

NATIONAL CONSERVATION FOUNDATION

NCF-ENVIROTHON
509 Capitol Court NE
Washington, DC 20002
1-800-825-5547
envirothon.org

To: State and Provincial Envirothon Representatives

From: NCF-Envirothon

Date: October 10, 2019

Re: Hosts for future NCF-Envirothon events

The National Conservation Foundation (NCF) is inviting states and provinces who are interested in hosting an NCF-Envirothon (NCFE) international event in 2023 or beyond to submit a proposal. We realize this is a huge undertaking for any state or province and we will make every effort to assist you in this endeavor. Hosting the NCFE provides an opportunity to grow your local program, raise awareness of local natural resource issues facing your state/province and showcase your state/province to the world.

Event Proposals – If a state/province is interested in hosting, you are invited to submit a preliminary host proposal on or before January 15th three years prior to your selected host year. Your Preliminary Proposal will be reviewed by the NCFE Operating Committee and the NCF Board. Once a proposal is accepted, you will be then asked to submit a Full Host Proposal due by July 1st two years prior to your selected host year.

To expose students to a variety of regions and conservation issues found across North America, the NCFE has set a Proposed Competition Region Schedule to maintain a constant rotation of the Host locations. If you are interested in Hosting in a year outside of your state/provinces designated rotation you are encouraged to submit a bid for that year using the below due dates for consideration. If a state/province from the Proposed Competition Region does not submit a Preliminary Proposal by the set deadline, then the NCFE will accept Preliminary Proposals from states/provinces outside of that region for consideration.

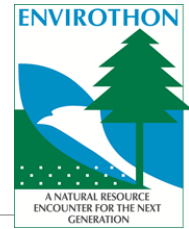
Please refer to the below table for Proposed Competition Regions and important dates:

	2023	2024	2025	2026	2027
Proposed Competition Region	U.S. West	U.S. Southeast	U.S. Midwest	Canada	U.S. Northeast
Preliminary Proposal Due	Jan 15, 2020	Jan 15, 2021	Jan 15, 2022	Jan 15, 2023	Jan 15, 2024
Full Host Proposal Due	July 1, 2021	July 1, 2022	July 1, 2023	July 1, 2024	July 1, 2025

If interested, please complete the attached Preliminary Host Proposal and submit to Laura Demmel, NACD Director of Development, at laura-demmel@nacdnet.org, copying Jennifer Brooks, NCF-Envirothon Program Manager, at jennifer-brooks@nacdnet.org and Lorelle Steach, NCFE Operating Committee Chair, lsteach@envirothonpa.org. Once your proposal is received, you will be contacted to discuss your intent.

Thank you for your consideration.

NCF-Envirothon



NCF ENVIROTHON PRELIMINARY HOST PROPOSAL FORM

Please complete the following fillable form to be considered as a potential State/Provincial Host for the National Conservation Foundation Envirothon (NCFE). Once your proposal has been accepted by the NCF Envirothon Operating Committee, you will be asked to complete a full bid application, which will include quotes from the universities, maps of Envirothon use locations, etc.

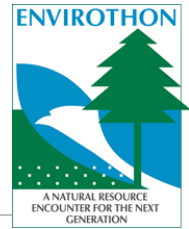
Proposals should be submitted to: Laura Demmel, NACD Director of Development, at laura-demmel@nacdnet.org, copying jennifer-brooks@nacdnet.org, and lsteach@envirothonpa.org.

HOST SUMMARY INFORMATION	
Date Submitted:	
State /Provincial Host:	
Mailing Address:	
Primary Contact:	
Affiliation to Host:	
Phone:	
Email:	
Proposed Year to Host:	
I/We have the support of our host organization to submit this proposal	___ YES
Letter of Support from host organization attached	___ YES

PROPOSED SITE INFORMATION	
Hosts may propose up to 2 sites, which should be referred to as Site A and Site B.	
Site A:	
Site B:	
Proposed Competition Dates:	

Please note: According to the NCF-Envirothon Program Policy I.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.

PROPOSED CURRENT ISSUE TOPICS		
Identify three potential current issue topics and indicate that resource materials are available.		
	Current Issue	Resource Materials Available?
Topic #1		___ YES ___ NO
Topic #2		___ YES ___ NO
Topic #3		___ YES ___ NO



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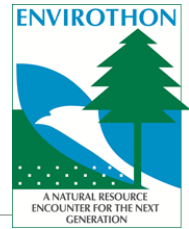
PRELIMINARY HOST PROPOSAL FORM

Proposed Site Information – Site A

Please complete a separate form each proposed site.

PROPOSED SITE INFORMATION – SITE A	
Site A:	
Physical Address:	
Primary Contact:	
Phone:	
Email:	
Proposed Dates:	

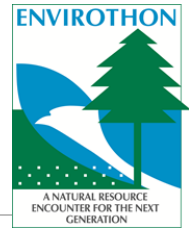
SPECIFIC EVENT INFORMATION – SITE A	
Lodging	
Provide a general description of available on-campus housing for potentially 600 participants (students and adults).	
Food Services	
Provide a general description of available on-campus food services for potentially 600 participants.	
Room Rentals	
Provide a general description of available rooms according to the following:	
1) Area large enough for the opening/closing ceremonies (approximately 600 participants)	
2) 60 study rooms/class rooms for the oral presentation component preparation	



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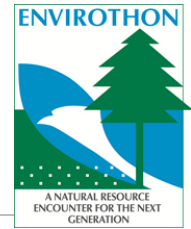
PRELIMINARY HOST PROPOSAL FORM

3) 10 – 12 study rooms/class rooms for the oral presentation component presentations	
4) Meetings rooms (space for 10 – 100)	
AV Equipment/IT Support	
Provide general description of availability of AV Equipment/IT support/Live Web streaming:	
Other Amenities	
Provide general description of other available amenities (i.e., gymnasium, pool, etc.) at site:	
Other Requirements	
Airport(s)	
Please list the Airport (s) which service Site A	Distance from Host Site
Alternate Accommodations and Food Services (i.e., motels and restaurants)	
Please list Accommodations/Food Services	Distance from Host Site



NCF ENVIROTHON PRELIMINARY HOST PROPOSAL FORM

Emergency Services Available At or Near Host Site	
Please list Emergency Services Available	Distance from Host Site
Host Site Parking	
Vehicle Parking	
It is essential to have ample overnight parking spaces for up to 100 volunteers and guests within a ten-minute walk of the housing accommodations.	Parking Available? <input type="checkbox"/> YES <input type="checkbox"/> NO
Is there a fee for parking and/or are parking permits required?	Parking Fees Required? <input type="checkbox"/> YES <input type="checkbox"/> NO Parking Permits Required? <input type="checkbox"/> YES <input type="checkbox"/> NO
Motor Coach/Bus Parking:	
It may be necessary to have overnight parking for motor coaches/buses.	Overnight Parking Available? <input type="checkbox"/> YES <input type="checkbox"/> NO
Media Requirements	
Please list all Media (TV, Radio, Newspaper, etc.) outlets at or near the host site:	
Identify availability of:	Available?
Public access computers with Internet	<input type="checkbox"/> YES <input type="checkbox"/> NO
Wi-Fi	<input type="checkbox"/> YES <input type="checkbox"/> NO

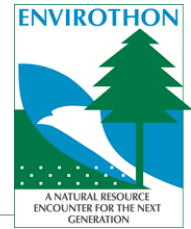


NCF ENVIROTHON

PRELIMINARY HOST PROPOSAL FORM

Proposed Training Site Information – Site A

PROPOSED TRAINING SITE INFORMATION – SITE A	
For the NCF Envirothon event, 5 training stations are needed. Specific requirements include: a forested area, an area suitable for digging soil pit(s), and a stream or pond. Please identify availability or space for each of the five (5) testing stations within a five-minute walk of each other:	
Training Site: travel time from team housing to training site _____ mins	
Training Stations:	Space Available on Site?
One site in a forested area for the forestry station.	___ YES ___ NO
One site suitable for digging one or two soil pits for the soil station. Note: All safety regulations and permitting must be followed when digging the pit(s). An Envirothon Operating Committee designee will assist onsite.	___ YES ___ NO
One site near a stream, pond, or wetland	___ YES ___ NO
Two sites with undetermined needs for the current issue and wildlife stations	___ YES ___ NO
We require training sites to be:	Accessible?
Handicapped accessible.	___ YES ___ NO
Accessible by motor vehicle (this includes buses, if required to transport students).	___ YES ___ NO
Emergency Services Available At or Near Training Site	
Please list Emergency Services Available	Distance from Training Site
Please list any limitations (sensitive vegetation, carrying capacity, steep slopes, etc.) for any/all of the sites:	

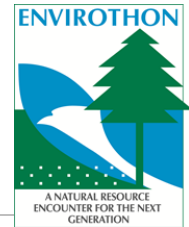


NCF ENVIROTHON

PRELIMINARY HOST PROPOSAL FORM

Proposed Testing Site Information – Site A

PROPOSED TESTING SITE INFORMATION – SITE A	
Is the testing site the same as the training site at Site A?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If not, please complete the form below	
For the NCF Envirothon event, 5 testing stations are needed. Specific requirements include: a forested area, an area suitable for digging soil pit(s), and a stream or pond. Please identify availability or space for each of the five (5) testing stations within a five-minute walk of each other:	
Testing Site: travel time from team housing to testing site _____ mins	
Testing Stations:	Space Available on Site?
One site in a forested area for the forestry station.	<input type="checkbox"/> YES <input type="checkbox"/> NO
One site suitable for digging one or two soil pits for the soil station. Note: All safety regulations and permitting must be followed when digging the pit(s). An Envirothon Operating Committee designee will assist onsite.	<input type="checkbox"/> YES <input type="checkbox"/> NO
One site near a stream, pond, or wetland	<input type="checkbox"/> YES <input type="checkbox"/> NO
Two sites with undetermined needs for the current issue and wildlife stations	<input type="checkbox"/> YES <input type="checkbox"/> NO
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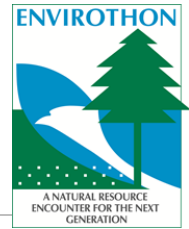
Proposed Site Information – Site B

Please complete a separate form each proposed site.

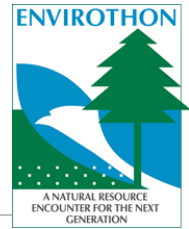
PROPOSED SITE INFORMATION – SITE B	
Site B:	
Physical Address:	
Primary Contact:	
Phone:	
Email:	
Proposed Dates:	

SPECIFIC EVENT INFORMATION – SITE B	
Lodging	
Provide a general description of available on-campus housing for potentially 600 participants (students and adults).	
Food Services	
Provide a general description of available on-campus food services for potentially 600 participants.	
Room Rentals	
Provide a general description of available rooms according to the following:	
5) Area large enough for the opening/closing ceremonies (approximately 600 participants)	
6) 60 study rooms/class rooms for the oral presentation component preparation	

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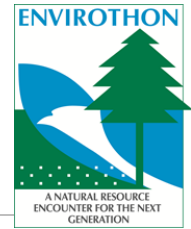


7) 10 – 12 study rooms/class rooms for the oral presentation component presentations	
8) Meetings rooms (space for 10 – 100)	
AV Equipment/IT Support	
Provide general description of availability of AV Equipment/IT support/Live Web streaming:	
Other Amenities	
Provide general description of other available amenities (i.e., gymnasium, pool, etc.) at site:	
Other Requirements	
Airport(s)	
Please list the Airport (s) which service Site B	Distance from Host Site
Alternate Accommodations and Food Services (i.e., motels and restaurants)	
Please list Accommodations/Food Services	Distance from Host Site



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Emergency Services Available At or Near Host Site	
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Public access computers with Internet	<input type="checkbox"/> YES <input type="checkbox"/> NO
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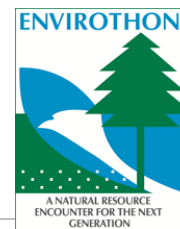
PRELIMINARY HOST PROPOSAL FORM

Proposed Training Site Information – Site B

PROPOSED TRAINING SITE INFORMATION – SITE B	
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Training Site: travel time from team housing to training site _____ mins	
Training Stations:	Space Available on Site?
One site in a forested area for the forestry station.	___ YES ___ NO
One site suitable for digging one or two soil pits for the soil station. Note: All safety regulations and permitting must be followed when digging the pit(s). An Envirothon Operating Committee designee will assist onsite.	___ YES ___ NO
One site near a stream, pond, or wetland	___ YES ___ NO
Two sites with undetermined needs for the current issue and wildlife stations	___ YES ___ NO
We require training sites to be:	Accessible?
Handicapped accessible.	___ YES ___ NO
Accessible by motor vehicle (this includes buses, if required to transport students).	___ YES ___ NO
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Please list Emergency Services Available	Distance from Training Site
Please list any limitations (sensitive vegetation, carrying capacity, steep slopes, etc.) for any/all of the sites:	

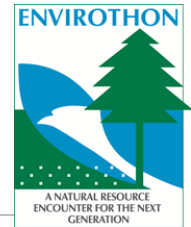
NCF ENVIROTHON

PRELIMINARY HOST PROPOSAL FORM



Proposed Testing Site Information – Site B

PROPOSED TESTING SITE INFORMATION – SITE B	
Is the testing site the same as the training site at Site B?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If not, please complete the form below	
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One site near a stream, pond, or wetland	<input type="checkbox"/> YES <input type="checkbox"/> NO
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Accessible by motor vehicle (this includes buses, if required to transport students).	<input type="checkbox"/> YES <input type="checkbox"/> NO
Emergency Services Available At or Near Testing Site	
Please list Emergency Services Available	Distance from Testing Site
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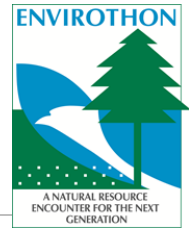
PRELIMINARY HOST PROPOSAL FORM

PROPOSED PRELIMINARY BUDGET

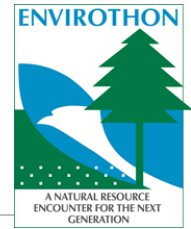
Please provide an estimated budget for your event using the following as an example. We recognize that this is just an ESTIMATION at this point, but it is important to begin considering all these areas.

ITEM	ESTIMATED Site A	ESTIMATED Site B
INCOME		
Fundraising		
Grants		
Registration		
Other		
TOTAL INCOME		
EXPENSES		
Event Costs		
Lodging/Meals		
Facility Rentals		
Insurance		
Promotional Items		
Recognition		
Supplies		
Sub-total		
Training/Testing/Oral Component		
Training Day		
Testing Day		
Equipment Rental		
Supplies		
Oral Component		
Water/snacks/lunch		
Sub-total		
Opening/Closing/Special Programs		
Speakers/Entertainment		
Opening Ceremony		
Banquet Meal/set-up		
Room rental/equipment rental		
Special programs/activities		
Sub-total		
Transportation		
Airport shuttles		
Team shuttles to training/testing		
Sub-total		

NCF ENVIROTHON PRELIMINARY HOST PROPOSAL FORM



Special Programs		
Advisor/Guest tours/workshops		
Student activities		
Sub-total		
TOTAL EXPENSES		
TOTAL INCOME AND EXPENSES		



NCF ENVIROTHON

PRELIMINARY HOST PROPOSAL FORM

TIMELINE FOR PRELIMINARY HOST PROPOSALS

2023 event:

- January 15, 2020 - Preliminary Host Proposal for the 2023 event due
- March 1, 2020 - Response and request for full proposal from NCF if accepted
- July 15, 2021 - Full proposal for the 2023 event due
- September 1, 2021 - Response to proposals submitted for the 2023

PROPOSED NCF-ENVIROTHON COMPETITION ROTATION

2020 – U.S. Midwest – *Nebraska*

2021 – Canada – *New Brunswick*

2022 – U.S. Northeast – *Ohio*

2023 – U.S. West

2024 – U.S. Southeast

2025 – U.S. Midwest

2026 – Canada

2027 – Northeast

ENVIROTHON REGIONS

U.S. Northeast States

CT, MA, ME, MI, IN, NH, NJ, NY, OH, PA, RI, VT

U.S. Southeast States

AL, DE, FL, GA, KY, MD, MS, NC, SC, TN, VA, WV

U.S. Midwest

AR, IA, IL, KS, LA, MN, MO, NE, OK, ND, SD, WI, TX

U.S. West

AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, WY

Canada

AB, BC, MB, NB, NF, NS, ON, PEI, QB, SK