

MISSOURI PARKS ASSOCIATION
UPOP Provider Guidelines
7/23/12

UPOP (Urban Populations Outreach Program) is a program of the Missouri Parks Association. It was begun in Kansas City in 2000 and it currently operates in four Missouri cities: Kansas City, St. Louis, Columbia, and Joplin. The purpose of the program is to

- provide services to Missouri youth that increase awareness and appreciation of Missouri's state parks and historic sites and connect them to the outdoor environment;
- offer sponsored fieldtrips in coordination with local summer youth programs to provide optimal educational experiences in environment and history as well as outdoor recreational experience in state parks.

UPOP programs generally run during the summer months, although other times of the year may also provide excellent opportunities for park experiences.

As a program of the Missouri Parks Association (MPA), UPOP is funded through MPA, contributions and grants sought by MPA, and grants, gifts and in-kind contributions sought locally by UPOP providers. Programs in state parks are offered in cooperation with the DNR Division of State Parks and local park staff. Each local UPOP provider is responsible for arranging with local youth programs for UPOP activities, arranging for activity sites and volunteers, coordinating with staff of parks to be visited, and seeking additional funds needed for its specific programming. UPOP providers are encouraged to develop programs that fit their resources as well as the needs of their community youth participants. There is currently no formal curriculum required for becoming a UPOP provider, but UPOP providers share information through statewide meetings and a network coordinated by the MPA UPOP Committee, which can offer suggestions for projects.

To become a UPOP provider, contact Mary Barile, MPA UPOP chair (mmb3367@earthlink.net) or Susan Flader, MPA president (fladers@missouri.edu).

Requirements for UPOP providers

A UPOP provider must be:

- A non-profit organization, agency or program with at least one staff member or volunteer assigned as local UPOP coordinator;
- Capable of outreach to youth populations and programs that would benefit from UPOP;
- Willing to attend statewide UPOP meetings and provide updates to MPA;
- Able to contribute to the financial support of a local UPOP through in-kind contributions, fundraising, grant applications, or other opportunities;
- Able to provide an umbrella insurance policy to cover employees, volunteers and participants;
- Able to maintain financial records of UPOP activities;

- Willing to provide an annual report of UPOP activities, participants, and income and expenditures to MPA.
- Willing to acknowledge UPOP as a program of the Missouri Parks Association in all publicity.

Grants/Funding

Local UPOP providers must submit a proposal to MPA by April 1 (or by January 15 for an early decision) in order to qualify for direct summer program support from MPA.

Local providers are encouraged to seek local and regional financial and in-kind support for their programs. The MPA UPOP Committee can provide some supporting documents, offer feedback on applications and help coordinate grant applications that involve more than a single UPOP.

- Grant awards are ordinarily managed through individual UPOP provider organizations, but may be managed through MPA by prior arrangement.

Publicity/Reports

All UPOP providers must credit the Missouri Parks Association on printed, published, electronic and other materials. The credit line will read: UPOP is a program of the Missouri Parks Association; for information about MPA and UPOP visit <http://parks.missouri.org>.

An annual report is required from each UPOP provider. The report:

- Must be submitted to MPA no later than the MPA annual meeting, usually in October, following the summer activities;
- Must describe the local program and activities, identify participating agencies and numbers of youths for each program, and identify sources of funding and expenditures. A sample report is available on the MPA website:
<http://parks.missouri.org/Programs/UrbanPopulationsOutreachProgram.aspx>