

NATIONAL CONSERVATION FOUNDATION ENVIROTHON ANNUAL COMPETITION

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 en-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.

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.
 - 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 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. The volume of study materials will be limited to a total of 200 pages.
- 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.

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.

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 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.

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.