

State of Colorado
Department of Natural Resources
Division of Wildlife

Administrative Directive W-21

April 1, 2007

SUBJECT: YOUTH OUTREACH PROGRAM HUNTING LICENSES

I. PURPOSE

The Division of Wildlife has created several programs that focus on the recruitment and retention of youth hunters in Colorado. This administrative directive is part of our outreach program to aid sponsoring organizations in their efforts to develop and sustain youth outreach programs at the community level.

II. AUTHORITY

- A. 33-1-104 provides the Wildlife Commission with the responsibility and authority for all wildlife management, licensing requirements and for the promulgation of rules, regulations and orders concerning wildlife programs.
- B. Wildlife Commission Regulation (WCR) #206(B)(4)(d) provides the Director with the authority to make additional youth outreach program licenses available to qualified organizations sponsoring youth hunting activities.
- C. The Director may delegate authority for implementation of this administrative directive to designated representatives for the purposes of this program.

III. RESPONSIBILITY

Responsibility for compliance with this directive shall be with any Division employee or sponsoring organization who requests licenses for the purposes of hosting a youth educational or special needs program big game hunt.

IV. BACKGROUND

- A. The Colorado Division of Wildlife is committed to expanding the opportunity for youth to participate in big game hunting activities. Numerous sportsman's organizations, conservation organizations and youth mentor groups participate in activities to encourage youth hunting during the big game season. Obtaining licenses for such youth hunting activities can at times be problematic if there are no licenses available through the normal limited licensing process. The licensing authority granted to the Director by the Wildlife Commission for issuing youth outreach program licenses is to serve solely as a means to obtain a license when all other efforts have been exhausted. These licenses are limited in number and must be carefully and equitably distributed to ensure the maximum benefit to our youth recruitment and retention efforts.

B. Definitions:

1. **Sponsoring Organization.** For the purposes of this program, a sponsoring organization must be a sportsman's group, conservation group or youth mentoring organization that meets the following criteria:
 - a. Has a minimum 10 members
 - b. Has an elected Executive Officer
 - c. Has regularly scheduled meetings
 - d. Has a youth mentoring program
2. **Youth Educational Hunt.** An educational hunt is defined as one that incorporates hunting skills, ethics and field techniques into each youth hunting event. An educational training session must be scheduled prior to the hunting event. The youth must be accompanied by a mentor at all times during the hunt.
3. **Youth Hunter.** A youth hunter is defined as a youth between the ages of 12 and 17 years of age who purchases a reduced cost big game license. The hunter must be accompanied by an adult, 18 years of age or older who has successfully completed a Hunter Education Course and is in possession of a Hunter Safety Card.

V. **PROCEDURES**

A. General Conditions and Stipulations

1. Only those events involving youth between the ages of 12 and 17 that teach these youth participants hunting techniques, hunting ethics and wildlife management shall qualify for outreach program licenses.
2. Organizations requesting licenses must include two or more youth hunters in the event.
3. Only those organizations who have registered with the Colorado Division of Wildlife Hunter Outreach Program as a sponsoring organization by July 1st of each calendar year will be eligible to participate in this program.
4. The event is held in a game management unit that does not have licenses available by other licensing methods, i.e. unlimited licenses, leftover licenses, Ranching for Wildlife licenses, landowner voucher licenses, and/or late season youth license program.
5. Director's youth outreach program hunting licenses cannot apply to premier units.
 - a. Licenses in game management units with at least one hunt code requiring 10 or more resident preference points to draw, excluding

Ranching for Wildlife properties, will not be authorized for use under this program.

6. Director's youth outreach program hunting licenses are additional and shall not impact normal license allocation.

B. License Application Process

Before an application for license is provided to a requesting organization, the following criteria must be met:

1. The sponsoring organization has registered with the Hunter Outreach Program by July 1st of each year.
2. A written application must be submitted by the sponsoring organization to the Hunter Outreach Coordinator **no less than 60 days** prior to the requested date of the hunt. (see appendix A)
3. The Hunter Outreach Coordinator will review the application and evaluate that all other means of acquiring a license have been exhausted. Incomplete applications will be returned and will not be placed in the application sequence until returned as a complete application.
4. When complete applications are received and approved, the Hunter Outreach Coordinator will request approval from the Regional Manager/Area Manager in whose region/area the event is located. Area DWMs and Biologists in the area may recommend disapproval to the AWM for the requested licenses for wildlife management reasons. Approval authority for authorizing the licenses rests with the AWM/Regional Managers.
5. If approved, applications for licenses will be issued by Terrestrial Resources and given to the Hunter Outreach Coordinator.
6. The requesting organization will receive written notification and instructions for obtaining the granted licenses not less than 15 days prior to the event.
7. Licenses requested for use on private land must be accompanied by written permission from the landowner. The name of the landowner and ranch (if named) should be included in the application.
8. No more than five licenses per species may be requested by a single organization per year.

C. Rules for Conducting the Event

1. The sponsoring organization must conduct educational instruction prior to the hunting event. The instruction must include sponsor presentations involving such topics as hunting techniques, firearm safety, wildlife conservation, landowner relations, and hunter ethics. The organization will

2. include the date, time and location of the clinic in the application for licenses.
3. All sponsored hunts should be presented in a safe and positive manner for the youth hunters.
4. The sponsoring organization must provide a hunt report to the Colorado Division of Wildlife after each hunt. A copy of the post hunt report form will be mailed to the sponsoring organization with the license applications. Completed post hunt report forms must be returned to the Hunter Outreach Coordinator no more than 30 days after the hunt. (see appendix B). Organizations that fail to provide the post hunt report may be suspended from the program for the following year.

VI. ENFORCEMENT

This directive shall be in effect until further notice.



Bruce L. McCloskey, Director
April 1, 2007

Application Youth Outreach Program Big Game License

Submit application to: Colorado Division of Wildlife, Hunter Outreach Coordinator, 6060 Broadway, Denver Colorado 80216. Application must arrive at the DOW not less than 60 days prior to the desired date of the hunt.

Please complete the following

1. Name of Sponsoring Organization: _____

2. Address and Zip Code _____

3. Phone Number of Contact _____
4. Date of Event _____
5. Location of Event and Specific GMU(s) _____

6. Number of youth licenses Requested _____ (Maximum of five per species)
7. Species requesting _____
8. Sex of species _____
9. Season requesting _____ (Must correlate with seasons listed in the Big Game Brochure)
10. Means of take _____

***If using private land please attach written permission slip from landowner.**

All organizations must conduct an educational clinic prior to the hunting event. Please list the date, time and topic of this clinic.

Date of Youth education clinic: _____

Location of education clinic _____

Description of clinic topics to be provided to the youth hunters. Applicants must provide a general description of the topics. Please provide as much detail in this section as possible.

DOW USE ONLY

Date Received at DOW _____

Action by Hunter Outreach Coordinator ___Approved ___Disapproved ___Returned

Action by Regional Manager ___Approved ___Disapproved ___Returned

Licenses issued ___ Yes ___ No

**Colorado Division of Wildlife
Hunter Outreach Program
Youth Outreach Sponsoring Organization
Registration Form**

1. The information provided below is required to register your organization for the fiscal year in which the form is submitted. The registration period is from 1 July of the current year until 30 June of the following year. Organizations desiring to participate in the Youth Outreach Hunting License Program must maintain a current application to be eligible to request licenses under this program.

2. The following information is requested:

- a. Name of Organization: _____
- b. Address of the Organization: _____

- c. Telephone Number () _____
- d. Name of Executive Officer _____
- e. Number of members _____
- f. Is this organization Not for Profit? ___yes ___no
- g. Do you have regularly scheduled youth outreach events ___yes ___no

3. Certification Statement:

I. We certify the above information is correct and understand the information is used to verify eligibility for participation in the Colorado Division of Wildlife Youth Outreach Licensing Program.

Signature of Executive Officer

Date

Please return this form to: Colorado Division of Wildlife, ATTN: Hunter Outreach Coordinator, 6060 Broadway, Denver CO 80216

**Colorado Division of Wildlife
Youth Outreach Program
Big Game License
Post Hunt Report**

1. Name of Organization sponsoring the hunt

2. Date of hunt

3. Location of hunt : GMU _____
4. Names of youth hunters:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
5. Number of animals harvested: _____
6. Number of hunting days _____
7. Remarks or comments:

Please return this report to the address below not later than 30 days after completion of the hunt.

Colorado Division of Wildlife
ATTN: Hunter Outreach Coordinator
6060 Broadway
Denver CO 80216

Information Paper
Youth Outreach License Program
Internal Division Use Only

1. The Youth Outreach License Program was approved by the Wildlife Commission in 2007. This program provides an additional means for organizations who wish to sponsor youth hunting programs to obtain licenses when all other efforts have been exhausted.
2. The basis and purpose statement in the WCR is as follows:

Establishment of a special licensing program for youth hunters. CRS 33-4-117 (4.5) provides broad authority for the Wildlife Commission to establish a special licensing program for hunters eligible for a youth license. An important element of our outreach efforts is supporting efforts by sponsoring organizations to take youth hunters to the field and provide a positive threshold hunting experience. Partners in this effort such as private landowners, Ranching for Wildlife managers and Division properties often offer the opportunity to hunt on unique properties for which licenses are not available at the time of the desired hunt. These regulations establish the Director's authority to issue youth outreach licenses when all other avenues to obtain licenses for youth outreach are exhausted.

3. An administrative directive has been written to support management of this licensing program. The administrative directive is used to establish clear guidelines on organization eligibility, application procedures and license issue procedures. The following are frequently asked questions that pertain to the administrative directive:

a. Who is considered a qualified sponsoring organization?

- i. **Sponsoring Organization.** For the purposes of this program, a sponsoring organization must be a sportsman's group, conservation group or youth mentoring organization that meets the following criteria:
 - a. Has a minimum 10 members
 - b. Has an elected Executive Officer
 - c. Has regularly scheduled meetings
 - d. Has a youth mentoring program
- ii. Individual ranchers and outfitters are not considered sponsoring organizations unless they meet the definition established. This will not preclude them from partnering with a qualified sponsoring organization and allowing use of their land and services to support a youth hunt provided by a qualified organization.

b. Why is there a July 1st deadline for organizations to register for the program with the DOW Hunter Outreach Office?

- i. The annual registration of groups seeking to participate in the licensing program is to allow the DOW to estimate the number of groups who may seek licenses each year and to insure those groups are qualified to apply for the program.

- ii. The July 1st registration date is not the time the organization requests the licenses; it is just to get them on our books as a sponsoring organization. The license applications must arrive at the DOW not less than 60 days prior to the hunt.
- c. Why do we require a group to provide an educational clinic prior to a hunt?**
- i. The purpose of the program is to engage organizations in providing a true mentoring and educational experience for the novice hunters. Without the skills education and mentoring effort, the youth will not be able to learn the skills necessary to make hunting a lifelong activity.
- d. Why is there a 60 day processing time established for groups to request a license?**
- i. The 60 day processing time is established to insure we are able to properly process the request and provide the license vouchers to the requesting organization in sufficient time to properly plan the hunt. Each step of the request process takes time to complete and we believe it is necessary to have the approved vouchers arrive at the sponsoring organization two weeks prior to the hunt so they can make the final arrangements for the youth hunters.
 - ii. The processing time is also to allow the region staff personnel time to review the request. During the big game season, Area Managers and Wildlife officers are in the field and unable to review documents on a daily basis. The 60 day processing time provides field personnel to review the request and submit an answer back to the region staff.
4. The Youth Outreach License program is a unique program that will take some time to firmly establish and make the most of the youth outreach opportunities we have created. We will review the program each year to seek ways to improve the process and maximize the opportunity to engage more youth hunters in our programs.

Jim Bulger
303-291-7248