

Your Role as a NCF-Envirothon Representative

(July 2017)

State/Provincial Level

1. Have a basic understanding and background of the Envirothon program, both at your state/provincial level as well as the NCF-Envirothon level.
2. Promote the Envirothon and its mission.
3. Communicate with your county/area/regional coordinators, and teachers who organize Envirothon events and programs.
4. Inform your teams, advisors and students with:
 - a. Dates of your state/provincial event as well as the NCF-Envirothon
 - b. The most current year's resources and learning objectives
 - c. Explain the program rules and regulations and program policies
5. Coordinate/host a successful Envirothon.
6. Provide the following reporting to NCF-Envirothon.
 - a. Provide to the NCF-Envirothon your state/provincial competition dates.
 - b. Report the winning team information at the close of your competition.
 - c. Collect and report statistics from your state/provincial level program. This is very important in order to track the growth of the program as well as to provide to the NCF and program sponsors. We need your numbers and team photos!
 - d. Share your Envirothon stories with NCF-Envirothon. Please provide media releases, photos, social media links, etc.

YOUR RESPONSIBILITY IS NOT FINISHED WHEN YOUR STATE/PROVINCIAL EVENT IS DONE!!!!

NCF-Envirothon Level

1. Upon completion of your state/provincial competition, provide the team that will represent your state/province with all of the necessary information regarding the upcoming NCF-Envirothon competition. **Please communicate with your team!**
2. Utilize the NCF-Envirothon Website – www.envirothon.org
 - a. Provide the dates of the NCF-Envirothon (provide early in the school year)
 - b. **“READ”** Event Guidelines
 - c. Provide them with the following:
 - Required resources
 - Learning objectives
 - Host site information (campus housing, travel information, agendas, packing lists, etc.)
 - All additional information (monitor the website often for newly posted information)
 - Notify them of travel documents if traveling out of the country (U.S. and Canada)
3. Explain and assist the team with the NCF-Envirothon registration process (details follow)

4. Understand and be familiar with the NCF-Envirothon Rules and Regulations and Policies
 - a. Teams consist of 2 advisors/chaperones and 5 team members. Mixed gender teams MUST have a male and female chaperone.
 - b. No alternates are permitted.
 - c. If minor guests accompany a team, there must be an additional adult to supervise that guest at all times. The NCF-Envirothon is not responsible for the supervision of minor guests.
 - d. ALL students, advisors/chaperones, guests (adult and minor), and volunteers must be registered with the NCF-Envirothon in order to participate in Envirothon planned activities.
 - e. All planned activities are mandatory!
5. **“Keep the Passion!”** We need YOU to keep the program moving forward. We encourage your participation in all NCF-Envirothon scheduled activities. (i.e., meetings, conference calls, committee involvement, and competitions).

NCF-Envirothon Registration Process

For ease and continuity for the HOST Agency and the NCF-Envirothon, the Annual NCF-Envirothon Competition Registration Process must be completed electronically on the NCF-Envirothon website.

The NCF-Envirothon will notify State/Provincial Representatives when the ***“Registration Process is live”*** on the NCF-Envirothon website. Via: List-Serve and Operating Committee Members

State/Provincial Representatives please complete the following process in order to register your TEAM to participate at the Annual NCF-Envirothon Competition.

1. **Registration – Team (student and advisor) Registration Forms and Documentation** - State/Provincial Representative will direct the Advisors and Team Members to the Registration link on the NCF-Envirothon website. Each student and advisor must complete all of the required **on-line** documents (registration form and proof of medical coverage). Upon completion, forms will automatically be submitted to the State/Provincial Representative to complete the team certification and registration process.
2. **Guest and State/Provincial Representatives Registration** - State/Provincial Representative will direct all Guests and State/Provincial Representatives to the "Registration Link". Each individual must complete all of the required **on-line** documents (registration form and proof of medical coverage). Registrations will only be accepted electronically.
3. **Minor Guests** - Should a team wish to bring minor guest. The State/Provincial Representative will need to contact the HOST Agency regarding housing availability. Before registering the minor guest, the State/Provincial Representative will be responsible for clarifying who will supervise the minor if the minor cannot be housed in the same building as the team as well as during the competition when the minor cannot be with the team. **The HOST Agency and the NCF-Envirothon are not responsible for supervising minor guests.**

4. **Team Certification and Payment** – Upon receipt of your team’s (students and advisors) registration information, the State/Provincial Representative will complete and submit the team certification form along with required documentation and payment, including early arrival fee, by the designated June date. Payments can be made either by check or credit card via Pay Pal.

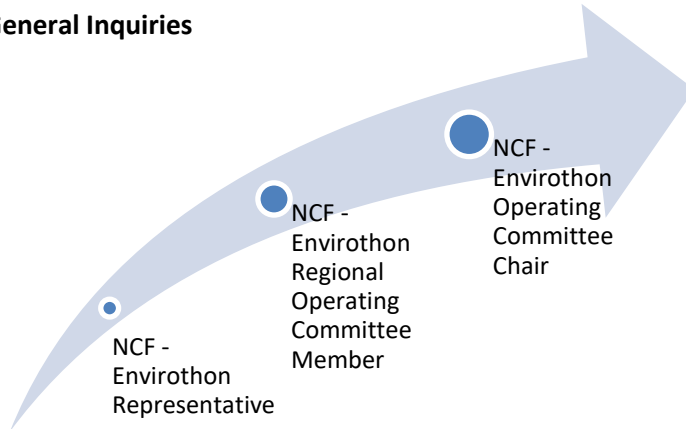
Upon receipt of ALL team registration forms and documents, the State/Provincial Representative should print copies of all student and advisor registration forms. It is the responsibility of the State/Provincial Representative to ensure that all of the required information (name, emergency contact, address, medical information, proof of insurance, signatures, etc.) is complete and accurate for each student and advisor.

Registration documents will be kept on file at the NCF-Envirothon office. Copies of the registration documents will be forwarded to the HOST Agency for logistical purposes. The HOST Agency is responsible for coordinating housing, meals, busing, medical needs, name tags, etc.

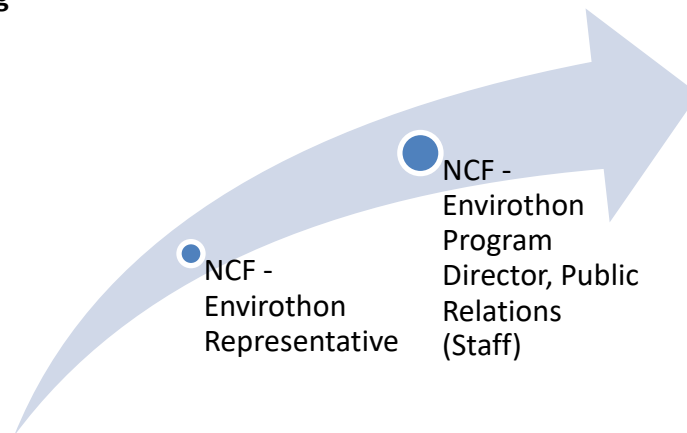
Communication Structure

Please note: Your NCF - Envirothon Regional Operating Committee Members and NCF - Envirothon Staff contact information is listed on the NCF - Envirothon website (www.envirothon.org).

For Questions and General Inquiries



For NCF Reporting



ITEMS TO NOTE:

1. All participants are required to provide proof of medical coverage while at the event. If participants do not have coverage, it is the responsibility of the State/Provincial Representative and/or the participant to arrange for such coverage while at the Annual NCF-Envirothon Competition.
2. Payment for registration and early arrival will be sent from the State/Provincial Representative office. If the "Sponsoring Agency" does not cover registration or only partially covers these registration items, it is still the State/Provincial Representative office responsibility to arrange the payment methods. i.e., team gets payment check to the "state/provincial representative" agency".
3. In order to complete the NCF-Envirothon Registration Process, each **participant (student and adult) must hereby agree to the following:**
 - The information I have provided is accurate and complete.
 - I have read and clearly understand the [NCF-Envirothon Rules and Regulations](#). **NCF-Envirothon Rules and Regulations Signature Requirements** – The NCF-Envirothon Rules and Regulations now include the Codes of Conduct for students and adults. In order to complete the registration process, each registered individuals must agree that they have read and clearly understand the NCF-Envirothon Rules and Regulations.
 - I am responsible for my own insurance coverage in connection with travel to and from, and participation in, the current NCF-Envirothon.
 - Participants may be photographed by the NCF-Envirothon, its sponsors and their respective employees, agents and assigns, and the photograph and/or other digital reproduction of participants, or other reproduction of participant's physical likeness, may be published in print, digitally and/or electronically in any media including, without limitation, the internet.
 - Participant will hold harmless and indemnify the NCF-Envirothon and its sponsors, and their respective parent, subsidiaries, affiliates, directors, officers, employees, agents and assigns, from and against any legal liability, injuries, claims, losses, costs, damages and expenses (including attorneys' fees and expenses) arising out of, or caused by, participation in the NCF-Envirothon.