



2024 Spotlight Nomination Form

Nominate Your Community, Park or Protected Area as a Leave No Trace Spotlight!

Note: Only locations in the United States (the lower 48 only) will be considered for Spotlight nominations. No applications from international sites please.

Please allow around 15 minutes to complete the nominations form and have the host and co-host's contact information ready.

Did you read and understand the [components of the program and time commitment involved](#) before beginning your nomination?

Yes

No

Please read the components of the program and the time commitment involved before beginning your nomination by visiting this page: [Spotlight Host Guide](#)

Contact Information

Your Name

Email Address

Phone Number

What agency/organization are you a part of?

What is your title/role within this agency/organization?

Site Information

Name of community, park, forest, or protected area you are nominating as a Leave No Trace Spotlight?

Which state is this community, park, forest or protected area located in (lower 48 only)?

Choose from drop down

Host/Co-host

Will you be the primary point of contact throughout the Spotlight planning and coordination process?

There must be two primary contacts (Spotlight hosts) able to commit to the planning process and collaboratively lead planning efforts while coordinating with Leave No Trace staff. Nominations without two designated hosts (primary host and co-host) will not be prioritized

- Yes
- No
- Not Sure



Who will be your co-host?

Who will be the two Spotlight hosts?

Primary host

Co-host

What are the email addresses for the two hosts?

Primary host

Co-host

Host/Co-host

Is your co-host aware of this commitment and in support of the Spotlight effort at your community, park or protected area?

Leave No Trace may reach out to co-host to verify their commitment

- Yes
- No

Are both hosts aware of this commitment and in support of the Spotlight at your community, park or protected area?

Leave No Trace may reach out to verify their commitment

- Yes
- No

Name of your co-host's organization/agency?

What is your co-host's title/role within their agency?

Which agencies/organizations do the hosts represent?

Primary host

Co-host

What are the hosts' titles/roles within their organizations/agencies?

Primary host

Co-host

Planning

In order to provide the most effective programs during the Spotlight, we would like to get to know the site better. Please answer honestly. Answers will not impact the selection of the site. They are to assist with planning.

One of the cornerstone programs of a Leave No Trace Spotlight is a stewardship project (e.g., cleanup, trail work, re-vegetation, campsite restoration, etc.) that is open to the general public.

Has the host's or co-host's organization led stewardship projects like these in the past?

- Yes, once or twice
- Yes, regularly
- No

Based on past experience, how many people do you estimate a stewardship project at this Spotlight would be able to engage on the ground?

- 5-10
- 10-20
- 20+

Will you be able to obtain the capacity, supplies, and land manager permission, including any necessary liability waivers, in advance to lead a stewardship project during the Spotlight?

- Yes
- No

Does the host's or co-host's organization manage on-site messaging such as signage, interpretive programs, outreach to visitors, etc.?

- Yes
- No

Does the host's or co-host's organization offer youth programs such as camps, junior ranger programs, or school trips, or regularly partner with an organization that does?

- Yes
- No

Does the host's or co-host's organization have full-time staff?

- Yes
- No

Does the host's or co-host's organization hold regular outreach events (multiple times a season)?

e.g. pop up education, trailhead outreach, open house, etc

- Yes
- No

Does the host's or co-host's organization have a dedicated volunteer group?

- Yes
- No

Does the host's or co-host's organization have and use social media channels for event promotion?

- Yes
- No

Spotlight hosts are responsible for advertising these programs to the desired audience to generate participation. This can be done in a variety of ways including social media, organization websites, local event calendars, press releases, direct invitations, etc. Leave No Trace will provide support with sample language, flyer templates, etc.

Will you be able to advertise these programs to generate participation?

- Yes
- No

In addition to a stewardship project, other potential programs include staff training, community outreach, etc. Please review the [Host Guide](#) and select up to 3 other programs your site would be interested in.

Education

- Effective Communication of Leave No Trace (more advanced 2-3 hour workshop for staff/partners)
- Introduction to Leave No Trace (1-2 hours)
- Youth Educator Training (1.5 – 2 hours, for those who teach and share Leave No Trace with youth)
- Youth Program - e.g. for school groups, camps, other youth serving organizations

Community Outreach

- Leave No Trace pop-up education
- Leave No Trace trivia night
- Integrate into existing community event

- Join a ranger, campfire, or other scheduled program
- An additional service project

Spotlight hosts are responsible for securing venues for all Spotlight programs. Educational workshops require a meeting room with the ability to show a presentation. Outreach events can be held in a variety of locations. Stewardship projects require land manager approval, liability waivers, and project supplies.

Will you be able to secure venues for your desired programs?

- Yes
- No

Community

We recommend having a cohort of motivated individuals work on the Spotlight together. This could include all individuals from the host group/agency, or people from multiple stakeholder groups. Having this cohort present at most or all of the Spotlight programs will yield the best results from the program.

Please list key stakeholders that will add value to the Spotlight efforts. These could include land managers, friends groups, clubs, businesses, tourism groups, outfitters/guides, or other stakeholders in your community who would be well suited to collaborate on project efforts.

How will your park or protected area work to include the surrounding community, specifically those who may have been historically excluded in the past, in available Spotlight programming such as trainings, workshops, service projects, and outreach events?



Scheduling

What month(s) would be best for Spotlight programming to occur? Consider staff capacity for planning, availability for trainings, engagement of key stakeholders, alignment with other community events, etc.

Please drag and drop your responses into the applicable box. We do not offer programs in December.

Items	Top Choice
January	
February	
March	
April	
May	
June	
July	Second Choice
October	
November	
	Third Choice

Within your desired month(s), are there certain dates or days of the week that would work best due to existing events, staffing, etc.?

Keep in mind, Spotlights last up to three days, and we suggest hosting the program from Thursday to Saturday or Friday to Sunday depending on when your organization typically holds events.

Please provide the month and date range.

Please note: this does not guarantee that we will be able to run a Spotlight on these dates.

What month(s) would **NOT** work for hosting a Spotlight at this site due to weather, staffing, or other reasons?

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November

Housing

Would your organization or a stakeholder group be able to provide camping or indoor housing for the Leave No Trace Team (two educators) from 1 day prior to the Spotlight activation week through the final day (up to 4 days total)?

Examples of housing include park staff housing, research center dorms, campsites, hotel, Airbnb, volunteer guest house, etc. ideally with access to showers and a workspace.

- Yes Not Sure No

Supporting Documents

Have you worked with the Leave No Trace organization in the past?

If this is your first time working with Leave No Trace, welcome!

- First interaction
- I have attended a Leave No Trace training in the past
- I have hosted a Leave No Trace program in the past (Hot Spot, workshop, or other)
- I am a Level 1 or Level 2 Instructor (formerly Trainer or Master Educator)

If your nomination is unfortunately not selected as a 2023 Spotlight, would you like to be considered for alternate programming opportunities (e.g. a workshop or outreach event) from our staff or State Advocate and volunteer network? We have extremely high demand for programming, but we strive to accommodate as many requests as possible.

- Yes
- No

Please upload two photos of the area that can be utilized on the Leave No Trace website if this area is chosen as a Spotlight. If your photos fail to upload, please send those high resolution images to spotlights@LNT.org. (Note: JPG supported, but JPEG not supported)

Photo 1

Photo 2

Thank you for your nomination.