing two chapters of the OEC 7th and I have submitted some comments on the applicability and relationship of "Good Samaritan" laws to NSP Patroller activities of area. The NLC will continue to be involved in review of assigned issues concerning the OEC 7th edition.

2) Code of Conduct Investigation/Determination late 2025-early 2026

I was asked to be part of a investigation team appointed by the NSP Chair and NLC to investigate a Code of Conduct (COC) violation allegation against multiple members. This is the fourth Code of Conduct investigation I have worked on with other NSP NLC members. This has required several interviews and Zoom calls along with several hours of report drafting and finalization. The two-attorney panel in this specific COC matter is not the decision maker but rather the fact finder. The details and determination cannot be disclosed and remain confidential as required by the NSP Code of Conduct located at Chapter Six within the Policies and Procedures Manual (P&P).

Northern Division Bylaws/New Policies and Procedures or Guidelines

I have been previously asked to be a part of a team that will investigate a policies and procedures for the Northern Division, or, a more informal guidelines document, or perhaps a hybrid of both. This will be a good and need project steered by our Northern Division Director Dan Schafer and headed by Deb Heustis. The Northern Division bylaws are posted on the Division website.

3) The NLC has agreed to assist in revising the 1997 Ski Patroller's Manual, revised, Chapter 6, Legal Issues and Risk Management. This is an ongoing project for the NLC.

Other Activities

Participated in several National Legal Committee teleconferences concerning wide range of issues including potential issues with OEC Seventh Edition revisions, use of patrol monies for non-profit purposes promoting the NSP system, risk management at ski areas involving volunteer patrols.

Goals for 2026-2027

- 1) Continue participation on the National Governance and Education committees. I may be requested to participate in a separate committee reviewing and revising the P&P manual as well. If so, I will participate as requested and complete assignments as delegated to me and other committee members. The P&P manual may be revised by the National BOD in it's sole discretion without NSP member vote.
- 2) Provide comments on pending Requests for Action (RFA) as requested by the NSP Board Chair and BOD and Governance Committee..
- 3) Draft any bylaws amendments Division officers/advisors/members request. No requests have been made to date but Division bylaws require a 30 day advance notice before a meeting is held to consider any bylaw amendments. That means such requests would need to be circulated in mid-August-i.e. 30 days before the annual Division meeting in mid-September.
- 4) There may be a physical meeting of the NLC in winter 2027. The last in person meeting of the NLC was in 2016. These are expensive to fund so if it occurs it will likely be paid for privately by NLC members. If the meeting occurs I welcome any issues that can be placed on the agenda.
- 5) Assist in ongoing review/revisions to the NLC Code of Conduct in Chapter 6 of the P&P manual. There was a separate BOD-appointed committee formed for this review and changes been made and adopted by the Board, however, additional revisions seem likely to address and clarify procedural due process and an appeals procedure. New revisions to the COC are in progress by the NLA and he has circulated proposed changes to the NLC members for review and comment.
- 6) Answer/Analyze Questions on Use of Patrol monies.

This has been a recurring issue for ND patrols to analyze and work through. Typically a for profit ski area is asking for some degree or form of financial assistance from NSP patrols. Each case is independently evaluated but there are some general guidelines that have been placed in a written Use of Patrol Monies memorandum which is posted on the ND website. Feel free to contact me with these types of issues which can be complicated.

CONCLUSION

Special thanks to ND Director Dan Schafer for surviving his second year. He has done a marvelous job so far. Also, as I have mentioned in previous reports, thanks to all those I have interacted with the past year for their patience and confidence in me and for their willingness to present legal/risk management and ND bylaws issues to me. It has truly been a continuing privilege to serve the ND and the NSP in this capacity.

❖ Medical Advisor Report - Chuck Allen

Not included at time of printing.

❖ Nordic/Backcountry Supervisor Report - Rusty Wells & Wendi Brassington

The Nordic program within the Northern Division remains in a steadily developing phase. At present, Flathead Nordic Patrol serves as the primary active Nordic patrol in the division and continues to provide a strong operational example of what Nordic patrolling can look like in our region.

This season reflected continued effort and momentum from established patrollers and leadership who have been building this program. Snow conditions across the Flathead Valley were variable, with periods of limited coverage and fluctuating temperatures creating inconsistent travel conditions. Despite these challenges, patrol activity and training continued, supported by strong engagement with the Flathead Avalanche Center and a renewed emphasis on avalanche awareness and observation. Patrollers took this training to the field with them and worked with the public on observation training in addition to their beacon park workshops, the ever popular Hot Dog Days!

Training remained a key component of the season. Flathead Nordic Patrol hosted a Mountain Travel and Rescue course in partnership with the U.S. Forest Service and the National Park Service. This course not only strengthened the skill set of current patrollers but also created an opportunity for broader participation. Patrollers from Missoula traveled north for MTR and as more receive this training the possibility for Nordic Patrols grow. This kind of cross-area engagement represents a meaningful step toward expanding awareness and interest in Nordic patrolling within the division.

Collaboration with Glacier National Park also continued, including participation in Search and Rescue training, patrol presence within the park, and assistance with trail clearing and safety efforts following significant wind events. These partnerships continue to highlight the value of Nordic patrollers in supporting winter operations in austere and remote environments.

As the Nordic Advisor for the Northern Division, my role this year has been to begin stepping into and supporting the ongoing work that has already been established. The foundation built by current and past leaders is evident, and the focus moving forward will be on supporting that momentum, increasing visibility, and fostering opportunities for growth in additional communities.

Interest from areas outside of Flathead, particularly in the Missoula region, suggests potential for future expansion. Continued emphasis on training opportunities, partnership building, and outreach will be key in developing that interest into sustainable program growth. As the updates to the Nordic Manual are finalized and released.

The Nordic program is well-positioned to continue evolving within the Northern Division, with a strong foundation already in place and growing opportunities ahead.

❖ [OEC Program Supervisor Report - Bridgette Paddock & John Fradette](#)

The Northern Division saw strong participation in OEC classes this year. Below is a list of the courses offered and their enrollments, for a total of 62 students.

OEC Hybrid

Antelope Butte - 9 enrolled	Eagle Creek - 3 enrolled
Great Divide - 6 enrolled	Great Falls - 6 enrolled
Montana Snowbowl - 4 enrolled	Meadowlark - 2 enrolled
Red Lodge - 7 enrolled	Turtle Mountain - 5 enrolled
Casper - 3 enrolled	

OEC Challenge

Montana Snowbowl - 1 enrolled

OEC Modified Challenge

Montana Snowbowl - 11 enrolled	Lost Trail - 5 enrolled
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We also held a very successful Division OEC Refresher, with 91 OEC Technicians participating. Thank you to the patrols who led the various sessions and made the refresher such a success.

Station 1 - Airway Management / MCI Triage (Case Review) - Huff Hills

Station 2 - Patient Assessment - Turtle Mountain

Station 3 - Care of Wounds - Casper Mountain

Station 4 - Lower Extremity - Antelope Butte

Station 5 - Pediatric Emergency and SMR - Great Falls

I also held an Instructor Continuing Education Clinic at the Division meeting, with 51 instructors and others enrolled.

After a couple of years' hiatus, the Northern Division held an OEC module of the Senior Program (OEC Senior) this year. Because it had been three years since the last OEC Senior, I needed to recertify the Division's OEC Training Evaluators (TEs). I certified 15 TEs, five of whom are new, and I hope we can continue to grow those ranks over the next few years. To serve as a TE, a patroller must be an OEC Instructor and must have passed OEC Senior.

I held two webinars related to OEC Senior: a training class for the TEs and a session for senior candidates covering leadership, decision making, and problem management. For the Senior Candidates, we then held an in-person clinic at Showdown on February 21, with all seven candidates attending. This was also used for the calibration of the TE and complete their recertification. On March 21, we conducted the formal evaluation; four of the seven candidates passed. Because it was so late in the season, there was not an opportunity to retest the other three. Retesting can be completed when candidates are ready and resources are available.

The biggest news is that work has begun on OEC 7. I am on the core team writing the new manual, and I am excited about the process and the updates being incorporated. The release is planned for next summer

❖ [Polaris Newsletter](#)

Articles due: August 1, November 10, and April 1st.

❖ Registration Coordinator Report - Bill Lay

Northern Division currently has (541) Registered Patrollers and (107) Alumni. Over the last (9) years, we are averaging 512 patrollers. Slight drop therefore in money collected. National collected fees of \$536.40. We did continue with a Late fee of for those registering after Feb 1 st , which matches National.

I will look at cleaning up those having access to their rosters for making changes, but as we no longer do the AR's, Annual Registration, for a Patrols this may be an on-going problem. I will also be contacting PR's to continue to make sure we have the current or when they will be changing. GF will change at their Banquet in July.

I will work with Dan on cleaning up our Division Roster. Will have to see what he sees 1st .

I plan on staying in my position next year. Still having fun and enjoying it.

My Budget will remain the same as last year; \$550.

❖ OET Program Supervisor Report - Brian Beattie

Not included at date of printing.

❖ Senior Supervisor Report - Nick Mills

No

❖ MTR Supervisor Report - Troy Walker

Courses taught during the 2025-2026 Season

Flathead Nordic Hosted an MTR1 course

Events occurring during the 2026-2027 Season

The NSP office and the MTR Supervisors have been continuing to work with the new online portion of the MTR Program that should be available by the start of our next patrol season. Things are moving along great!

What classes will be held in the 2026-2027 Season

Flathead Nordic plans will be to host another MTR 1 Course and Possibly an MTR 2 course next year.

Idaho Falls Nordic Group in the Intermountain Division will be hosting an MTR1 & MTR2 combined course. Of course portions will be online with our new NSP-MTR online trainings along with the local instructors then the Field portion will be in person.

I am sure there will be one or more other patrols requesting MTR training this upcoming season. Usually, these requests are made during the Fall Division meeting.

As usual we can offer some online portions of the program at your home area and then attend other areas for the field session. With the new NSP-MTR online portion this should give us all more flexibility for patrollers wanting an MTR Course.

Budget for the MTR program during the 2026-2027 season

No Budget changes are requested for this year.

❖ Young Adult Program Supervisor Report - Vicki Motley

Youth Protection Training:

There are only (3) classes that you MUST take.

Required modules:

- Duty to report
- Preventing sexual activity among adolescents
- Meet Sam

If you are operating a Young Adult Program, each person that works with the young adults MUST take the Youth Protection Training Course.

YPP access process:

Each patroller should write to (memberrecords@nsp.org) to request an invite from Armatus/Praesidium.

Please give them the following:

You will then receive an invite, click the link, make a password/activate account, and then follow the items presented to you. (There is a specific list, and you must complete all to receive a completion certificate)

If you have already completed the course in the past, you do not need a new link. You can login with the same login information

To access your Praesidium Academy training account please follow the directions below,

- Click <https://www.praesidiumacademy.com/learn>
- Click on Forgot your password
- Enter in the email address associated with your Academy account.
- Click the blue Reset Password button.
- Check your email.
- Click the link inside of your email to set a new password for your Academy account.
- For extra assistance: Praesidium, Inc., 800-743-6354
- You must then send the certifications to me, Vicki Motley, proving that you have completed the required items or you can try the online digit upload yourself. If you want I can still send this information into National. They will then add it to your profile
- How long each option is valid for:
- NSP option (free)
- Armatus/Praesidium - 3 years

Submit your certificate, patroller NSP # and patrol to Vicki Motley, Young Adult Supervisor - motleyv@icloud.com or there is also a way that you can digitally upload your Youth Protection Training certificate in the Center for Learning. To do this visit the HELP CENTER for step-by-step instructions. I have not done this myself, but I understand it works pretty slick.

Each year, the Northern Division offers (2) scholarships to graduating Seniors who have served their community by joining the NSP. We are again offering scholarships to any qualifying YAP members. An eBlast will be coming out shortly notifying our YAP members. If you know a graduating senior that has been a part of your patrol, please let them know.

We currently have 17 identified Young Adult Patrollers in the Northern Division. Please make sure that your young adults are categorized properly.

NATIONAL LEVEL:

We have added 2 Young Adult Patrollers to our Advisory Schedule, to give a fresh perspective to the committee.

Here are things that the YAP Group is working on:

- Code of Conduct Youth Protection Reporting update
- Social Media Platform

❖ Division Website Coordinator -

Currently looking for a new lead.

❖ Women's Program Supervisor Report - Maggie Althaus & Deb Huestis

During the 2025-2026 season, the Women of Northern program continued to advance the NSP mission and division mission by supporting inclusion, engagement, leadership development, and retention of women patrollers across patrols. The program fostered meaningful participation through mentorship, peer connection, and professional development, contributing to increased confidence, skill progression, and longterm involvement in NSP, while also encouraging leadership readiness and collaboration consistent with NSP operational standards. A highlight of the season was the Annual Women of Northern event, held at Showdown MT, which successfully combined skill based training and community building through toboggan handling and snow sport skills sessions, rope work and knot tying practice, and an "Amazing Race"-style challenge that emphasized teamwork, problem solving, and leadership in a fun, on snow environment. Participants strengthened core operational skills while building relationships across patrols, and the event was widely praised for its energy, camaraderie, and abundant laughter. While balancing program initiatives with operational and scheduling demands remains an ongoing challenge, the Women of Northern program continues to be a valued asset to the Northern Division and is looking forward to the coming season to further strengthen mentorship, outreach, and leadership development. We thank you for the support you have giving this program as it continues to grow and develop in supporting all patrollers of Northern.

There are plans to hold another women's event at Showdown in the coming ski season, as well as smaller ones at willing hills of the division. Stay turned for more information.

Maggie and Deb

❖ Patroller Wellness - Jeff Azure

Just a reminder when were done patrolling and the mountain closes, but the struggle may not stop.

Stress injuries can continue for days, weeks and months after the incident. Let's check up on our fellow patrollers even if were not on the slopes.

With that being said, I was told that getting this wellness thing to take hold may take some time. I have hosted Northern Division Patroller Wellness Zoom meetings this last year. I have also been an active part for the National Patroller Wellness zoom webinars that we have put on.

Attendance is not what I'm hoping for from both Northern Division and National. On a good note, First Responder wellness is a growing field and there is a lot more resources out there.

I did a follow-up visit to Red Lodge and did a presentation to about 60 of their staff and patrollers. I believe this did some good for their patrol and had great feedback.

This coming year I plan to do more zoom meetings and many phone call to patrol directors to get things rolling faster.

I would like to start doing Learning from our Elders video series. More to come on that.

❖ **Region I Director Report - Allan Rabbitt**

Picking rocks, standing up signs, shoveling snow (not in the good way) and dodging rocks were just some of the highlights this year, and it was worse for many of you. Next year will be better. I could not get around much this year due to a medical issue. So please excuse the lack of detail in my report.

At the September meeting I hosted a get-together to introduce myself and other members of the Executive Board to the Patrol Reps. Our goal was to inform them about the Regional positions and how Tony or I could help them with issues they may have. Jeff Azure also spoke about the Wellness Task Force and encouraged them to reach out if needed.

Events

In January Powder Rendezvous was scheduled to be at Red Lodge Mountain. Due to a lack of snow it was moved to Showdown. This presented some challenges for those involved, but the challenges were overcome, and the event went on. Thank you to those involved who made this a successful event.

February brought the Senior Clinic to Showdown. I believe the goals of the event were met for both the evaluators and the participants. Saturday was OEC evaluations. Sunday was ski/board skills, and toboggan training.

The Woman's Event was hosted at Showdown again this year in conjunction with International Women's Day. It was well attended by women from different patrols throughout the division. The days are filled with lots of opportunities to learn and practice skills associated with ski patrolling in a positive environment.

A large thank you to the Showdown Staff for their continued support of the Northern Division and these 3 events.

Senior Test was hosted by the Great Divide Ski Patrol at The Great Divide. I could not attend the test. The results were not what the Division was hoping for. However, just by training for their Senior Certification all the participants are better patrollers than they were when they started. Thank you to the Staff of The Great Divide for their support.

It seems that ski areas are beginning to show their gratitude and support for the Northern Division monetarily. To my knowledge, all the lift tickets for patrollers associated with the Senior Clinic and the Senior Test were comped. This is a nice change that we can all appreciate.

There was an Avalanche class hosted at Lost Trail that was accessible to the entire division using Zoom. They have done this format of class in the past and it has been well attended.

Thank you to everyone for your dedication to the NSP.

Best Regards,

Allan Rabbitt #7966

❖ Region II Director Report - Toni Ilgen

It was a very quiet season this year with low snowfall. Most areas worked with mostly man-made snow with the exceptions of Meadowlark and Antelope Butte. They had a good season with adequate natural snow.

Northwest Community College in Powell Wyoming has a new Ski Area Operations Certificate. Starting in Fall 2025, students will be able to complete the 25-credit program, which will span two semesters. According to the college, this will include "day-to-day operations, risk management, ski patrol, lift operations, snowmaking and grooming, avalanche training, and more." Those who complete the program will also become certified ski patrollers and be able to achieve a Level 1 certification as a ski or snowboard instructor.

The students did OEC and OET training at Antelope Butte, as well as their avalanche training. Trainers from NSP include Dakota Gali, Patrick Couture, Adam Cherni, Paul Plourde, Toni Ilgen, and Antelope Butte Ski Patrol.

Thanks, Toni Ilgen Red Lodge Ski Patrol

Northern Division Board Contacts

<u>Role</u>	<u>Name</u>	<u>Patrol</u>	<u>Contact Info</u>
Division Director	Dan Schaefer	Huff Hills	ndskihuffhills@gmail.com
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Treasurer	Jeanette Amrine	Lost Trail	kenaidenali@yahoo.com
Region 1 Director	Allan Rabbitt	Great Falls	allanrabbitt@yahoo.com
Region 2 Director	Toni Ilgen	Red Lodge	mcvdrtoni@hotmail.com
Legal Advisor	Brent Brooks	Red Lodge	slyskier@yahoo.com
Alumni Supervisor	Bruce Amrine	Lost Trail	kujoconstruction@yahoo.com
Historian	Steve Thompson	Snow Bowl	slthompson44@me.com
Elections Committee	Karl Uhlig	Snow Bowl	karlskis210@gmail.com
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Patroller Wellness Program	Jeff Azure	Huff Hills	azureblueranch@hotmail.com
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Asst. Avalanche Supervisor			
Mountain Travel & Rescue	Troy Walker	—	troywalker13@gmail.com
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Registration Coordinator	Bill Lay	Great Falls	w.a.lay@bresnan.net
Young Adult Supervisor	Vicki Motley	Lost Trail	motleyv@icloud.com
Polaris Newsletter	Mike Marlow	Great Divide	mmarlow@infosysmt.com
Web & Social Media Coord.			

Northern Division Patrol Representative Contacts

<u><i>Patrol</i></u>	<u><i>Patrol Representative(s)</i></u>	<u><i>Contact Information</i></u>
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Eaglecreek	Dan Korb	korb@bresnan.net
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Turtle Mountain Chaingang Bike Patrol	Boyd Sivertson	bwp.ski.team@gmail.com
Sleeping Giant	Erin Sobel	esobel1983@gmail.com
Thrill Hills	Landon Bayger	landonbayger@yahoo.com

Northern Division Expense Voucher Guidelines

September 2023

This document consists of several short paragraphs describing what the Northern Division will reimburse patrollers for regarding travel and room expenses related to attending Division sponsored events such as the annual Division meeting, Winter-Tip-Off, Senior events, MTR events, and Avalanche training events. It is strongly encouraged for all participants to car-pool to and from events as well as share rooms. Doing so will reduce both personal and division expenses.

Division Meetings, Board members including Program Supervisors/Advisors and Patrol Representatives.

Specific to the Spring E-Board and September Business meetings. Each Supervisor/Advisor has an identified budget. It's up to you how you utilize your budget. As long as expenses remain within budget and are directly related to attendance and participation in Division leadership, your expenses can be covered at cost for rooms and at \$0.45/mile for travel.

For Patrol Representatives attending the September Board meeting, a requirement of the position, your travel will be covered at the mileage rate of \$0.45/mile and 1/2 of your room expense. The idea is that you will be representing your patrol at Division leadership meetings and therefore, your home patrol should be covering some of your costs for attending.

September Division Meeting, OEC and Mini Sessions

The division will pay mileage for one vehicle at a rate of \$0.45/mile for any patrol who is presenting an OEC station at the refresher. The lead instructor (singular) will receive 1/2 their room expenses. If more than one individual is needed to adequately present the station components, it will be up to the Division OEC Supervisor whether additional room expenses will be covered. Likewise for mini stations, one vehicle per station and 1/2 room for one presenter.

Division Training Events

This category covers trainings and evaluation events such as WTO, Senior, MTR, Avalanche. If the Program Supervisor who is running the event request that you participate by presenting (lecturing, demonstrating, leading a group, evaluating etc.) at the event, the sponsoring program is responsible for covering some of your expenses. Typically, your travel will be covered at the division rate of \$0.45/mile and 1/2 your room expense. It is at the Program Supervisor's discretion whether they want to make adjustments to this general guideline. If any adjustments are made it's up to the participants to clarify with the Supervisor before or during the event, and definitely prior to submitting an Expense Voucher.

Northern Division Expense Voucher

★ Northern Division NSP Expense Voucher ★

Submitted by: _____

Make Check Payable to: _____

Mailing Address: _____

Date	Receipt Name	Purpose of Expense	Amount
			\$
			\$
			\$
			\$

Mileage Reimbursement – Destination _____

Miles Attributable to Event	Multiply by 45¢ per mile	Total Requested for Mileage Expense
		\$

Date Voucher Submitted: _____

Total Reimbursement Requested \$ _____

Discipline / Advisor Approval: _____

Budget: _____

Division Director Approval: _____

Paid by Check # _____

Date: _____

Initialed: _____

Procedure:

- 1) Within 30 days of event, complete the voucher, attach receipts and send to the Discipline Advisor for approval. Complete a separate voucher for each budget. Vouchers/receipts not submitted within 30 days of the event will NOT be paid.
- 2) Discipline Advisor must sign or give authorization to Division Director by e-mail and forward voucher to Division Director.
- 3) Once approved by Discipline Advisor, Division Director will review, authorize and forward to treasurer.

All Vouchers must have Division Director's approval – No Exceptions.

Only vouchers which are completed legibly and completely with attached receipts will be considered for reimbursement. Reimbursement for mileage is the only expense that does not require a receipt.

Revised October 2022