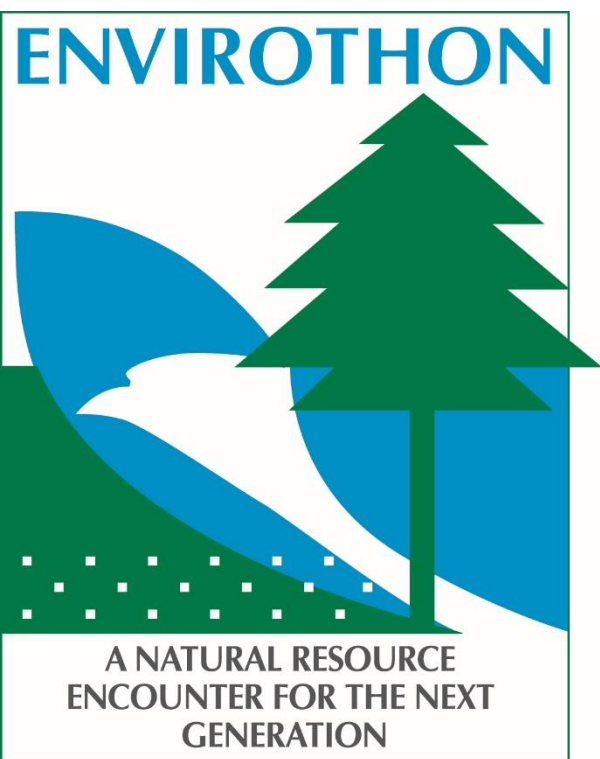


NCF-Envirothon



FUTURE HOST –EVENT INFORMATION GUIDE

The Event Information Guide includes a basic listing of tasks and responsibilities for future hosts of a NCF-Envirothon North American event.



NCF ENVIROTHON

Future Host – Event Information

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1 Overview

The following is a list of items to help guide Future Hosts of the NCF-Envirothon (NCFE). Host Committee refers to the state or province designated to organize and coordinate the (year) NCF Envirothon. NCF (National Conservation Foundation) refers to the sponsor of the NCF-Envirothon competition, also referred to as, the North American Envirothon. NCFEOC (National Conservation Foundation Envirothon Operating Committee) refers to the group designated by the NCF to assist the host in organizing and coordinating the NCF-Envirothon competition.

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2 Suggested Host Committee Structure (use as a guide)

Co-Chairs Coordinator (if applicable)	Host Committee	Sub-Committees	Responsibilities
	Logistics	Registration	
		Transportation	
		Site	Signage Emergency Plans
		Opening/Closing Ceremonies	
	Education Committee	Training/Testing	Resource Materials & Written Tests
		Oral Component	Resource Materials & Scenario
	Volunteers		Recruitment Correspondence Training
	Media Relations		Website Newsletter Social Media Media Outreach Smiles Video Memory Book Photography/Videography
	Visitor Services		Hospitality Room Guest Tours

3 Host Committee Responsibilities (Organizational)

The following is a list of responsibilities of the Host Committee (organization, group of organizations, government department, etc.) which will be legally and financially responsible for coordinating the NCF Envirothon.

- Enter into a Memorandum of Understanding between the NCF and the Host (1 year prior to the event).
- Secure and confirm venue(s): university and training/testing site(s) with NCFEOC confirmation/recommendation.

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- Set registration rate for teams and guests with NCF approval (1 year prior to the event).
- Set daily rate fees with NCF approval (1 year prior to event).
- Set rate for individual activities (advisor/guest tours, workshops, etc.) with NCF approval (6 months prior to the event).
- Develop sponsorship (fundraising) package to include: letter, recognition opportunities, etc.

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4 Host Committee Responsibilities (General)

- Schedule Committee and Subcommittee meetings (monthly or as needed leading up to the event).
- Develop Work Plan to include: site selection, budget, host committee contacts, etc.
- Develop competition agenda.
- Arrange for on-site necessities:
 - Medical – secure first-aid/medical volunteer for the event (on campus, training and testing sites, tours, student activities, etc.); develop an Emergency Procedures Plan. Please refer to Appendix A for a sample plan.
 - Signage – approved by NCF, campus and other venues
 - Work room(s) – space needed for the Host Committee and the NCFEOC
 - Meeting space(s) – spaced needed for the Host Committee and the NCFEOC and NCF
- Develop maps.
 - Location maps and directions to competition site
 - Site maps for training and testing, restroom/porta-potty/washstand locations, and first-aid area
- Schedule Daily Briefings – this is normally held prior to the start of each day with the team captain and one advisor. Host assigns one or two individuals to cover important items for the day. The NCFEOC assigns one or two individuals to assist.
- Determine and compile materials/supplies for competition use:
 - Notebooks for students to use at the training site as well as for oral component training
 - Calculators, timers
 - Clip boards – Either Host will supply clipboards OR teams should bring their own
 - Markers, highlighters
 - Masking tape/Duct tape/ scotch tape
 - Paper, Post-it notes
 - Pencils, pens
 - Scissors
 - Stapler , binder and paper clips

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- Determine who to invite and send invitations to VIP guests and speakers – coordinate with NCF and NCFOC.

5 Host Committee Responsibilities (Specific)

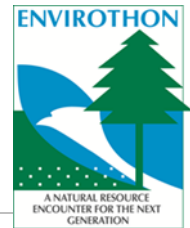
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5.1 Logistics

The Logistics Committee is responsible for the following sub-committees:

5.1.1 Registration

- Coordinate registration process with NCF.
- Develop registration packet for all participants (January 31 prior to event). This information will be forwarded to state/provincial representatives, as well as, uploaded to the NCF Envirothon website. Packets to include :
 - Directions to the event site, location for check-in/registration, on-campus parking, etc.
 - Event agenda
 - Meal information
 - Shuttle information
 - “What to bring” list – indicate specifics regarding clothing needed for each day (i.e., length of shorts to be worn, types of shirts, etc.)
- Collect medical information for all participants (students, advisors, guests, and volunteers). This is required for all registered participants. Medical information must be made available either in hardcopy or electronically throughout the event competition and when transporting teams and guests. Upon completion of the event competition, medical information must be disposed in a responsible manner in order to not disclose private information.
- Assign dorm rooms for all participants (students, advisors, guests, and volunteers).
- Print name tags, site maps, and agendas for packages provided to teams at time of registration.
- Determine if you will provide t-shirts for students, advisors, and/or all participants. Design t-shirt and order. (In the past, students were provided with at least one t-shirt that was worn on the presentation day.) Coordinate with NCF.
- Coordinate and designate a registration area with the Campus staff.
- Setup registration area with needed tables, chairs, signs, supplies, etc. (Optional offer could be extended to sponsors, agencies, and partners to setup displays.)



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5.1.2 Transportation

- Contact and schedule bus company for shuttle service, transporting teams to/from training and testing site, advisor/guest tours, and special activities.
- Coordinate with registration committee to obtain travel schedules for those teams/individuals needing a shuttle to and from the airport to the university. Coordinate shuttle schedule with the bus company. Develop and post return shuttle schedule.
- Coordinate with training/testing committee to develop bus schedules for transporting teams to/from the training and testing site(s).
- Coordinate with registration committee and training/testing committee to assign teams with Color Code assignments (if necessary).
- Coordinate with visitor services committee to develop transportation schedule for advisor/guest tours.
- Develop and print/order signs for buses.

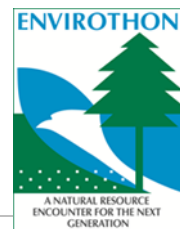
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5.1.3 Opening/Closing Ceremonies

- The Host and NCFEOC must coordinate the opening and closing schedules and scripts during the weeks prior to the start of the competition.
- **Communication between the Host and NCFEOC is a must** in order for each group to know what is expected of them.
- For the opening, the Host should indicate to the NCFEOC how much time they will have to offer a welcome.
- For the closing, the Host and the NCFEOC need to work closely to coordinate roles and responsibilities as they relate to:
 - Emceeing the event (will one be provided?)
 - Determining the list of speakers
 - Determining a list of those being recognized (Host committee/volunteers, EOC, NCF members, CAT members, Hall of Fame, teams, special awards, etc.)
 - This coordinated effort will provide the clarification required in order to minimize the chance of mistakes and ensure that all who should be recognized are recognized.
- Display Envirothon banner on campus.
- Decorate stage for opening/closing ceremony. Host's choice.
- Design and copy opening and closing brochures (coordinate with NCFEOC and NCF Public Relations/Outreach Coordinator).
- Invite and secure guest speakers, special guests, entertainment, etc.
- Coordinate with NCF the awards and prizes to be given. Who is ordering and paying for them.

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5.2 Education Committee

The Education Committee is responsible for educational testing components of the competition and generally oversees the following sub-committees:

5.2.1 Training/Testing

- Select fifth station topic, current environmental issue, and develop packet of reference materials and learning objectives to distribute to all teams (U.S. and Canada). The current environmental issue topic, learning objectives, and a list of suggested study resources shall be submitted as required in the Host Bid Proposal and approved by the NCFEOC and announced no less than 24 months in advance of the applicable competition. The volume of suggested study resources for the fifth topic will be limited to a total of 200 pages.
- The current environmental issue information will be posted to NCF-Envirothon website by September 1 of the year prior to the competition.
- Develop a packet of site-specific reference materials relating to all five stations topics to distribute to all teams (U.S. and Canada) that include learning objectives and equipment lists (i.e., clinometers, Munsell color charts). The volume of suggested site-specific reference materials for the stations will be limited to a total of 100 pages.
- The site specific information will be posted to NCF-Envirothon website by April 15 prior to competition.
- Secure training and testing site(s). Designate specific locations for each of the five subject areas.
- Utilize NCF-Envirothon test writing guidelines when developing written tests. Guidelines can be found on the NCF-Envirothon website at <http://www.envirothon.org/the-competition/test-writing>.
- Utilize NCF-Envirothon test format guidelines when developing written tests. Guidelines and examples can be found in Section 7 Appendix B 7.2.
- Test writing committees should differ from those that write the state and/or provincial competition to ensure fairness to all teams and to ensure there is no duplication of questions.
 - Host committee should provide to the NCFE copies of its state and/or provincial competition tests to demonstrate that a different set of questions are used on the NCF-Envirothon competition tests.
- Ensure written tests meet the North American Envirothon guidelines and that 65% of the questions are from the reference material provided to the teams and 35% from the training day.
- Develop written tests using references and learning objectives; each question's answer(s) should be referenced to the specific resource in which it was found.
- Review draft written tests for grammar, clarity, and continuity.

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- Submit written tests electronically to NCF- Envirothon (Public Relations/Outreach Coordinator) for outside review.
 - Outside reviewers include specialists with a masters or Ph.D. in the specific fields (soil/lands use, aquatic ecology, forestry, wildlife, and current environmental issue) from both Canada and the United States.
 - Individuals outside of the Envirothon review each of the field station tests for grammar, clarity, continuity, and correlation to provided station resources. In addition, the style of writing used in the tests is reviewed to determine whether or not the tests are written at a high school learning level.
 - Comments are provided to the Host Committee for their consideration.
- Secure committee volunteers to (to assist test writers) and administer the training stations as well as the testing stations. On testing day, test writers should be onsite. Test writers are responsible for correcting and scoring all tests. Utilize test grading guidelines found in Section 7 Appendix B 7.3.
- Communicate and work closely with the NCFEOC Competition Advisory Team.
- Compile a list of needs for each station site and give to the Host Education Committee chair. Provide all supplies and items needed at the training and testing sites.
- Photocopy written tests and all necessary items needed for the test (i.e., soil maps, identification keys). Determine the number of tests as well as items needed for your station (i.e. how many teams will be at your station at one time?)
- Provide (3) test answer keys, for all 5 resources areas, to NCFEOC Scoring Committee Chair
- Provide training guidelines and objectives to the trainers
- Please refer to Appendix B for further suggestions.

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Training/Testing Deliverables/Due Dates

- Reference material packet/learning objectives for fifth station topic - **Current Issue topic**– September 1 (year prior to competition)
- Draft Station test – October 31 (year prior to competition)
- Draft Station training outline – December 31 (year prior to competition)
- Final Station test – March 31 (year of competition)
- Final Station training outline – March 31 (year of competition)
- Site specific reference material packet/learning objectives – April 15 (year of competition)

Please refer to Appendix D for a complete timeline.

5.2.2 Orals Component

- Develop oral component scenario including materials related to the scenario.

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- Host committee should provide to the NCFE a copy of its state and/or provincial competition oral component scenario to demonstrate that a different scenario is used at the NCF-Envirothon competition.
- Determine whether or not t-shirts will be provided for teams to wear on presentation day. If so, coordinate with the registration committee in order to purchase and distribute shirts during registration.
- Determine which presentation method will be used paper-pencil or PowerPoint and plan accordingly. Please refer to Appendix C for further suggestions.
- Determine presentation schedule.
- Determine prep schedule and assign prep rooms to teams.
- Recruit and assign 60 judges for the first round of presentations.
 - Assign judges and time keepers to specific presentation rooms. Provide this list to the NCFEOC two weeks prior to start of competition.
- Invite 5-7 judges for the final oral presentation rounds (2 recommended by NCF or NCFEOC).
- Recruit volunteers to serve as monitor/doorkeepers for oral presentation rooms.
- Recruit team buddies/chaperones to assist during oral preparations.
- Conduct training for judges, monitors, time keepers, and buddies/chaperones. NCFEOC will assist as needed.
- Photocopy scenario, score sheet, and all necessary items needed for the team training and preparation.
- Please refer to Appendix C for further suggestions.

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Oral Component Deliverables/Due Dates

- First Draft OC Scenario – November 30 (year prior to competition)
- Second Draft OC Scenario – January 15 (year of competition)
- Final OC Scenario – March 31 (year of competition)

Please refer to Appendix D for a complete timeline.

5.3 Volunteer Committee

The Volunteer Committee is responsible for the following:

- Compile a list of volunteer needs and duties – fill those positions.
- Develop a recruiting packet to include:
 - Information/description about their role and responsibilities
 - How many hours/days are they required
 - Location, time and person to whom to report
 - Directions to the event site

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- Registration, lodging, and meal information

5.4 Media Relations

The Media Relations Committee is responsible for working closely with the NCF Public Relations/Outreach Coordinator to:

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- Notify local media
- Arrange for a daily photographer/videographer
- Develop daily newsletter
- Provide daily items to post to the website and social media accounts
- Develop and produce a Memory book
- Develop and produce a Smiles video
- AV requirements such as platform/staging, microphones, speakers, lectern, multimedia screens, laptop, lighting, musical instruments, sound mixing equipment, cabling, etc.
- In-house AV requirements
 - Lectern, microphone, speakers, AV equipment, etc. – provide name, e-mail, and phone of AV person/IT support.
 - Organize to have a trial run of multimedia/AV equipment prior to the event. The AV person will show you how to work the equipment. Please ensure you are familiar with how everything works and let the Multi-Media team know if you need on-the-day support so they can book that in too.
- External venue requirements
 - Check with the venue to see if they can provide the required AV equipment in-house, or if you will need to organize to hire from their preferred suppliers or other.

*NOTE: A lectern/microphone and speakers are recommended if addressing groups of 20+ people.
- Who is responsible for collecting/returning any borrowed/hired equipment?
- If equipment is not to be returned immediately after the event, have you arranged for them to be stored securely somewhere?

5.5 Visitor Services

The Visitor Services Committee is generally responsible for:

- Hospitality room (if desired)
- Advisor/Guest tours (if desired). Coordinate transportation needs and schedules with transportation committee
- Organize fun activity for teams. Coordinate transportation needs and schedules with transportation committee

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6 Appendix A

6.1 Emergency Procedures Plan – Sample

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6.1.1 Emergency Action Team

- **Primary Contacts** in case of an emergency: Host Chair(s)
- **In consultation** with: NCFE Program Manager, NCFEOC Chair, or designee
- **Media Spokesperson:** Media Committee Chair and NCF Public Relations Coordinator
- **Meeting space contact:** University building name, address and phone number

6.1.2 What is an Emergency?

- Given the nature of an “emergency” is not always able to predict what might happen but situations may include:
 - Food poisoning
 - Allergic reaction
 - Individual gets injured
 - More than one person gets injured
 - Car or bus accident
 - Heat stroke

6.1.3 Procedure to Follow In Case of Emergency

The procedure will vary slightly depending on the location of the incident and/or the severity of the incident.

Bus Monitors will receive: an action plan to follow in case of emergency, a basic First Aid kit, and a radio.

6.1.4 Assess the situation and call 911 if necessary

- **On campus emergency, if 911 is necessary:**
 - Radio or call the Host Work Room to alert them of the incident.
 - The Host Work Room will contact (names). You will be met at the site of the incident or at the hospital.
 - Locate the advisor/chaperone or ask the Command Center to locate the advisor.
 - Retrieve medical record form and insurance information.

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- Accompany the individual to the hospital (do not go alone with a minor).
- Complete an incident report form that can be found in the Host Work Room.
- **Off-campus emergency, if 911 is necessary:**
 - Radio or call the Command Center to alert them of the incident.
 - The Command Center will contact (names). You will be met at the site of the incident or at the hospital.
 - Locate the advisor/chaperone or ask the Host Work Room to locate the advisor.
 - Retrieve medical record form and insurance information.
 - Accompany the individual to the hospital (do not go alone with a minor).
 - Complete an incident report form that can be found in the Host Work Room

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6.1.5 Other steps to take depending on location of the emergency situation:

- **University**
 - Contact (name) immediately – (phone number)
 - Contact campus security if appropriate – (phone number)
 - The nearest hospital is (name, address, phone number)
- **Training Site**
 - _____ Ambulance will be on site.
 - Radio the Command Center or (name) to let them know where you are and they will escort the Ambulance/Emergency personnel to your location.
 - Contact (site contact) – (phone number).
 - If it is necessary to call 911, the ambulance will likely transport the person to the (hospital name, address, phone number).
- **Testing Site**
 - _____ Ambulance will be on site.
 - Radio the Command Center or (name) to let them know where you are and they will escort the Ambulance/Emergency personnel to your location.
 - Contact (site contact) – (phone number).
 - If it is necessary to call 911, the ambulance will likely transport the person to the (hospital name, address, phone number).
- **Tours/Special Activities**
 - Call or Radio (name) to let them know where you are and they will escort the Ambulance/Emergency personnel to your location.
 - Contact (Need emergency contact and nearest hospital info)

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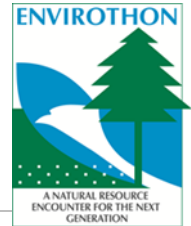
7 Appendix B

7.1 NCF-Envirothon Testing Component

- Have test writers on-site during testing day, along with ample number of volunteers to smoothly run the station and substations within the station.
- Provide clear explanation to test administrators as to what their responsibility is. (i.e., at the soils station, how much time is each team allotted in the soil pit? At the forestry station, how much time is each team allotted to use the forest measurement tools?) The timing doesn't matter as long as each team is treated fairly and consistent. **Consistency is imperative!**
- Have a clear understanding of what the NCFEOC Competition Advisory Teams (CAT) does. A listing of responsibilities will be provided to you several months prior to the competition.
- All written tests must total 100 points; tests will be tallied by station (Soils/Land Use, Aquatic Ecology, Current Issue, Forestry, Wildlife), even if presented as an eco-station test.
- Scoring of tests – double and triple check the tests and the tally of each score. Corrected tests should be provided to the NCFEOC scoring team as soon as possible. Secure committee volunteers to (to assist test writers) and administer the training stations as well as the testing stations. On testing day, test writers should be onsite. Test writers are responsible for correcting and scoring all tests. Utilize test grading guidelines found in Section 7 Appendix B 7.3.
- When selecting a location for both the training and testing, consider the following:
 - Whether or not there is a possibility for interference from outside sources (i.e., the general public, traffic/road noise, etc.). Please keep in mind the safety of the almost 300 youth participants.
 - Walking distance between stations.
 - Hand held radio transmission between stations and command center.
 - Restroom facilities for the 300+ students/volunteers.
 - Lunch location – will it be delivered to each station or to one general location for all of the teams.
 - Transportation to from the site. Vehicle access for possibly for cars, buses, trucks.
 - Alternate site in case of inclement weather.
- It is very important to have water stations at each site. In addition, consider a snack, being aware of the many allergies that students face because of different food items. It is important to keep the students hydrated as well as maintain sugar levels.
- In addition consider having the following items available at or within easy access to each station:
 - Basic first aid kit
 - Bug spray

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- Sunscreen
- Feminine hygiene items
- Hand sanitizer
- Extra pens and pencils and pencil sharpener
- Stapler/staples/staple remover
- Tape
- Zip lock bags
- Paper clips

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7.2 NCF-Envirothon Test Format Guidelines and Templates

7.2.1 Envirothon Testing Format Guidelines (these are found on the NCF-Envirothon website at <https://www.envirothon.org/envirothon-testing-format-guidelines>)

In order to provide a consistent format for all tests:

- Create tests in WORD document.
- Please use Times New Roman only for ALL questions. Variation in size, bold, underline, centered and italics may be used to change/enhance appearance to titles, stations, sections, etc.

In order to create a fair test:

- Document reference materials used for each created question and determined correct answer. This will assist the test review committee.
- All questions must come from the required references. At least one question should be derived from every required reference.
- All questions must be graded in whole points, no half-points given. Either make the question “all or nothing” or increase the value to 2 to 4 points so that partial credit may be given. All tests must ensure 100 total possible points.
- Here are suggested guidelines for percentage category breakdown for station tests:

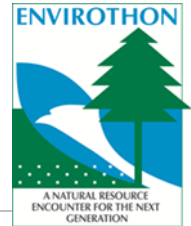
Category	Recommended percentage of Questions on EACH STATION TEST
Terminology	10%
Identification	20%
Equipment/career	10%
Management planning	50%
Overall importance of resource	10%
Problem solving & technical skills	50 % of the overall test
Site Specific	30% of the overall test
Hands -on	50% of the overall test

In order to implement fairness and accuracy on testing day:

- Each state and province is assigned a number at registration. This number, rather than the state or province name, will be indicated at the top left of test and score at the top right, just as they are identified on the Oral Component score sheets. (Note: Test administrators and volunteers may also serve as judges for the presentations.)
- All tests must be corrected by the test writer(s).
- Correcting of tests must be double checked for accuracy.
- Scoring of tests must be double checked for math errors.
- All tests, score sheets, and answer sheets with references will be turned over to the NCFE.

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When writing the NCF-Envirothon tests, utilize the **Test Writing Guidelines** found on the NCF-Envirothon website at <https://www.envirothon.org/images/Testwritingguidelines.pdf>.

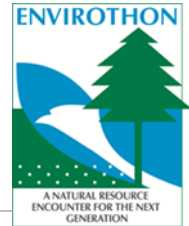
7.2.2 Envirothon Test Format Templates

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- Sample Cover Page (pp. 17 - 18) – The Host is responsible for updating this page and providing a copy to NCFE by February 1. A copy of this page will be provided in the team registration information.
- Test template (pp. 19 – 20) – These pages show how a NCF-Envirothon station test should be formatted.
- The first page of the student test should include the chart, which should be inserted on the top right hand corner of the first page. The heading should be typed in the center of the first page below the chart.
- Each of the following pages of the test beginning with page 2 should include the chart inserted on the top right hand corner. This chart should be inserted on each page of the test.

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"SAMPLE" TEST COVER PAGE

NCF-Envirothon (Host and Year)

_____ Station

_____, July __, 20__

Team: _____

Score: _____ / 100

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Time: 50 minutes

Station Leaders: _____ & _____ (CAT)

There are __ pages in this test, including the cover

Instructions:

- 🔴 No food or drink may be brought into the test, except for one refillable water bottle per person.
- 🔴 No cell phones, tablets, or other electronic devices (except those given to you by the Station Leaders) are permitted during the test.
- 🔴 If you have a question or need to use the facilities, quietly get the attention of the Station Leader or CAT Leader.
- 🔴 Do not open the test booklet until directed to do so.
- 🔴 Please ensure that you have the correct test in front of you, with the correct number of pages.
- 🔴 Write your team number clearly in the spaces at the top of every page.
- 🔴 Teams should think over their answers thoroughly to make sure they match the criteria set out by the question. This includes the content of the question and the number of responses required. For example, a four mark question requires four answers. Any additional answers will not be marked, regardless of their validity.
- 🔴 Do not use the cover page of this test for answers. Anything written on the front or back of the cover page will not be counted toward your score.
- 🔴 Teams are permitted to separate the pages of the test, but must return the test to the CAT Leader with the pages in order.
- 🔴 Teams are responsible for the content of their test from when they receive it to when they submit a completed copy to the CAT Leader. Lost pages will not be replaced.
- 🔴 You are permitted to use only the writing utensils provided to you.
- 🔴 At the conclusion of the test, please place the pages in order and return it to the CAT Leader.
- 🔴 If you complete the test early, please refrain from loud conversations and other distractions as other teams may still be completing their tests.
- 🔴 Teams are reminded that they are not permitted to leave the Station early.



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Station Rules and Equipment

- There is ____ Application Stations at this Eco-Station.
 - Each team will have eight (__) minutes at the Application Station.
 - Each team's time slot at the Application Station is pre-determined.
 - When teams are told to vacate the Application Station, they must do so immediately.
- There are a variety of BMI samples provided to complete this test.
 - The samples will be available for viewing for all teams during the entire test.
 - Please do not crowd the samples or remove any of the samples from the sample area.
 - Please vacate the sample area as soon as you are finished with the samples.
- You will need the following equipment to complete the test. If the equipment is associated with a specific Application Station, do not remove the equipment from the Application Station.
 - DBH tape
 - Clinometer
 - Merritt Hypsometer

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Q	Possible	Actual	Q	Possible	Actual	Q	Possible	Actual	Q	Possible	Actual
1	5		11	4		21			31		
2	5		12	4		22			32		
3	4		13	10		23			33		
4	10		14	6		24			34		
5	5		15	8		25			35		
6	5		16	10		26			36		
7	3		17	6		27			37		
8	6		18			28			38		
9	5		19			29			39		
10	4		20			30			40		

Answers written on this sheet will not be marked

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Team Number	
Page 1 Points received	
Final Grade	

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2018_NCF-Envirothon

Idaho State University, Pocatello

_____ Test
(Station)

1. (4 pts) Rank the following soil particles according to the cation exchange capacity of each soil particle. Ranking is 1 – 4, 1 having the highest cation exchange capacity (CEC) and 4 having the lowest CEC.

Sand _____
Clay _____
Gravel _____
Silt _____

Four point question: one point for each correct ranking

2. (3 pts) Describe the role of mycorrhizae fungi in maintaining the health of the tree.

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Team Number	
Page 2 Points received	

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3. (12 pts) Using the keys provided, identify the Order or Family (as indicated on the specimen) of the following organisms.

Order Family

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____

4. (2 pts) What is the definition of Transpiration?

- A) the transport of materials within a plant
- B) the loss of water vapor from land plants
- C) the process where aquatic plants take in dissolved oxygen
- D) the process that allows oxygen to dissolve into the leaf tissue

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7.3 NCF-Envirothon Test Grading Guidelines

On testing day, test writers should be onsite. Test writers are responsible for grading all tests and should follow the Test Grading Guidelines below.

Test Station Tips

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- All teams should clearly write their “team number” on each page of their test.
- If teams are permitted to tear apart (remove staple from) their test, it is the team’s responsibility to staple all pages back together in the correct order upon collection of the test.
- Confirm that teams completed all pages of the test to the best of their ability upon collection of the tests.
- Upon completion of testing, all tests must be returned to _____. Tests **cannot** be taken home or transported to the university by a station administrator.

Test Grading Guidelines

- Mark only what is **wrong** with a **X**. Be consistent on each test with the mark as well as with the color of ink (prefer red).
- 2 - 3 people are needed to correct the tests; they should double check and initial each test; and another 1 - 2 people are needed to recalculate the points. (Note: The NCFEOC scoring committee will again recalculate the points to finalize scores.)
- One person should score the questions that require longer answers.
- Complete all scoring boxes (points) at the top of each page on each test.
- If an answer is later determined to be correct, put “ok” by the answer that was marked incorrect and initial it.
- If your test has questions where teams must list answers, make a note as to whether or not it must be in a specific order or if it can be in any order.
- All tests must be corrected, score sheets completed, and tests and score sheets returned to _____ by (time and date).

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8 Appendix C

8.1 NCF- Envirothon Oral Component

The Oral Component (OC) requires Envirothon teams a chance to address real-life environmental problems as presented through a written scenario. The OC tests a team's ability to consider an environmental issue, discuss its likely ramifications and effects, develop possible solutions, and present their findings to a panel of judges and then answer the judges' questions during a 30-minute session (20-minute presentation and a 10-minute question/answer period).

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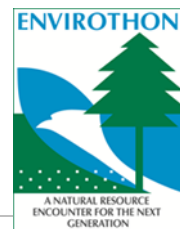
8.1.1 NCF- Envirothon Scenario:

- The committee should include a person from their state or province who has been involved in writing past scenarios.
- Provide a copy of the "judge's note-taking handout", and know the main points the judges are looking for when they are evaluating the presentations.
- The scenario should be based on the current issue topic, but should also require students to consider all of the other resource areas.
- When writing the scenario, don't limit the thought process. However, be careful not to present students with too much information. The intent is for students to see that there are usually multiple issues to consider, and they need to be able to recognize that a problem can have more than one specific solution.
- When writing the scenario, the primary resource should be the 200 pages of current issues (fifth topic) resource study material posted on the NCFE website.
- The scenario does not have to come directly from the resource material, but in general it should still be linked to the Learning Objectives.
- In preparing for an oral presentation, students should be required to think creatively and use their critical thinking skills. In order to analyze and propose solutions to the given problem, they must be able to use many sources of information.
- Keep in mind that in addition to the 200 pages of current issues material, students will receive information that will help to prepare them for their oral presentation on training day and also during the time of sequestration.
- Additional Current Issue related handouts can be given to each student on training day. However, handouts are **not** required. No more than 3 one sided pages per station should be provided to students. The handouts should include knowledge based site specific information. Do not expect students to learn new material. Handout specifications: Font: Times New Roman, Font size 12.

You may see videos of past NCF- Envirothon oral presentations by clicking on this link from the NCFE website: <http://www.envirothon.org/media-center/video-gallery> and click on Video Categories.

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The scenario does not have to come directly from the resource material, but in general it should still be linked to the Learning Objectives.

In addition to the 100 pages of resource material, students may use any of the following information to prepare for their oral presentation:

- Information that may be handed out before the scenario is presented and their notes taken during the scenario presentation.
- Knowledge of the other four resource areas, and how they relate to the current issue topic. Information that was supplied during the training day (notes and hand-outs).

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Once you have broken down the problem into pieces, you can analyze the information that you now have, and see if you can think about possible answers to each of the pieces. If you have enough information, you can then think about how to write the case study itself.

Organize the sections of the case: Consider organizing the information under the following topics.

- **Introduction to the problem:** The first thing to remember about writing a scenario is that it should have a problem for the Envirothon teams to solve. The scenario should have enough information in it so that students can understand what the problem is and, after thinking about it and analyzing the information the team should be able to come up with a proposed solution. Remember, they can't go to your site, so you have to "bring it to them."
- **Background:** Where is it, how big, climate, etc. – this part should be a brief, overall description and should include a map or photos so that your readers can really get a feel for what the area looks like. Summarize the main features of the place. What makes it special or unique?

In addition to describing the natural environment, include information about the people and their culture. Include historical information that will help students to understand the connection between the past, present and future.

- **Social Impacts:** You might want to include a chart that shows the number of visitors that come to another similar kind of place and the impact of human growth and development to the natural resources of that area.
- **Government Policy:** Include information about local, state/provincial and federal government regulations that impact land use decisions. How do these regulations affect all aspects of the scenario? (i.e., conservation of natural resources and human growth and development)

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- **Economic Impact and Opportunities:**

- Potential employees: When considering any type of new development or industry, you must consider the local economy. Are enough people available to fill the new jobs that would be added? Do they have the right kind of education and training to fill those jobs?
- Include economic pros and cons so that students can evaluate both in order to decide on their best solution.

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- **Environmental Implications for Natural Resources:**

What will be the impact on the environment and natural resources? Ask students to compare the impact to the natural resources before and after the project. There is a trade-off between developing a place to make it more accessible to tourist so local jobs can be created and on the other hand protecting the environment from too many visitors. This is a question that faces more than one country, but how the trade-off is resolved can vary from country to country. One country's solution might be useful for another country to know.

You might not use all of the sections described above, but your scenario will need to consider the business and economic implications of tourists for your area, and equally important, the implications for natural resources and the environment. Tourism has economic implications and environmental implications. Good planning must take both into account.

Current Issue Training: Each student and advisor may have a copy of the scenario. 450-500 copies of the scenario are needed.

Advisors may be present during the oral presentation training (if space is available and logistics allow for extra seating), but they are not allowed to comment or ask questions.

- The presenters should discuss information that focuses on the “scenario.” Students will use this information to help them prepare for their presentation.
- The training should include: needed facts, the role of the students/team, for example councilman, mayor, resource professional as well as the role of the judges
- How does the issue impact other natural resources?



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8.2 Oral Component Method

The NCFE Oral Component can be organized using one of two methods: 1) pencil/paper method or 2) PowerPoint method. The Host must determine which method will be used and announce this one year prior to the competition.

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8.2.1 Paper/Pencil Method

The Host and/or NCFE will provide each team with the items listed below. These are the only items a team is permitted to use to develop its presentation including all visuals/props that will be used during its presentation. Teams are not permitted to use or required to bring any other materials.

The Host and NCFE should coordinate who is ordering and purchasing the items listed below for each team.

- 2 sheets of white poster board (22" x 28")
- Assorted construction paper (be sure each team receives the same number/color of sheets)
- 50 blank notecards
- Small Zip Lock bag (one per team) that will hold the team's notecards needed for its presentation
- Large Zip Lock bag (one per team) that will hold the following items
 - Oral component Scenario and Judging Sheet
 - Rules and Guidelines
 - 1 package assorted markers *
 - Permanent markers, 1 each – black, red, blue, and green*
 - 1 roll clear tape *
 - 1 glue stick *
 - 5 pencils *
 - 1 pair scissors *
 - 1 pencil sharpener *
 - 1 ruler *

* Upon completion, each team must return the above listed items (in the condition received) enclosed in the Zip Lock bag to the designated area. The Host can determine how these items will be used following the competition. For example, past Hosts have donated the items to a day care center, school, or have used them for their state/provincial event.

8.2.2 PowerPoint Method

The Host and NCFEOC must coordinate the following, if utilizing the PowerPoint Method for the (year) NCF-Envirothon.

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- Coordinate and confirm with the university the required technology (projector and computer equipment) is available, accessible, and compatible to use PowerPoint software.
- Determine whether or not the Host will provide flash drives to each team or if teams are to provide their own flash drive to hold their presentation.
- Determine if the flash drive needs to be specifically formatted to be compatible with the university projection system.
- Allow enough time for setup time as laptops and projectors warmup.
- Determine how and when the scenario will be given to teams. If using the PowerPoint method, scenario should be provided no more than 30 days in advance, and only after they have completed their registration and paid their fees.
- Determine whether or not the teams must provide their own laptop and projector, or will the university's or a partnering organization's equipment be reserved for use.

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8.2.3 Recommended Requirements for PowerPoint presentation:

- Adviser and students sign statement that the PowerPoint was produced strictly by the team registered to compete in the current NCFE competition.
- PowerPoint may include video footage and special effects, but no audio recordings.
- No limits on number of slides, but the presentation must stay within the designated presentation time limit of 20-minutes.
- The students are judged on how they solve the Oral Presentation Scenario Problem, not their visual displays. Students can use note cards.
- The Judges Score sheet/Rubric simply asks if the presentation visuals were easily read and understood. No extra points for glamour.
- Teams must provide their own laptop and projector, although universities usually provide the projection systems at no cost. However, technology issues are the team's responsibility. It is also suggested that teams bring printed materials for back-up. (This will be determined by the Host and the equipment made available through the university or a partnering organization(s).)
- Teams submit their Power-Point presentation on a flash drive to the registration table upon their arrival at the event. These are returned once the presentation order has been established and just prior to their presentation time.

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9 Appendix D

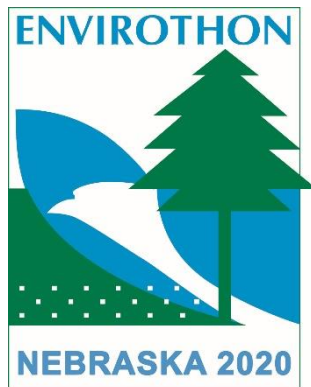
9.1 NCF- Envirothon T-shirt Guidelines

When used consistently and correctly, NCF-Envirothon logos promote name recognition for the international program. The NCF Executive Board of Directors has set the following NCFE logo use guidelines to be followed by the Host.

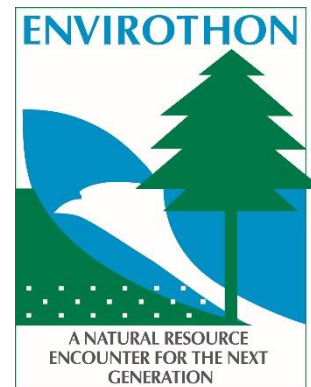
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- Training Day, Testing Day, and Educational/Fun Day – Shirts provided to participants (students, guests, volunteers) may have the full-color NCF-Envirothon logo with “Host and Year” (Example A) placed on the front left chest. In addition, the NCF-Envirothon logo (Example B below) may be placed on the sleeve and a “Host” logo may be placed on the back of the shirt.
 - Shirt colors are the host’s choice.
- Orals Presentation Day – Shirts provided to teams (students only) may have the full-color NCF-Envirothon logo (Example B) on the front left chest. No other logos may be placed anywhere on the shirt.
 - Shirt colors may include: white or light blue

Example A



Example B



- If the Host would like to place additional sponsor logos or other designs on the event shirts, a formal proposal with examples should be submitted to the NCF Executive Board for consideration and approval/disapproval.

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10 Appendix E

10.1 Timeline of Deliverables and Due Dates

Deliverable	Date Due
2 Years Prior To Competition	
Submit Preliminary Host Proposal	2 years prior to competition
NCF accepts proposal and makes announcement at Summer Meeting	July 30 – 2 years prior to competition
Establish Committee and Subcommittees	Immediately upon acceptance
Year Prior To Competition	
Enter in MOU with NCF	1 year prior to competition
Fundraising plan and activities	On-going
Communications plan	July 30
Announce fifth station topic – Current Issue	July 30
Presentation to Envirothon members at the Summer meeting of the representatives	July 30
Reference material packet/learning objectives for fifth station topic made available on the NCFE website	September 15
Set Registration Fees (Host and NCF)	
• Team	October 1
• Guest	October 1
• Minor	October 1
• Daily Rate	October 1
• Individual Banquet Rate	October 1
First Draft Station Tests to be submitted for review	October 31
First Draft Orals Component Scenario to be submitted for review	November 30
First Draft Station Training Outline to be submitted for review	December 31
Year Of Competition	
Announce Advisor Tours and Fees	January 15
Second Draft Station Tests to be submitted for review	January 15
Second Draft Orals Component Scenario to be submitted for review	January 15
Submit list of Orals Component judges to be submitted for review	February 15
Registration Information made available on NCFE website	March 1
Emergency Procedures Plan to be submitted for approval	March 1

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Deliverable	Date Due
	Year Of Competition
Final Station Test to be submitted for approval	March 31
Final Station Training Outline to be submitted for approval	March 31
Reference material packet/learning objectives, for all 5 topic areas, to be submitted for posting on NCFE website	April 15
Invitation to guests (sponsors, partners, etc.) to participate in Opening/Closing ceremonies	May 1
Draft Opening and Closing program booklets to be submitted for approval	June 1
Registration forms and fees due to NCF	June 15
Final Opening and Closing program booklets to be submitted for approval and printing	July 1
Hold Event	July/August
Income/Expense report to NCF	September 1
	Year Following Competition
Wrap up presentation to NCFEOC at Winter meeting	February 15

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11 Appendix F

11.1 NCF- Envirothon Rules and Guidelines

NATIONAL CONSERVATION FOUNDATION ENVIROTHON ANNUAL COMPETITION RULES AND REGULATIONS (Adopted 8/21/2018)

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The National Conservation Foundation Envirothon Competition (Annual Competition) will be conducted under the following rules and regulations, as provided by the National Conservation Foundation (NCF) and the National Conservation Foundation Envirothon Operating Committee (NCFEOC.)

I. Team Eligibility Requirements

1. The NCF Envirothon Annual Competition is open to students enrolled in grades 9 - 12 and who reach age 14 – 19 by August 8 of the current competition year. Non- traditional schools and youth organizations must follow the grade level and age limitations as set above.
2. Each Member (in good standing) of Envirothon is entitled to send one team to the current year's Annual Competition. Dues must be paid by March 1st of the current competition year:
 - a. Each team will consist of five students from the same school, non-traditional schools, or youth organization. All teams must be sponsored and certified by a National Conservation Foundation Envirothon state/provincial representative.
 - b. Team members and any substitutions must have competed in a current year's Envirothon competition within their state or province in order to compete at the Annual Competition.
 - c. All teams must be affiliated with their local conservation district or an equivalent conservation agency.
 - d. All team members, advisors/chaperones, volunteers, guests and NCFE members must read, agree to, and sign the National Conservation Foundation Envirothon Rules and Regulations to be eligible to participate.
3. All registration fees must be paid in full prior to arrival on the host campus unless arrangements have been made with NCF
4. All registration forms listing the names and other information of team members, advisors/chaperones, and guests must be submitted by the date set by the NCFEOC and host state/province and provided as directed to the National Conservation Foundation Envirothon. All students, advisors/chaperones, and guests must be registered to participate in the Annual Competition.

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5. In the event of an emergency or unresolvable time conflict that would prevent all members of a registered five-member team from competing in the Annual Competition, the NCFEOC may allow a team to compete with fewer than five members or the NCFEOC may allow up to two substitutions. The respective NCFE Representative must certify the legitimacy of the emergency or conflict by email or letter.

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II. Substitutions:

1. Any substitutions to the original competing team after the state or provincial event must obtain approval in writing from the NCFEOC, at least two weeks prior to the annual competition. No substitute may participate in any National Conservation Foundation Envirothon Annual Competition without approval by the NCFEOC.
2. A maximum of two (2) substitutions to the original competition team shall be allowed.
3. Substitutes must meet the following criteria in order to be considered:
 - a. Substitutes for any NCF Envirothon Team must be enrolled in grades 9 -12 and reach age 14 – 19 by August 8 of the current competition year. Non-traditional schools and youth organizations must follow the grade level and age limitations as set above.
 - b. Substitutes must be from the same school, non-traditional school, or youth organization as the original competing team.
 - c. Substitutes must have competed in a current year's Envirothon competition within their state or province in order to compete at the Annual Competition.
 - d. Substitutes must be affiliated with their local conservation district or an equivalent conservation agency.
 - e. All substitutes must read, agree to, and sign the National Conservation Foundation Envirothon Rules and Regulations to be eligible to participate.
 - f. Substitutes must meet the requirements of ALL of the National Conservation Foundation Envirothon Rules and Regulations.
4. Each team must be accompanied by adult team advisor(s) and/or public agency or Conservation District Representative(s).
 - a. Each team must provide for an adult male, age 21 or older to chaperone male team members and an adult female, age 21 or older to chaperone female team members.
 - b. Advisors/chaperones are only permitted to chaperone students from their own state/province.
 - c. Team members and advisors/chaperones are required to participate in the lodging and meal service provided by the Host Member.

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- d. Team members and advisors/chaperones will be housed together, in the same building, but in separate rooms.
- e. Advisors/chaperones are responsible for their student's behavior and actions.
- f. No student or advisor will be allowed in the opposite genders' designated housing area between the hours of 11:00 pm to 7:00 am.

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National Conservation Foundation Envirothon will not be responsible for improperly chaperoned teams.

- 5. Except during off-site events organized and conducted by the Host, no team members, advisors or chaperones are allowed to leave the host site without first notifying the Host.
- 6. All team members, advisors/chaperones may be required to attend all scheduled functions.

III. Minor Guest and Guest Registrations

- 1. Minor guests, individuals under the age of 18 who are not a member of a registered team, who wish to attend the NCF - Envirothon competition, must comply with the following conditions:
 - a. The State/Provincial Representative will need to contact the Host Agency to first to determine housing availability.
 - b. If accommodations are available, the State/Provincial Representative will be responsible for identifying an additional chaperone who will be responsible for supervising the minor guest throughout the event. In most circumstances, the minor guest will not be housed in the same building as the team and will require supervision during the competition when the minor cannot be with the team.
 - c. Minor guests will:
 - i. Register as a guest and pay the guest registration fee.
 - ii. Adhere to the rules and regulations of the NCF Envirothon Competition and the codes of conduct set forth within.
 - iii. Be unable to serve as an alternate team member should something happen to one of their registered team members at the event.
 - iv. Be expected to attend all general sessions and other scheduled group activities.
 - v. Be unable to participate in any of the scheduled team activities (i.e. minor guests will not be allowed to: view testing or training sites or participate in oral presentation trainings, accompany teams during study times or presentation preparation, or watch their team during the preliminary round of oral presentations, unless granted permission by the team as outlined in II.6.j.).

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- vi. Not be allowed in the designated student/advisor housing areas between the hours of 11:00 pm to 7:00 am.
- d. Individuals serving as a chaperone for a minor guest:
 - i. Must be 21 years of age or older and will be responsible for the minor guest's behavior and actions.
 - ii. Must register as a guest and pay the guest registration fee.
 - iii. Must legally be permitted to house with the minor, as the minor guest will be housed with their chaperone and not with the team.
 - iv. Will not be able to serve as a chaperone for a registered team.
 - v. Will only be able to chaperone a minor guest from his/her state or province.
 - vi. Must not leave the minor guest unattended on campus. Minor guests and associated chaperones could be subject to stringent disciplinary action and may be sent home at their own expense.
 - vii. Will adhere to the rules and regulations set forth in III.2 below.
- e. There must be an appropriate number of male or female chaperones to oversee the minor guest(s) attending (i.e. A female minor guest will require a female (21 years of age or older) to chaperone. A male minor guest, will require a male (21 years of age or older) to chaperone.
- f. The Host Agency, NCF-Envirothon and the State/Provincial Representative are not responsible for improperly chaperoned minor guests.
- 2. Guests (chaperones, volunteers, NCF Representatives, State/Provincials Representatives, general public) interested in attending the competition, must comply with the following conditions:

Please note: The following conditions apply to all guests attending the NCF-Envirothon Annual Competition, including those who are staying off campus.

- a. Guests:
 - i. Must register as a guest and pay the guest registration fee.
 - ii. Will adhere to the rules and regulations of the NCF Envirothon Competition and the codes of conduct set forth within.
 - iii. Will be expected to attend all general sessions and other scheduled group activities.

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- iv. Will **not be allowed in the designated student/advisor housing areas** **between** the hours of 11:00 pm to 7:00 am.

IV. Competition Regulations

1. The Host will identify and/or provide reference materials to assist students in their preparation for the Annual Competition. References may include printed materials, websites, or other sources of information about natural resources or environmental issues. Language requirements shall be as set forth in the National Conservation Foundation Envirothon Program Policies.
2. Only materials identified by the Host/National Conservation Foundation Envirothon may be used by the students during the training, testing, and the oral competition preparation.
3. No electronic, battery-powered, or solar powered equipment (i.e., cell phones) may be used by or be in the possession of team members during the instructional periods, field testing, oral presentation preparation, or oral presentations unless such equipment is provided by the Host or National Conservation Foundation Envirothon for use during the competition, and/or approved by the NCFEOC (for example to compensate for a physical or mental disability) prior to the start of the competition.
4. Cheating, in any fashion, is not permitted by students, advisors, chaperones or guests during study sessions, field tests, orals preparation or orals presentations.
5. Training and testing sites:
 - a. Any team, team member, team advisor/chaperone, or resource people associated with a team discovered on, near, or around the training site, test site or testing stations prior to the competition may be subject to immediate disqualification.
 - b. Any team, team member, team advisor/chaperone, or resource people associated with a team discovered on, near, or around the test site or testing stations other than only during scheduled times during the competition may be subject to immediate disqualification
 - c. Any team, team member, team advisor/chaperone or resource people associated with a team shall **not** arrive at the host campus prior to the day designated by the host committee. Any early arrival fee shall be at a cost designated by the host. Early arrival fees shall be paid at time of registration.
 - d. The decision of the NCFEOC will be final.
6. Oral Presentations
 - a. Language requirements shall be as set forth in the National Conservation Foundation Envirothon Program Policies

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- b. The Host must provide a checklist in the study material packet that includes:
 - i. The National Conservation Foundation Envirothon Judges scoring form,
 - ii. A list of items that are in each bag or presentation material container
 - iii. A list of the items prepared and returned by each team, and
 - iv. A sign-off list to be signed by the team captain and the person receiving the completed material following the orals preparation session.
 - c. Team oral presentations will be twenty (20) minutes maximum in length, followed by ten (10) minutes of questions to team members by the judges.
 - d. All five (5) team members must equally participate orally in the presentation. If a team is participating with less than five team members, that team may receive a two-point deduction per each missing team member.
 - e. During oral presentations, all team members must wear the National Conservation Foundation Envirothon shirt, if provided; otherwise, students are to wear appropriate presentation clothes. Please ensure that presentation clothing has no indication of where the team is from (i.e. school, city or state/province/territory).
 - f. During oral presentations, no state/provincial identification, either written or verbal, is permitted.
 - g. No contact is to be made between the team advisors/chaperones/guests and the judges during the presentation.
 - h. Visual aids must be prepared on-site by team members using only materials provided by the Host/National Conservation Foundation Envirothon.
 - i. Oral presentation scores will be based on a criteria sheet approved by the NCFEOC.
 - j. During the preliminary presentation rounds, advisors/chaperones (and registered and approved guests) may observe and/or record only the team they have accompanied to the Annual Competition, with the permission of the team.
 - k. No photography or video recording shall be allowed during the final presentation round, other than as approved by the NCFEOC.
7. It will be considered an infraction of the rules of the competition for an advisor or other non-team member to give input to his/her students in any manner once their team has begun final orals training. This will hold true all the way through the time from the presentation of the orals question, through the orals preparation, the preliminary orals and until the final oral presentations are complete. *(This does not limit the advisors/chaperones*

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from interacting with his/her students as long as it is understood that absolutely no discussion of the presentation topic or the execution of the presentation itself will be held.)

8. No animal, other than a service animal on which the individual is physically dependent, will be allowed at the Annual Competition. Animals used for the purpose of training, testing, or demonstration will be permitted; as determined by the Host Committee.
9. Judges/proctor decisions for all events will be final, unless submitted to the NCFEOC for review. The NCFEOC decision will be final.

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V. Scoring

1. Scoring for the National Conservation Foundation Envirothon will be as follows:
 - a. Each of the five station tests will comprise 1/7th of the total score.
 - b. Preliminary oral presentation will comprise 2/7th of the total score.
 - c. Tiebreakers shall be as follows: Current Issue score; Soils/Land Use score; Aquatic Ecology score; Forestry score, and Wildlife score.
 - d. The scores from 1 (a) and 1 (b) will be totaled to determine which teams will advance to the final oral presentations round.
 - e. Final team placements will be determined by adding the five station test scores to the final oral presentation score. (Preliminary oral presentation scores will not be used to determine team placement in the final round.)
2. **Registered teams with fewer than five students are not eligible to compete for awards or recognition. Such teams will compete as exhibition only.**

VI. Concluding Rules and Regulations

1. National Conservation Foundation Envirothon Annual Competition Rules and Regulations are subject to change pending approval by a majority of NCF members. Changes will be provided in advance to all teams and advisors/chaperones. (Host rules and additional items will be provided in writing and in advance to all teams and advisors/chaperones).
 - a. The National Conservation Foundation Envirothon Code of Conduct signed by each student and advisor is an extension of the National Conservation Foundation Envirothon Rules.
 - b. Instructions, guidelines, schedules and requirements as approved by the NCFEOC and provided during the competition by the Host or by the NCFEOC or announced during the advisor briefings/student briefings or during the morning announcements as it applies to that for the training or testing or for any other aspect of the competition will have the force of rules.

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2. Any violation of these rules will result in disciplinary action or disqualification.
3. Decisions of the NCFEOC, as applicable, are final.

VII. Codes of Conduct

1. **Students and Minor Guests** - Envirothon participants have an excellent reputation for honesty, sportsmanship and integrity. Your conduct at the any Envirothon function should make a positive contribution to the reputation that has been established by those who participated before you.
 - a. The NCF - Envirothon and its participants operate on a nondiscriminatory basis without regard to race, color, religion, national origin, sex, sexual orientation, age marital status or physical/mental challenges.
 - b. Student/minor guest conduct is the responsibility of the student/minor guest and his/her advisor/chaperone.
 - c. Your behavior at all times should be such that it reflects credit to yourself, your school /conservation district, your state/province and the Envirothon.
 - d. Participants are expected to attend all general sessions and other scheduled activities. Please be prompt and show respect to those in the audience and on stage.
 - e. Students and minor guests are expected to observe the designated curfew.
 - f. Students or minor guests are to report any accident, injury or illnesses to their advisor/chaperone and or/or state/provincial NCFE representatives.
 - g. If a student or minor guests is determined to be responsible for stealing, vandalism, or fighting the individual and his/her parents will be expected to pay any and all damages.
 - h. The following are strictly prohibited at any and all Envirothon functions; student/minor guest participants may not be in possession of or use:
 - i. Tobacco and vapor products (including smokeless)
 - ii. Alcoholic beverages
 - iii. Illegal/illicit drugs
 - iv. Weapons, including firearms and knives.
 - i. If a student(s) is determined to be cheating or disregarding the NCF- Envirothon Rules, this Code of Conduct and/or the NCF-Envirothon Policies he/she will be subject to stringent disciplinary action and may be sent home at their own/parents expense. Parents will be notified.

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Any violation of these rules and regulations will result in disciplinary action or disqualification.

2. **Adults** (Advisors/Chaperones, Guests, NCFE Representatives, and Volunteers) - Envirothon participants have an excellent reputation for honesty, sportsmanship and integrity. Your conduct at any Envirothon function should make a positive contribution to the reputation that has been established by those who have participated before you.

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- a. The NCF - Envirothon and its participants operate on a nondiscriminatory basis without regard to race, color, religion, national origin, sex, sexual orientation, age marital status or physical/mental challenges.
- b. Adult participants' conduct is the responsibility of each individual at the event.
- c. Your behavior at all times should be such that it reflects credit to yourself, your state/province, and the Envirothon.
- d. Advisors/chaperones, NCFE representatives, volunteers, and guests are expected to attend all general sessions and other scheduled activities. Please be prompt and show respect to those in the audience and on stage.
- e. Adult participants and guests are to report any accident, injury or illnesses to the NCF Envirothon office for assistance.
- f. Adults are requested to observe the designated curfew.
- g. If an adult participant or guest is determined to be responsible for stealing, vandalism, or other activities that are in conflict with the NCF - Envirothon rules will be asked to leave the competition at their own expense and expected to pay for any damages.
- h. The following are not to be consumed in the presence of students/minor guest participants and only in designated locations decided by the host committee:
 - * Tobacco and vapor products (including smokeless)
 - * Alcoholic beverages

NO Possession or USE of the following:

- * **Illegal/illicit drugs**
- * **Weapons including firearms and knives.**

If an Adult participant or guest is determined to be disregarding of the NCF - Envirothon Rules and Regulations, Program Policies, and/or Code of Conduct he/she will be asked to leave the event at their own expense.



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12 Appendix G

12.1 NCF- Envirothon Program Policies

NATIONAL CONSERVATION FOUNDATION ENVIROTHON ANNUAL COMPETITION

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Program Policies

Adopted July 29, 2015

Amended: July 2018

The National Conservation Foundation Envirothon Annual Competition shall be conducted under the following Program Policies:

National Conservation Foundation Envirothon Annual Competition is offered and operated on a nondiscriminatory basis without regard to race, color, religion, origin, sex, age, marital status or physical/mental challenges. All team and participants will be treated with the utmost of respect and fairness.

I. Participation

1. Team members, other minor-aged guests, advisors, volunteers, guests and NCF Envirothon representatives (NCFE reps.) must sign a National Conservation Foundation Envirothon “Code of Conduct”.
2. Housing and meals will be provided by the host state or province for registered five (5) member student teams and up to two (2) adult advisors per team from the same state/province. Additional guests (adults, students, minors) may purchase meals and housing (if available) at a rate established by the Host.
3. Every person attending the Annual Competition in any capacity must be registered.
4. Transportation and meals in route to and from the Annual Competition will be the responsibility of each participating team. Meals will be provided beginning on the evening of registration day and ending with breakfast following the banquet.
5. The Annual Competition shall take place between July 15 and August 7, with the specific dates for each competition to be selected by the host state/province. The Annual Competition shall last a minimum of three and a maximum of six days.
6. All participants in the Annual Competition must provide proof of health insurance to participate in any National Conservation Foundation Envirothon scheduled functions.
7. State/Province host must provide proof of event insurance as determined by the college/university and meet the approval of the NCF.

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II. Host Responsibilities

1. Pre-registration forms and a non-refundable fee established by the Host and approved by the National Conservation Foundation (NCF) shall be submitted to the National Conservation Foundation Envirothon office by a date set by the National Conservation Foundation Envirothon (NCFE). An additional 50% late fee may be imposed and enforced for registrations postmarked after this date. Page | 40
 - a. Registration Fees for the Annual Competition will be set by the Host, with approval by NCF. The fees collected will be utilized to offset a portion of the costs of room and board.
 - b. The Annual Competition will be subject to a written Memorandum of Understanding between the NCF and the Host (MOU) and will be delivered according to a proposed budget between the two parties. Sponsorships of the Annual Competition sought by Host are subject to guidelines for sponsorship provided by the NCF.
 - c. The MOU will also include a Host/NCFE working/target schedule along with critical or completion dates for all items.

III. Reference Materials, Training, Testing and Oral Presentations

1. Reference Materials:
 - a. Reference materials will be identified and/or mailed by the Host committee to the designated National Conservation Foundation Envirothon Operating Committee (NCFEOC) no later than April 15 prior to the competition year.
 - b. The NCFE Representatives are responsible for making references known to and/or available to their participating team prior to the competition, but no earlier than May 1.
2. There shall be five (5) natural resource testing stations:
 - a. Soils/Land Use, Aquatic Ecology, Forestry, Wildlife, and a Current Environmental Issue, each with a percentage limitation on the amount of local content identified in the approved test writing guidelines.
 - b. The Current Environmental Issue, learning objectives, and a list of suggested study resources shall be submitted as required in the Host bid package and should be approved and confirmed by the NCFEOC with the Host and announced no less than 24 months in advance of the applicable competition. With a target date of April 15 of the competition year, the site specific study materials should be either mailed or posted on the NCFE website.

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- c. The five station tests will be conducted by cooperating agencies and/or environmental/natural resource professionals.
 - d. The five stations will be comprehensive in nature.
 - e. Each of the five station tests will run 45-60 minutes.
 - f. The five station tests will reflect the scientific methodology and the use of imperial and metric measurements.
 - g. The Host will provide equipment and resource material. Any changes to the Annual Competition format must be made as set forth in NCFE Guidelines and approved by the NCFEOC no later than one year prior to the Annual Competition to which the changes will apply (i.e. splitting the training and/or testing up between two days, holding ecosystem testing vs. specific station testing, etc.).
 - h. Additional rules specific to and required by the Host site/campus must be submitted to NCFEOC for review and approval no later than one year prior to the Annual Competition.
3. Advisors and approved guests may be offered a chance to participate in the teaching and testing stations as determined by the Host.
4. Oral presentation will be judged by professionals from various state/provincial and natural resource organizations, agencies and/or businesses.
 - a. The oral presentation problem may or may not reflect the topic of the Current Environmental Issue station.
 - b. Judges for the oral presentation will be required to participate in an orientation and training session delivered jointly by the NCFEOC and the Host.
 - c. Oral topic presentations and resources will be provided to both the judges and the teams.
 - d. This makeup of the oral presentation judges (preliminary and final) should include two environmental natural resource educators per judging room from high school level or above or from an accredited nature/environmental education center.
5. All station presenters and oral presentation presenters and judges will be selected by the Host with advice from the NCFEOC.

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IV. Awards and Recognition

1. Awards for the Annual Competition will be announced prior to the Annual Competition. The National Conservation Foundation is responsible for all awards, which could include:
 - a. Monetary awards.
 - b. Awards appropriate for display at school.
 - c. Individual team member awards.
 - d. Awards for the top scoring team(s) in Soil/Land Use, Aquatic Ecology, Forestry, Wildlife, and Current Environmental Issue.
 - e. Award for the highest Oral Presentation score of the preliminary oral presentations.
 - f. Additional awards may be made but must be approved by the NCFEOC one year prior to the Annual Competition.

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V. Official Language

English shall be the designated official language of the NCF Envirothon. If at such time, a team qualifies to participate at the NCFE that English is not their first language a formal request, no later than thirty (30) days prior to the event, may be made to the NCFE to provide the following:

1. Study materials and documents in first language
2. Written field tests and answer keys in first language
3. Oral presentation scenario provided to the team in first language and English
4. Bilingual judges or translation services in order for delivery of presentation in their first language.

NCF and State/Province sending a non-English speaking team may negotiate the expenses and needs for translation services for these teams. All language scenarios other than English will be reviewed on a case by case basis by the NCFEOC.

VI. Rule Infractions

Any infraction of the rules and regulations of the NCF would result in disciplinary action or disqualification from the event and host site by the Host/NCFEOC. If disqualification should occur the NCF would assess the cost recovery of the team's room and board. This cost would have to be paid before the state or province could participate in any future NCF Envirothon events. The team would have to leave the campus at its own expense. A committee will be appointed prior to an Envirothon competition to decide actions to be taken should any infraction of the rules and

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regulations occur. Since students compete in an Envirothon as a team, the actions of one or two members of a team may be considered the actions of the team as a whole.

VII. Competition Advisory Team

A Competition Advisory Team designated by the NCFEOC will assist the Host, as needed. See detailed guidelines.

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VIII. Amendments

National Conservation Foundation Envirothon Program Policies are subject to change pending approval as set forth in the National Conservation Foundation. Changes will be provided in advance to all teams and advisors.

National Conservation Foundation Non-Discrimination Policy

In accordance with applicable civil rights laws, the National Conservation Foundation (NCF), its offices, and employees, and institutions participating in or administering NCF programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by the NCF.