



STATE PARKS & HISTORIC SITES

MARK WILLIAMS
COMMISSIONER

BECKY KELLEY
DIRECTOR

Administrative Procedure # A -F - 1

Subject: Friends Free Camping Voucher

Effective Date: July 1, 2014

Procedure Statement:

To provide a procedure for redeeming and recording Friends Free Camping Vouchers

Procedure:

1. Verify Friends free camping card received from customer.
2. Punch the nights requested on the Friends card.
3. Check the customer in ACTIVE
 - a. Select “Friends Free Nights” drop box under “Customer Type Eligibility” in the reservation.
 - b. Then select applicable nights under “base discount” and complete the transaction.
4. Staff should make a copy of the front and reverse side of the Friends Free Camping voucher card. The copy should be placed with the weekly revenue report.
5. Give the Friends card back to the customer.

Note: There are camping exclusions listed on the back of the Friends Camping Voucher card which typically include Memorial Day Weekend, July 4th Holiday and Labor Day Weekend. As these dates change annually, staff should refer to the Friends Camping Voucher for specific dates.

Authority:

Not Applicable

Attachments:

Not Applicable