

**STATE OF NEVADA
BOARD OF WILDLIFE COMMISSIONERS**

Commission Policy Number 50	Number: P-50	
	Title:	Duck Stamp Procedure
	Reference:	NRS 502.035, 502.300 502.310, 502.322, 502.324
	Effective Date:	November 19, 1982
	Amended Date:	September 22, 2007 March 27, 2009

POLICY

It is the policy of the Commission to support and participate in the artist contest for the Nevada duck stamp since the stamps have collector interest. For the purpose of this policy, collector interest is when the collector stamp sales equal or exceed the sportsmen stamp sales.

PURPOSE

To establish a process for the artist contest, production, distribution, sale and disposal of Nevada duck stamps.

PROCEDURE

PRODUCTION

Nevada State Duck Stamp

Artwork to adorn each successive year's Nevada duck stamp will be chosen annually through a contest sponsored by a non-profit organization as sanctioned by Nevada Board of Wildlife Commissioners. The Department may receive proposals for sponsorship of the annual Nevada Duck Stamp Art Contest. A proposal for sponsorship must provide for the following:

1. A judging team of ~~seven volunteers~~ **five individuals**, consisting of ~~two~~ **three** members of the Nevada Board of Wildlife Commissioners and ~~five~~ **two** individuals **appointed by the sponsoring organization** with expertise in one or more of the following:
 - a. Wildlife art;
 - b. Waterfowl identification;
 - c. Previous art contest judging;

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Administrative Procedures, Regulations, and Policies Committee*

- d. Other knowledge or expertise deemed suitable by the sponsoring organization.
2. Agreement to develop art contest rules jointly with the Department.
3. The sponsor understands that actual contest judging is not open to the public. The actual judging will be attended only by the judges and necessary Department personnel.
4. **No judge will have any interest or contact with any of the entrants at any time prior to the judging.**
- 5.** The sponsorship proposal may include a proposal for a public attended function totally organized and run by the sponsoring organization following the judging where the winning entry and nine runners-up are placed on public display. A proposal for a public attended function must provide the following:
 - a. Date, time and place of the function;
 - b. Type of function (banquet, barbecue, reception, etc.);
 - c. Estimated attendance;
 - d. Proposed advertising and publicity campaign;
 - e. Method of protection of the original paintings during display, and a written liability agreement to pay all replacement or repair costs should any painting be damaged while on display or in transit to or from the site.

As required by the Nevada Duck Stamp Art Contest rules, the sponsoring organization will receive up to 50 special "Conservation Edition" reproductions of the painting from the artist for fundraising activities and donation to other non-profit conservation and wildlife related organizations for fundraising purposes. The Department will receive an additional 25 special "Conservation Edition" reproductions for distribution to conservation groups. The sponsoring organization will receive "Conservation Edition" reproductions 2 through 51 of 75 prints. The Department will receive "Conservation Edition" reproduction number 1, which will be retained and publicly displayed, and "Conservation Edition" reproductions 52 through 75, which will also be distributed to conservation groups. The sponsoring organization's proposal for sponsorship must include a proposal detailing the organization's plan for use and disbursement of the donated reproductions, including:

1. A list of eligible recipient organizations;
2. Number to be distributed and number retained by the sponsoring organization;
3. Dispersal procedures and eligibility criteria of potential recipient organizations;
4. Method of informing potential recipient organizations of the availability of reproductions;
5. Accounting system, detailing actual dispersal, that is available to the Department and Commission upon request;

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6. Name, address and telephone number of person or persons to be contacted concerning the donation of reproductions.

The Commission will review all proposals and select one organization to sponsor the Nevada Duck Stamp Art Contest for no longer than a two-year period. If no proposals are received, the Commission may solicit and authorize other organizations within the State to sponsor the contest. If no acceptable organization can be found, the Department will conduct the contest in accordance with the above procedure.

The Commission reserves the right to refuse any and all proposals received for sponsoring of the Nevada Duck Stamp Art Contest.

The Nevada Duck Stamp Art Contest judging will occur by November 30 of each year. The winning entry will be featured on the following year's Nevada duck stamp. The Department will be responsible for all facets of the contest not covered above, including solicitation, handling, processing and return of entries. Actual contest judging will occur at the Department headquarters, 1100 Valley Road, Reno. If the sponsor proposes that judging be held at an alternate site, the sponsor must submit a written liability agreement to the Department stating that the sponsor will pay in full any repair or replacement costs should any painting be damaged or lost during judging or during transit to or from the judging site. Actual replacement costs will be established by each artist on their entry forms.

Initially, a total of 35,000 stamps will be printed each year and each will be numbered consecutively, beginning with 00001 through 35,000. Stamps will be printed four to a page and incorporated into books, each containing five pages for a total of twenty stamps per book. A total of 1,750 books will be ordered. In the event the "mint stock" supply (the supply for collectors-see section on Handling and Distribution) is depleted before expiration of that current year's stamp (February 28 or 29), additional stock will be ordered and made available for sale as described in this policy. The printing of additional stock will constitute a continuation of that particular series, and will not constitute a new or special stamp series. Under no circumstances will any stamps carry duplicate numbers.

HANDLING AND DISTRIBUTION

Nevada Duck Stamp

Stamp numbers 00001-10,000, will be designated as "mint stock," for sale to collectors, companies, organizations or institutions involved in the secondary market sales of duck stamps. The remaining supply, stamp numbers 10,001- 35,000, will be designated as "license agent stock," and will only be distributed to the officially designated Department license agents for sale to the public.

Upon request, consecutively numbered stamps, beginning with number 00001-4,000 will be made available and sold for full face value to the winning artist of that year's Duck Stamp Art Contest.

SALE OF UN-EXPIRED AND EXPIRED NEVADA DUCK STAMPS

License Agent Stock

Un-expired license agent stamps will be sold only through officially designated Department license agents. Upon receipt from the Department, license agent stock will be sold at face value, with no limit placed on the number of stamps allowed to be purchased. Sales of un-expired license agent stock by the license agent will continue until recalled by the Department.

Mint Stock

Un-expired and expired mint stock duck stamps sales will only be conducted through the Department headquarters office. Upon receipt from the printer, mint duck stamps will be sold at face value, with no limit placed on the number of stamps allowed to be purchased. The sale of un-expired and expired duck stamps will continue until the entire supply is exhausted, but for no longer than two years after the expiration date.

DISPOSAL OF CERTAIN DUCK STAMPS

License Agent Stock

All license agent stock will be retained by the Department after expiration until reconciled for audit purposes, then will be destroyed in a secure manner, such as shredding, in the presence of two witnesses to verify destruction. There will be no further sales of these stamps under any circumstances.

Mint Stock

All mint stock will remain for sale for two years after the expiration date, at which time the remaining supply will be reconciled for audit purposes and then destroyed in a secure manner, such as shredding, in the presence of two witnesses to verify destruction.

This policy shall remain in effect until amended, repealed or superseded by the Board of Wildlife Commissioners.

**BY THE ORDER OF THE BOARD OF WILDLIFE COMMISSIONERS IN REGULAR
SESSION, March 27, 2009**

Chairman Gerald A. Lent, OD