

Dear Oregon Recreation and Park Association,

This letter is to confirm that as the supervisor/manager of _____ I approve of the full participation of my staff in the ORPA Leadership Academy to take place between September 2025 and April 2026.

I recognize and support my staff in the demands of the Academy, including the following expectations:

- Students can expect to spend between 10-20 hours a month working in this program over the course of 8 months;
- Students will participate in a four (4) hour virtual course six (6) times during the Academy, and each month's course may contain two to four hours of pre-work or post-work;
- Students are matched with a mentor outside of their organization with whom they are expected to maintain a mentorship relationship in accordance with the Academy;
- Students are expected to design and execute a capstone project requiring between 50-100 hours of work over the course of the Academy;
- In the event the student's role or supervisor changes during the course of the Academy, a new support letter may be required. I am required to notify ORPA of any changes to a student's approval to participation in the Academy.

I also recognize that classes, in-person events, meetings with their mentor, and work on the capstone project will likely occur during normal business hours and support my staff in this work as appropriate for professional development.

Sincerely,

SUPERVISOR NAME

SIGNATURE

JOB TITLE

AGENCY / ORGANIZATION