

# MIAMI COUNTY PARK DISTRICT



**Administration Office**  
2645 E. St. Rt. 41 Troy, OH 45373  
Phone: 937-335-6273  
Fax: 937-335-6221

**Education Office**  
2535 Ross Rd. Tipp City, OH 45371  
Phone: 937-667-1286  
Fax: 937-667-0919

[www.miamicountyparks.com](http://www.miamicountyparks.com)

## **Geocaching Instructions for completing the Geocaching/Letterboxing Application**

1. Download the application online at [www.miamicountyparks.com](http://www.miamicountyparks.com)
2. Obtain the GPS coordinates for the location(s) proposed. This is required so that we can accurately map the location for review and management purposes.
3. Mark the approximate location(s) on a park map as you will need to submit a map with your application.
4. Submit completed application to our office 2645 E. State Rt. 41 Troy, Ohio Attn: Tama Cassidy
5. Review and approval of the application may take up to 30 days.
6. Upon approval set up an appointment to meet with Tama Cassidy at the site to select appropriate location(s) for geocache, earthcache or letterbox and to receive your cache permit and sticker(s) (which must appear on the container(s)).
7. Geocaching.com or letterboxing.com will be notified by email of approval. You must register with geocaching.com or letterbox.com for cache to be valid.
8. Cache owners must state in their web description of cache location that participants must stay on trails and follow park rules.
9. Cache owners will report total number and dates of visits to cache.

Charleston Falls Preserve,  
Farrington Reserve, FL Blankenship Riverside  
Sanctuary, Garbry Big Woods Reserve & Sanctuary,  
Great Miami River Recreational Trail, Goode Prairie Reserve & Preserve,  
Greenville Falls State Scenic River Area, Honey Creek Preserve, Hobart Urban Nature Preserve, Lost Creek Reserve &  
Knoop Agricultural Heritage Center, Maple Ridge, Stillwater Prairie Reserve, Twin Arch Reserve, John A. Wannemacher Nature Reserve