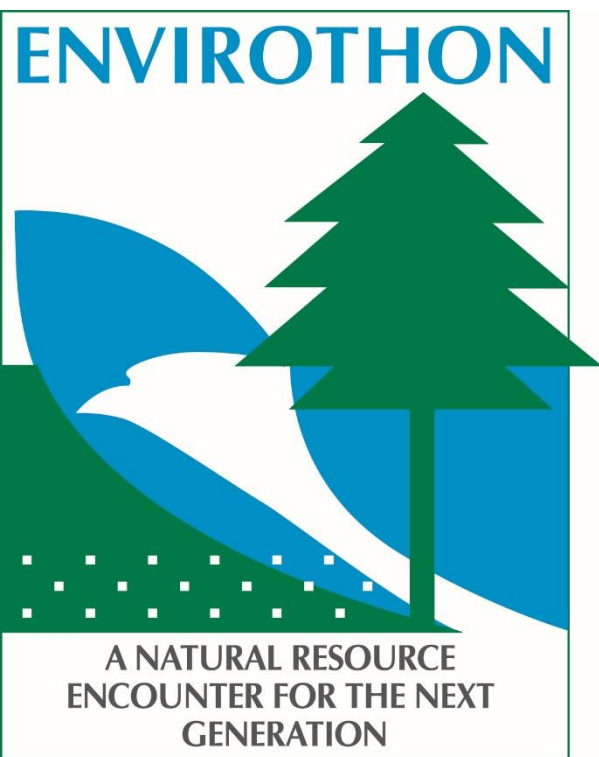


NCF-Envirothon



FUTURE HOST – EVENT INFORMATION GUIDE

The Future Host - Event Information Guide includes a basic listing of tasks and responsibilities for future hosts of an NCF-Envirothon annual international competition.

NCF-ENVIROTHON

Future Host – Event Information



Table of Contents

Table of Contents	1
1 Thank You	4
2 Overview	4
3 Scheduling the Event	4
4 Event Registration Fees.....	5
5 Host Organization Responsibilities	6
6 Host Committee Structure	7
7 Host Committee Responsibilities.....	7
7.1 Logistics	8
7.1.1 Event Logistics.....	8
7.1.2 Registration, Housing and Meals.....	9
7.1.3 Volunteers.....	10
7.2 Transportation	10
7.2.1 Transportation	10
7.3 Education Committee.....	10
7.3.1 Training/Testing	10
7.3.2 Orals Component	11
7.4 PR/Communications.....	12
7.4.1 Photography.....	12
7.4.1 Media.....	12
7.4.1 Graphics/Signage.....	13
7.5 Visitor Services.....	13
8 Activities	13
8.1.1 Registration.....	13
8.1.2 Opening/Closing Ceremonies.....	14
8.1.3 Trading Session & Ice Cream Social	14
8.1.4 Training & Testing Days	15
8.1.5 Study Session	16



NCF-ENVIROTHON

Future Host – Event Information

8.1.6	Education/Fun Day	16
8.1.7	Oral Presentation Scenario Training and Team Sequestration	17
8.1.8	Oral Presentations – Preliminary Judging.....	17
8.1.9	Oral Presentation Final 3 Judging.....	18
9	Appendix A	19
9.1	Emergency Procedures Plan – Sample	19
9.1.1	Emergency Action Team	19
9.1.2	What is an Emergency?	19
9.1.3	Procedure to Follow in Case of Emergency	19
9.1.4	Assess the situation and call 911 if necessary	19
9.1.5	Other steps to take depending on location of the emergency situation:	20
10	Appendix B	21
10.1	NCF-Envirothon Training and Testing Component	21
10.2	NCF-Envirothon Training and Testing Onsite Considerations.....	21
10.3	NCF-Envirothon Test Writing Guidelines and Templates	22
10.3.1	Envirothon Testing Writing Guidelines – Quick Reference.....	22
10.3.2	Envirothon Test Format Templates	26
10.4	NCF-Envirothon Test Grading Guidelines	30
11	Appendix C	31
11.1	NCF- Envirothon Oral Component	31
11.1.1	NCF- Envirothon OP Scenario Writing:	31
11.1.1	NCF- Envirothon OP Scenario Training	33
11.2	Oral Presentation Method.....	33
11.2.1	Host Considerations for PowerPoint presentation	33
11.2.2	Requirements for PowerPoint Presentation:.....	34
12	Appendix D.....	35
12.1	Brand Guidelines.....	35
12.1.1	NCFE Color Palette	35
12.1.2	NCFE Logo Guidelines.....	35

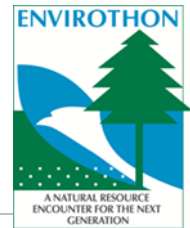


NCF-ENVIROTHON

Future Host – Event Information

12.1.3	Host Designed Logo	36
12.1.4	T-shirt Guidelines	36
13	Appendix E	38
13.1	Housing Guidelines.....	38
14	Appendix G	39
14.1	Timeline of Deliverables and Due Dates	39
15	Appendix H	42
15.1	NCF- Envirothon Rules and Guidelines.....	42

In accordance with applicable civil rights laws, the National Conservation Foundation Envirothon (NCFE), its offices, and employees, and institutions participating in or administering NCFE programs are prohibited from and shall not discriminate 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 NCFE.



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Future Host – Event Information

1 Thank You

On behalf of the National Conservation Foundation and the NCF-Envirothon Operating Committee and staff, thank you for hosting an upcoming NCF-Envirothon annual international competition. 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 NCF-Envirothon 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.

2 Overview

This Future Host-Event Information Guide (aka Host Guide) comprises of a comprehensive list of responsibilities, tasks, events and more that go into hosting the event that have been approved by the National Conservation Foundation and the NCF-Envirothon Operating Committee.

Some items in this document are official policies that every Host must follow, some are recommendations that are simply suggestions for the Host to consider and may change depending on Host Committee preference, location, topic, etc. If you have any questions or comments about the information contained within, please contact the NCF-Envirothon staff for clarification and help.

The following is a list of terminology to help guide Future Hosts of the NCF-Envirothon (NCFE). Host Organization refers to the group or group of organizations, government department(s), etc. which will be legally and financially responsible for coordinating the NCFE annual international competition. Host Committee refers to the state or province designated to organize and coordinate the (year) NCF-Envirothon annual international competition. NCF (National Conservation Foundation) refers to the sponsor of the NCFE competition. National Conservation Foundation Envirothon Operating Committee (NCFEOC) refers to the group designated by the NCF to assist the Host in organizing and coordinating the NCFE competition.

3 Scheduling the Event

Per NCFE policy, the annual competition shall take place between July 15 and August 7 of each year. The specific dates are to be selected by the Host state/province with guidance by the NCFEOC.

The length of the annual competition is typically 6 full days but can be shortened if a valid reason is approved in advance by the NCF Board. Keep in mind that there are 2 days of set-up/meetings prior to the official start and 1 day of team checkout and event breakdown, so the Host should prepare for up to 9 days of on-site activities.

Below is a breakdown by day of major activities that should be planned. Additional activities are at the discretion of the Host to plan.

NCF-ENVIROTHON

Future Host – Event Information



	Friday	NCFEOC & NCF Staff Early Arrival (2-day advanced early arrival allowed)
	Saturday	NCFEOC Summer Meeting Team Early Arrivals (only 1-day advanced arrival allowed)
Day 1 of competition	Sunday	Team arrivals Team/Guest Registration Advisors Meeting Opening Ceremony Trading Session & Ice Cream Social
Day 2 of competition	Monday	Team Station Training Study Session (with advisors after dinner)
Day 3 of competition	Tuesday	Station Tests
Day 4 of competition	Wednesday	Educational/Fun Day
Day 5 of competition	Thursday	Oral Presentation Scenario Training and Team Sequestration
Day 6 of competition	Friday	Oral Presentation Preliminary Judging Final 3 Oral Presentation Judging Awards Ceremony
	Saturday	Checkout & Departures

Other daily activities the Host should keep in mind are the daily morning announcements for the team advisors and captains, mealtimes for teams and guests (both on campus and off site), Oral Presentation Judges training for preliminary judges and finals judges, as well as team buddies, timekeepers, etc. and the Final 3 Oral Presentation announcements.

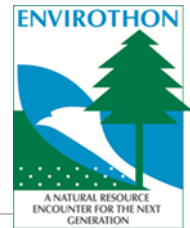
The NCFEOC will also hold a NCFE State/Provincial Rep Meeting at some point during the week for 50+ individuals that will need to be worked into the schedule.

Optional activities that may be planned include special entertainment opportunities for teams and guests on various nights during the event.

4 Event Registration Fees

The basic team and guest (on-site and off-site) registration rates are set by NCF and are as follows:

- Team Registration - \$1800, includes food, lodging, activities and extras (t-shirts, etc.) for up to 2 advisors and 5 students



NCF-ENVIROTHON

Future Host – Event Information

- Guest Registration (on-site) - \$800, includes food, lodging, activities and extras (t-shirts, etc.) per person
- Guest Registration (off-site) - \$400, includes only food, activities and extras (t-shirts, etc.) per person)

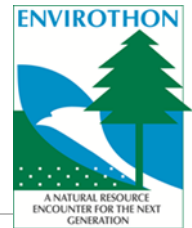
Optional registration rates are set by the Host, with NCF approval and may include the following:

- Single Room fee for Advisors (suggested \$100) per person
- Operating Committee member 2-day early arrival (suggested \$120) per person
- Team 1-day early arrival (suggested \$385) per team
- Guest 1-day early arrival (suggested \$60) per person
- Day Rate for Guests (suggested \$75) per person - covers food, activities and extras (t-shirt, etc.) for one day
 - The Host may allow lodging if it can be accommodated
- Education Day Rate (suggested \$150) per person - rate **only** for Education/Fun day, covers food, activities and extras (t-shirt, etc.) for the day
- Guest Tours for advisors & guests – Optional activity that Host may or may not offer
- Other activities (e.g. Awards Banquet tickets, etc.)

5 Host Organization Responsibilities

The following is a list of responsibilities of the Host Organization which will be legally and financially responsible for coordinating the NCFE annual international competition:

- Enter into a Memorandum of Understanding between the NCF and the Host (2+ year prior to the event).
- Develop sponsorship (fundraising) plan and package to include letter, recognition opportunities, etc. (2+ years prior to the event).
- Secure and confirm dates and venue(s): university and training/testing site(s) with NCF and NCFEOC confirmation/recommendation.
- Update registration rate for teams and guests with NCF approval if needed (1.5 years prior to the event).
- Set daily rate and individual activity (advisor/guest tours, workshops, etc.) fees with NCF approval (6 months prior to the event).

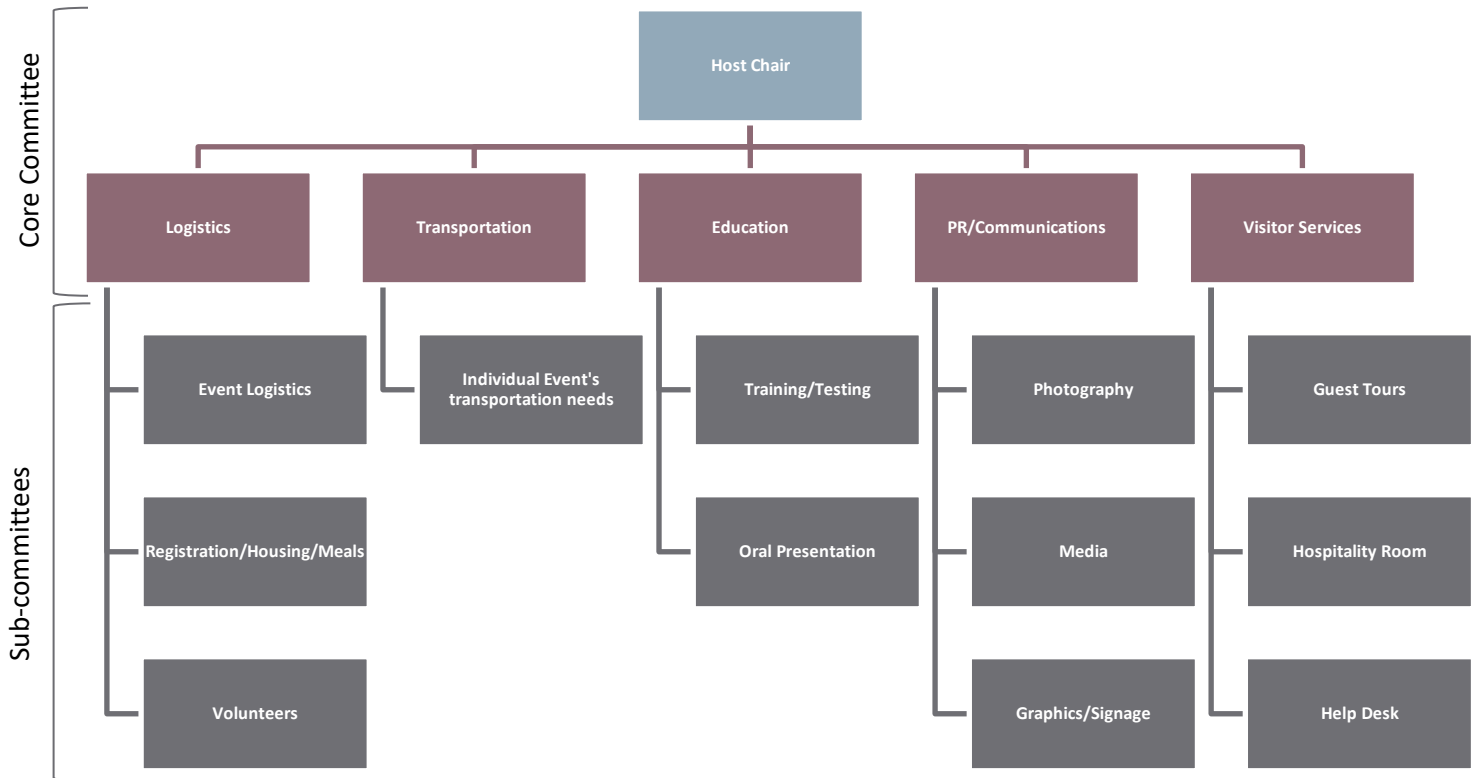


NCF-ENVIROTHON

Future Host – Event Information

6 Host Committee Structure

The following is a suggested Host committee and subcommittees organizational structure. Your Host committee may look different based on your individual event needs.



7 Host Committee Responsibilities

Below is a listing of general Host committee responsibilities with a breakdown by individual committee. The below lists do not comprise a full accounting of all responsibilities, but will give an overview of certain key responsibilities expected:

- Schedule Committee and Subcommittee meetings (monthly or as needed leading up to the event).
- Develop Work Plan to include site selection, budget, services contacts (e.g. housing, facilities, transportation, etc.), etc.
- Develop competition agenda for the week.

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Future Host – Event Information



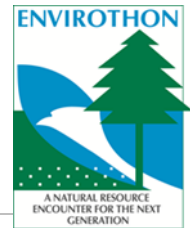
- Arrange for on-site necessities such as: Medical – secure first-aid/medical volunteer for the event (on campus, training and testing sites, tours, student activities, etc.); develop an Emergency Procedures Plan. Please refer to Appendix A for a sample plan.
- Develop Signage – all signage must be approved by NCF staff and may need campus and other venue approvals also before printing
- Schedule and Conduct daily Morning Announcements for the Advisors and Team Captain –These are 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, staplers, binders and paper clips
- Develop VIP guest and speakers list - Determine who to invite and send invitations to – coordinate with NCF and NCFEOC
- Determine if you will provide t-shirts for students, advisors and/or all participants. Coordinate with NCF staff. See Appendix D for more information.

7.1 Logistics

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

7.1.1 Event Logistics

- Scout and secure location of each activity during the week.
 - Consider American Disability Act (ADA) compliance when choosing locations/facilities.
- Coordinate selection and set-up of all activity locations to be used during the week: training site, testing site, Education/Fun day, Oral Presentation, opening/closing ceremonies, etc.
- Arrange for work & meeting room(s) – space needed for the Host Committee, the NCF and the NCFEOC
- Develop maps of campus, training/testing sites, directional maps and others as needed
- Coordinate all needed equipment (tables, chairs, port-a-johns, signage, etc.)



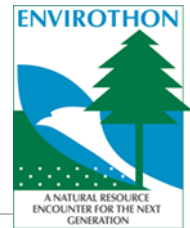
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Future Host – Event Information

- Determine and coordinate 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.

7.1.2 Registration, Housing and Meals

- Coordinate registration process with NCF staff
- Coordinate the collection & handling of medical information packets.
 - This information is collected during registration and is required for all registered participants (students, advisors, guests, and volunteers). Care must be taken in designating a few individual Host committee members to be responsible with this as it will contain private information.
 - Medical information must be made available either in hardcopy or electronically throughout the event competition and when transporting teams and guests. Multiple copies of the information is required to be on hand at all times (in case of emergency, one designated individual from the Host committee should accompany the injured participant to the medical facility with a copy of the medical information provided during the registration process, leaving the other copies back onsite with other designated individual(s) from the Host committee.
 - 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 registration on day 1.
- Coordinate the meals for each day, both on campus and off-site, with particular care to special dietary restrictions of participants.
- See Appendix E for more information on Housing Guidelines.



NCF-ENVIROTHON

Future Host – Event Information

7.1.3 Volunteers

- Compile a list of volunteer needs and duties – fill those positions.
- Determine volunteer's registration, lodging and meal information
- 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

7.2 Transportation

7.2.1 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 visitor services committee to develop transportation schedule for advisor/guest tours.
- Develop and print/order signs for buses.

7.3 Education Committee

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

7.3.1 Training/Testing

- Select that year's current environmental issue, aka 5th station topic, and the oral presentation topic and develop packet of reference materials and learning objectives to distribute to all teams. The current environmental issue topic (approved by the NCFEOC and announced no less than 24 months in advance of the competition), learning objectives and a list of suggested study resources shall be submitted for review and approval on the dates agreed upon in the MOU signed by the Host and the NCF. The volume of suggested study resources for the fifth topic will be limited to a total of 200 pages.
- Develop a packet of site-specific reference materials relating to all five stations (Aquatic Ecology, Forestry, Soils/Land Use, Wildlife and the Current Environmental Issue) topics to

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Future Host – Event Information

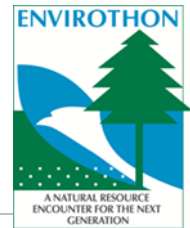


distribute to all teams that include learning objectives and equipment lists (e.g., clinometers, Munsell color charts). The volume of suggested site-specific reference materials for each station will be limited to a total of 100 pages. The packet of reference materials and learning objectives shall be submitted for review and approval on the dates agreed upon in the MOU signed by the Host and the NCF.

- Coordinate with Logistics committee on the selection of the training and testing site(s). Designate specific locations for each of the five subject areas for each day.
- Coordinate with qualified individuals to write each of the five tests, utilizing the NCF-Envirothon test writing guidelines when developing written tests. A Quick Reference to the Guidelines can be found in Appendix B.
- Ensure written tests meet the NCF-Envirothon guidelines.
- Submit written tests electronically to NCF staff (Education Specialist) for NCF review at the times agreed upon in the MOU.
- Develop draft training schedule, guidelines and objectives with the test writers and submit for review and approval of the NCF.
- Secure committee volunteers to assist with the training and 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 Appendix B.
- Communicate and work closely with the NCFEOC Competition Advisory Team.
- Compile a list of needs for each station site. Provide all supplies and items needed at the training and testing sites.
- Photocopy written tests and all necessary items needed for the test (e.g., 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.

7.3.2 Orals Component

- Develop oral component scenario including materials needed.
- Determine presentation schedule.
- Determine prep schedule and assign prep rooms to teams.
- Recruit and assign an estimated 60 judges for the first (preliminary) round of presentations.
 - Assign judges and timekeepers 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 (1-2 recommended by NCF or NCFEOC).



NCF-ENVIROTHON

Future Host – Event Information

- Recruit volunteers to serve as timekeepers, monitor/doorkeepers and buddies/chaperones for oral presentation rooms.
- Conduct training for judges, monitors, timekeepers 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.

7.4 PR/Communications

The PR/Communications Committee is responsible for working closely with the NCF and NCFEOC on all promotional materials that will be printed, posted online, worn, displayed, etc. Please keep in mind that prior approval for use of any NCFE logo is needed before printing. Please see Appendix D for the NCFE Brand Guidelines.

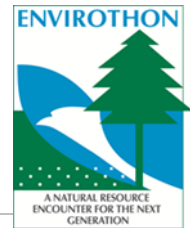
- Develop and implement a Communication Plan.

7.4.1 Photography

- Arrange for a daily photographer/videographer and coordinate the downloading and sharing of all pictures and videos with NCF daily
- Develop and produce a Memory book
- Develop and produce a Smiles video

7.4.1 Media

- Communicate any updates with teams, advisors and guests throughout the day
- Notify local media in advance of the event
- Coordinate with NCF on development of daily newsletter
- Provide daily items to post to the website and social media accounts
- Develop an Event Guide (aka Registration packet) packet for all participants to be posted on the NCFE website in early spring prior to the competition. The Event Guide should include the following:
 - Directions to the event site, location for check-in/registration, on-campus parking, etc.
 - Event agenda
 - Meal information
 - Travel information (major airport(s), international travel considerations, etc.)
 - Shuttle or car rental information from airport(s)
 - “What to bring” list – indicate specifics regarding clothing needed for each day (e.g., length of shorts to be worn, types of shirts, etc.)
 - Other necessary information participants should know before arrival



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Future Host – Event Information

7.4.1 Graphics/Signage

- Work with Logistics and Education committees on determining needed signage
- Design all signage (directional signs, banners, flyers, etc.) with approval by the NCF. Coordinate printing and placement of signage upon NCF approval.
- Design Host specific logo to be utilized
- Coordinate all t-shirt designs and orders with input from the Registration subcommittee

7.5 Visitor Services

The Visitor Services Committee is generally responsible for:

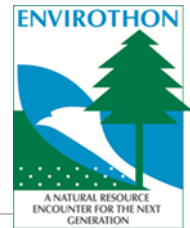
- Hospitality room (if desired)
- Advisor/Guest tours (Optional) – These special tours are offered at the Host’s discretion.
 - Coordinate transportation needs and schedules with transportation committee.
- Organize fun activity for teams when not training, testing, etc.
 - Coordinate transportation needs and schedules with transportation committee
- Staff a “Help Desk” to provide information to teams and guests as needed throughout the week.

8 Activities

8.1.1 Registration

As teams and guests arrive on campus on Day 1, they will need to be checked in for both the event and the campus housing. The following activities and consideration should be considered when selecting a site:

- Large room that will accommodate several Teams (6-7 per team) and Guests all at the same time, as well as their luggage! Campus cafeterias or auditoriums make good locations. The teams need to stay together and feel the excitement of registration.
- The number of registration stations will determine needed number of tables and chairs.
- Location for team photos
 - Need printed signage for team photos, do not use acronyms for state names
- “Give-aways” (aka swag)
- Oral Presentation time assignments – usually assigned at registration from random drawing
- Housing check-in – where will individuals need to go to get their dorm room keys? Will the University assist with registration and room assignments?



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Future Host – Event Information

8.1.2 Opening/Closing Ceremonies

The Opening Ceremonies are coordinated by the Host committee with input and contribution by the NCF. This ceremony will officially kick-off the event and set the tone and theme of the week. It is a great time to show the teams and guests what is great and unique about your state or province. Consider a showcasing of local cultures and heritages, including historical Native American or First Nation tribal recognition of the Host location.

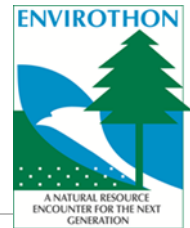
The Closing Ceremonies are coordinated by the NCF, with input and contribution by the Host committee. This ceremony will wrap-up the week, recognizing special guests and sponsors, as well as handing out the team awards.

For both ceremonies the following considerations should be kept in mind and followed:

- Communication between the Host and NCFEOC is a must for each group to know what is expected of them.
- The Host and NCFEOC should coordinate the opening and closing schedules and scripts during the months prior to the start of the competition, with consideration of the roles and responsibilities as they relate to:
 - Stage decoration (Host sets theme and takes lead on organizing)
 - Emcee of the events (will one be provided?)
 - Determining the list of speakers
 - Determining a list of those being recognized and at which ceremony (Host committee/volunteers, NCFEOC, NCF members, CAT members, Hall of Fame, teams, special awards, etc.)
- Design and printing of the opening and closing brochures (Host is responsible for all printing of both documents but must coordinate with NCFEOC and NCF staff on design).
- Will State/Provincial/Country flags be used during the Opening Ceremony or will teams be recognized another way?
 - NCF has State/Provincial/Country flags and poles, but no stands, that are available for use by the Host if they so choose.
- Invite and secure guest speakers, special guests, entertainment, etc.
- Coordinate with NCF regarding the awards and prizes to be given. The NCF will order and pay for all station awards, top 3 awards and Hall of Fame award(s). Any additional awards will be the Host committee's responsibility with approval by the NCF.
- Consider holding an Awards Banquet in addition to the Closing/Awards Ceremony

8.1.3 Trading Session & Ice Cream Social

A fun tradition following the Opening Ceremony is the Trading Session and Ice Cream Social. For this activity please consider the following:



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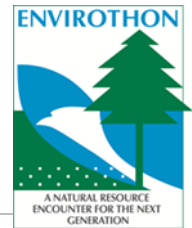
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- Large open space (indoors or outdoors) that can accommodate all teams, advisors, guests and volunteers (500+) moving around and talking
- If outdoors, consider the weather (possibility for severe weather &/or heat) and lighting around the space (it will be dark at this point in the day and the students need to be able to see)
- Ice Cream is the traditional dish, but be sure to have non-dairy, vegan options for all! (Be aware of food allergies)
- Trading items will typically be shipped to the Host in advance of the competition, so the Host will need arrangement for storage and then distribution back to teams at registration

8.1.4 Training & Testing Days

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 (e.g., the general public, traffic/road noise, etc.). Please keep in mind the safety of the almost 300 youth participants.
- Walking distance between stations.
- ADA accessibility to stations.
- Handheld radio transmission distance 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 and from the site – Vehicle access for possibly for cars, buses, trucks.
- Shelters/shade from extreme heat.
- 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 to maintain their sugar levels.
- Each team member will need to be provided with a blank notebook and pencil for taking notes at each station.
 - Consider notebooks with pockets to hold any handouts
 - Notebooks to be given to students when they arrive at the Training Site and collected before they leave.
 - Consider pre-labeling the Notebooks with name and team number to avoid misplaced books
- 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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Future Host – Event Information

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

Please see Appendix B for other Training and Testing Onsite Considerations.

8.1.5 Study Session

Following Training Day teams are reunited with Advisors for dinner and a Study Session (2 hours in length). The teams will be returned their individual notebooks at the beginning of the Study Session and then have to turn them back into the Host Committee volunteers at the end of the Study Session.

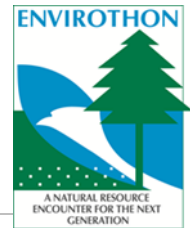
Selection of where to hold the Study Session should consider the following:

- Large space with chairs (and preferably tables) that can be moved into a circle for the team and advisors to face each other. Campus cafeterias or auditoriums make good locations.
- Access to bathrooms.
- No possibility for interference from outside sources (e.g., the general public, traffic/road noise, etc.).
- Adequate volunteers to monitor and collect notebooks at end. A student found leaving the Study Session with their notebook could result in a points deduction or disqualification for their team.

8.1.6 Education/Fun Day

The Education/Fun Day is a chance for the teams to unwind from the stress of Testing Day and to show off/educate everyone more about the Host State/Province. When planning for this day, please consider:

- Location should be within a 1-1^{1/2} hour drive of campus
- Needs to be both educational and fun!
- Teams need to be returned to campus at a responsible hour so they can get plenty of rest before the next day.
- Make sure there are meal options for EVERYONE (including vegetarians, vegans, and those with allergies and other restrictions)



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Future Host – Event Information

8.1.7 Oral Presentation Scenario Training and Team Sequestration

During the morning of Oral Presentation (O.P.) Scenario Training and Team Sequestration the teams will be presented with their oral presentation scenario. Usually this is preceded by a presentation on the resource issue or theme of that year's event (e.g. Climate Change, Best Management Practices, Invasive Species, etc.). Team member notebooks should be distributed back out for them to take notes during the presentation. See Appendix C for more information.

Teams will then be paired up with a Team Buddy and be taken to a classroom, or some other small private meeting room, where they can then spend the next 5-8 hours developing their presentation. At the conclusion of the sequestration, ALL materials (notebooks, notecards, etc.) will be turned back into the Host Committee for storage and redistribution the next day. Advisors will not have any contact with their Teams during the Oral Presentation Scenario Training and Team Sequestration Day until materials have been checked in at the end of the day.

8.1.8 Oral Presentations – Preliminary Judging

On the final day of the competition, teams will present their Oral Presentations to a panel of judges (5) in the morning. The number of judges, rooms, rotations, etc. will depend on the final number of teams competing and the number of judges the Host is able to recruit. The time it takes for each team to present should include the following: check-in & receive presentation materials, practice time (30 mins min.), transition time, set-up, the presentation (20 mins), Judges questions (10 mins), Judges deliberate and score.

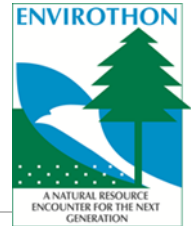
When recruiting potential Oral Presentation judges, please consider the following NCFE Program Policy:

- Oral presentation will be judged by professionals from various state/provincial and natural resource organizations, agencies and/or businesses.
 - Judges for the oral presentation will be required to participate in an orientation and training session delivered jointly by the NCFEOC and the Host.
 - 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. *
- All station presenters and oral presentation presenters and judges will be selected by the Host with advice from the NCFEOC.

*Also consider oral presentation topic specialists, agency representatives, conservation district board members, local agricultural/environmental boards, sponsor/partner representatives, local elected officials, etc.

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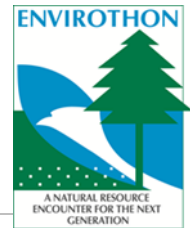
Future Host – Event Information



8.1.9 Oral Presentation Final 3 Judging

Following completion of all preliminary team judging, the scores from this round will be added to the overall score from each station test. The 3 teams with the top overall score will re-present their Oral Presentations to the whole audience (all teams, advisors, guests, etc.) to a new panel of VIP judges. The score from this round will replace the preliminary OP score to determine first, second and third place overall. When planning for this event, please consider the following:

- Live Streaming of the Final 3 Oral Presentations – Host will need to arrange for the Final 3 presentations to be recorded and livestreamed on NCF-Envirothon YouTube channel.
- Final 3 Judges – can consist of a panel of 5 or 7 Judges
 - If 5 judges – Host will select 4 judges and NCF will select 1
 - If 7 judges – Host will select 5 judges and NCF will select 2



NCF-ENVIROTHON

Future Host – Event Information

9 Appendix A

9.1 Emergency Procedures Plan – Sample

9.1.1 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 NCFE Program Manager
- **Meeting space contact:** University building name, address and phone number

9.1.2 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
 - Physical injury
 - Car or bus accident
 - Heat stroke

9.1.3 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.

9.1.4 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 [Host to designate individual(s) that will be responsible]. 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.
 - 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:**

NCF-ENVIROTHON

Future Host – Event Information



- Radio or call the Command Center to alert them of the incident.
- The Command Center will contact [Host to designate individual(s) that will be responsible]. 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

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

- **University**
 - Contact [University delegate] 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 [Host to designate individual(s) that will be responsible] 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 [Host to designate individual(s) that will be responsible] 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 [Host to designate individual(s) that will be responsible] 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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Future Host – Event Information



10 Appendix B

10.1 NCF-Envirothon Training and Testing Component

- 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 NCF 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 NCF-Envirothon Test Writing Guidelines.
- Submit drafts of written tests electronically to NCF staff (Education Specialist) for NCF review.
 - First draft of each test will be reviewed by the NCF and various 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.
 - Second and third draft of each test will be reviewed by the NCF.
 - Individuals review each of the field station tests for clarity, continuity and correlation to provided station resources.
 - Comments are provided to the Host Education Committee for their consideration and incorporation.
- 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.

10.2 NCF-Envirothon Training and Testing Onsite Considerations

- Have test writers on-site during testing day, along with ample number of volunteers to smoothly run the station and substations within the station. Test writers are responsible for correcting and scoring all tests. Utilize test grading guidelines found on the following pages.
- 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 assist test writers) and administer the training stations as well as the testing stations.
- 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!

NCF-ENVIROTHON

Future Host – Event Information



- Resource Professional at training and testing should be aware that the competition uses imperial & metric units of measurement and not disparage one over the other.
- 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.

10.3 NCF-Envirothon Test Writing Guidelines and Templates

Complete Test Writing Guidelines can be found at <https://envirothon.org/test-writing/>. Below is a Quick Reference Guide with major points of consideration.

10.3.1 Envirothon Testing Writing Guidelines – Quick Reference

Test Format

- Create tests in a Microsoft Word document. Submit tests as a Word document for reviews of the first and second drafts. Final drafts will be submitted as a PDF to preserve formatting.
- Times New Roman font only for ALL questions. Variation in size, bold, underline, centered and italics may be used to change/enhance appearance to titles, stations, sections, etc. Minimum font size is 12 point.
- All tests will have 1-inch margins, with the right margin used for grading.
- All tests must have point blanks to the right of each question, with the point value for the question, followed by a blank for the graders to fill in the team's points (e.g.: 5 pt / ____)
- All questions must be numbered and assigned a point value. While partial credit may be given on multiple-point questions, only whole points are allowed (no fractional points).
- Spacing should be consistent throughout the test.
- Each page of the test should have the page number in the bottom left corner.
- All parts of a question should be on the same page (e.g., question and answer choices).
- When submitted for review, answers and references are required for each question.
- All tests should have a cover page stating "NCF-Envirothon (Host Name and Year)", the station name, a blank for the Team Number, a section for the team's score, date of test, length of time to complete test, number of pages in test, names of station leaders, and a section for instructions and rules. (See Cover Page Template in Full Test Writing Guidelines.)
- Cover sheets will be color-coded for each station: Light green for Forestry, light blue for Aquatic Ecology, tan for Soils and Land Use, pink for Wildlife, and light yellow for Current Issue.
- Below is a percentage breakdown of topic categories for each test:



NCF-ENVIROTHON

Future Host – Event Information

Topic Category	Percentage of Questions on Each Station Test
Terminology	10%
Identification	20%
Equipment / Career	10%
Management Planning	50%
Overall Importance of the Resource	10%

- There are also guidelines for each test as a whole, that can span many topic areas within each station. These percentages may overlap.
 - Across all topics for each station:
 - Test Question Content
 - 70% of the test should be comprised of generally applicable information
 - 30% of the test should be composed of Host state/province, site-specific questions
 - 70% of the test questions should be from the reference material provided to the students
 - 30% of the test questions can be from topics covered during training day
 - Test Question Format
 - 50% of the test should address problem-solving and technical skills
 - 50% of the test should be hands-on and experiential

Test Length

- Tests must be completed by students within a 55-minute testing window.
- Hands-on questions and critical thinking questions take more time to answer than a simple definition question.
 - This is particularly true for questions answered using the aid of identification keys, soil surveys, charts, maps, or another resource material.
- Travel time between interactive stations must also be factored into total test time.
- Group questions together by interactive station, to facilitate transitions for the students.

Question Format

- All questions should be clearly worded, using correct grammar and punctuation.
- Both metric and imperial measurements should be included for all questions.
- Do not give any grammatical clues about the answer in the question (e.g. a/an, is/are).
- For short answer or fill-in-the-blank questions, you must specifically state what type of answer will get credit.

NCF-ENVIROTHON

Future Host – Event Information



- If you require a list, state how many items are needed and provide that many answer blanks. (Example: List three benefits of riparian buffers for stream health:)
 - If explanations or definitions are required for a short answer question, make sure that is clearly stated.
 - If you require the answer to be a complete sentence, include that in the question.
- Any images, graphs, or charts used should be high-quality pictures with clear labels. Any inclusion of graphics should enhance the presentation of the question.
 - If you are including a graphic that requires the students to label parts of the picture, make sure the graphic clearly indicates what must be labeled.
 - Ensure that there is an obvious answer blank for students to write their answer.
 - If pictures need to be in color, make sure that is communicated to those printing the tests!

Types of Questions

- We encourage questions that involve hands-on problem solving, as well as site-specific critical thinking questions!
- Environmental assessment activities provide excellent opportunities for hands-on involvement.
 - The result of these hands-on activities can also be referred to in later questions by asking teams to interpret and apply the results.
 - You can also use the site conditions at the station to incorporate more first-hand experiences into the test. (I.e., Don't just ask students to list three erosion prevention practices – Ask them to list three practices they see at the testing site!)
 - Examples of Environmental Assessment: Soil pit analysis, Wildlife habitat analysis, Water quality analysis, and Forest management analysis.
- Multiple-choice questions are the easiest type of question to grade; however, this does not mean that your multiple-choice questions must be easy to answer!
 - A good multiple-choice question tests the *application of a concept* – not a regurgitated definition of a term or a fact found word-for-word in the resource material.
 - There should be a maximum of five answer choices per question, and all multiple-choice questions on each test should have the same number of answer choices.
 - Multiple-choice questions should not be written in the form of an unfinished sentence. The question should be meaningful by itself.
 - All answer choices should be plausible, even if they aren't correct. Avoid "throw away" answer choices that could be eliminated immediately.
- True/false questions are NOT RECOMMENDED for NCF-Envirothon tests.
- Questions should encourage problem solving, or application of knowledge or a skill which demonstrates the understanding of a concept.
- Only a small portion of station questions should be recall-type questions (i.e., questions that ask for a definition or a fact).

NCF-ENVIROTHON

Future Host – Event Information



- Questions that teach a new concept and then ask the students to apply that concept are valuable in that the students learn something new while also being tested for their problem-solving ability.
- Matching questions should have clearly stated directions and should test only one relationship between the two columns (e.g. definition or cause-and-effect).
 - Matching questions should contain a maximum of ten items.
 - The “answer” list in the right column should have 2 to 3 items more than the left column to deter students from relying on process of elimination.
- Fill-in-the-blank questions should be unambiguous.
 - Omit only significant words from the statement and keep the answer to a single word or phrase. Do not put too many blanks in the sentence.
 - A sentence that makes sense with the answer key may not make sense without it.
 - Make sure the grading rubric contains ALL correct answers.

Level of Questions

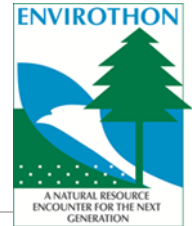
- Tests are written at an advanced AP/IB high school to early college level.
- We want the majority of questions on Envirothon tests to be at a higher level of cognitive processing.
- Bloom’s Taxonomy outlines the different levels of learning and application:
 1. Remember
 2. Understand
 3. Apply
 4. Analyze
 5. Evaluate
 6. Create
- Most questions on each test should be at level 3 and up!
- We want to encourage critical thinking and problem solving as much as possible.

Grading

- Develop a comprehensive grading rubric for each test.
 - The rubric should contain ALL potentially correct answers, particularly for short answer and fill-in-the-blank questions. It is important to write clear and unambiguous questions so that possible answers are limited.
 - Rubrics should also contain a point break-down for partial credit (e.g., students get 1 point for naming the correct term and 1 point for defining it, total of 2 points.)
 - Rubrics should facilitate easy, clear, and consistent grading for all tests.
 - Rubrics should include both metric and imperial answers for measurements.
- Short answer and fill-in-the-blank style questioning will most likely take more time to grade. If your station tests contain a large number of these types of questions, you may need to have a number of people assist in scoring. It is strongly recommended that each page of the test be

NCF-ENVIROTHON

Future Host – Event Information



graded by the same judge to insure consistency in scoring. You should have people checking their work and the addition of points to be sure, but if judge 'A' grades page 1, that judge should grade all page 1's.

10.3.2 Envirothon Test Format Templates

- Sample Cover Page (pg 27) – The Host is responsible for updating this page and providing a copy to NCFE.
 - Cover sheets will be color-coded for each station: Light green for Forestry, light blue for Aquatic Ecology, tan for Soils and Land Use, pink for Wildlife, and light yellow for Current Issue
- Test template (pg 28-29) – These pages show how an NCF-Envirothon station test should be formatted.
- **MS Word document versions of both templates are available from NCFE staff upon request.**

NCF-ENVIROTHON

Future Host – Event Information



"SAMPLE" TEST COVER PAGE

NCF-Envirothon (Host and Year) _____ Station _____

_____, July __, 20__

Team: _____ Score: _____ / 100

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.

Station Rules and Equipment

- There are ____ Application Stations at this Eco-Station.
 - Each team will have ____ (#__) 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

NCF-ENVIROTHON

Future Host – Event Information



TEAM Number _____
Total Team Points _____ / 100 pts

NCF-Envirothon – (Host State/Province) (Year)

_____ Station Test

Test Section 1 Name (Identification, Soil Pit Analysis, etc)

1 pt / ____

1. (1 pt) Multiple-Choice Question?

- A. Answer 1
- B. Answer 2
- C. Answer 3
- D. Answer 4
- E. Answer 5

2. (3 pts) Short Answer Question?

3 pts / ____

Answer Blank: _____

3. (2 pts) This is a Fill-in-the-Blank _____.

2 pts / ____

4. (5 pts) Match the term in Column A with its definition in Column B:

5 pts / ____

<u>Column A</u>	<u>Column B</u>
_____ Item 1	A. Definition 1
_____ Item 2	B. Definition 2
_____ Item 3	C. Definition 3
_____ Item 4	D. Definition 4
_____ Item 5	E. Definition 5
	F. Definition 6
	G. Definition 7

Points awarded _____ / Total Points for Page

NCF-ENVIROTHON

Future Host – Event Information



TEAM Number _____

5. (3 pts) Short Answer with Multiple Answers

3 pts / ____

1. _____
2. _____
3. _____

6. (1 pt) Another _____ in-the-Blank Question.

1 pt / ____

7. (5 pts) Identify these specimens:

5 pts / ____

- Specimen A _____
- Specimen B _____
- Specimen C _____
- Specimen D _____
- Specimen E _____

8. (2 pts) Another multiple-choice question?

2 pts / ____

- A. Answer 1
- B. Answer 2
- C. Answer 3
- D. Answer 4
- E. Answer 5

9. (3 pts) Short Answer requiring BMP and justification for using said BMP:

3 pts / ____

Answer: _____

10. (5 pts) Students introduced to new concept and asked to apply it in Short Answer:

5 pts / ____

Answer: _____

Points awarded _____ / Total Points for Page

NCF-ENVIROTHON

Future Host – Event Information



10.4 NCF-Envirothon Test Grading Guidelines

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

Test Station Tips

- 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).



NCF-ENVIROTHON

Future Host – Event Information

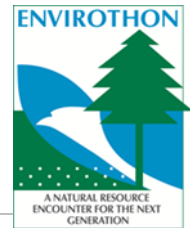
11 Appendix C

11.1 NCF- Envirothon Oral Component

The Oral Presentation (OP) requires Envirothon teams a chance to address real-life environmental problems as presented through a written scenario. The OP 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).

11.1.1 NCF- Envirothon OP Scenario Writing:

- 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.
- 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 Notetaking Sheet 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.
- In addition to the 200 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).



NCF-ENVIROTHON

Future Host – Event Information

- 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: <https://envirothon.org/media/photo-video-galleries/> and click on Video Categories.

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 must "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? (e.g., conservation of natural resources and human growth and development)
- **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.

NCF-ENVIROTHON

Future Host – Event Information



- Tourism – Does your scenario 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.
- **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 tourists 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.

11.1.1 NCF- Envirothon OP Scenario 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.

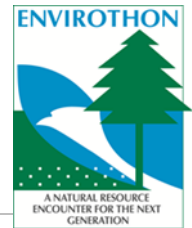
- The presenters should discuss information that focuses on the “scenario.” Students will use this information to help them prepare for their presentation.
- The training should include needed facts, the role of the students/team (for example councilperson, mayor or resource professional) as well as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

11.2 Oral Presentation Method

The NCFE Oral Presentation should be presented as a PowerPoint or comparable electronic slideshow medium. If the Host has concerns with complying with this requirement, then they must approach the NCFEOC a minimum of 2 years before their set competition date requesting assistance &/or alternatives.

11.2.1 Host Considerations for PowerPoint presentation

- Determine which design program will be used and announce one year prior to the competition.
- Develop any specific rules (e.g. number of slides, graphics to use, etc.) for that year and present to the NCF and NCFEOC for approval at the NCFEOC Winter Meeting prior to the event. Once approved the rules will be posted online and emailed to all teams. See 11.2.2. ‘Requirements for PowerPoint Presentations’ below.
- Coordinate and confirm with the university the required technology (projector and computer equipment) is available, accessible and compatible to use slideshow software.



NCF-ENVIROTHON

Future Host – Event Information

- Determine if the University can provide IT support on the OP sequestration day & OP judging day.
- Determining cost of IT support, in addition to equipment rental if necessary.
- Determine whether 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.
- Determine how and when the scenario will be given to teams.
- Determine if the teams must provide their own laptop and projector or if the university, or a partnering organization, equipment can be utilized.

11.2.2 Requirements for PowerPoint Presentation:

The Host can set specific limits/rules that are more defined/limiting than the below requirements (e.g. only 20 max slides, no video footage or audio but special effects allowed, etc.):

- 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.



NCF-ENVIROTHON

Future Host – Event Information

12 Appendix D

12.1 Brand Guidelines

It is crucial NCFE Host and partners use the NCFE brand consistently at international, national, state and local levels. Doing so underscores the value of our work and helps NCFE solidify its role as the premier international environmental education program that it is. When used consistently and correctly, NCFE logos, fonts and colors foster name recognition for the program and enhance the presentation of NCFE services.

12.1.1 NCFE Color Palette

	Green #008752	Aqua #009ddd	Grey #58595b
RGB (online use)	0/135/82	0/157/221	88/89/91
CMYK (print)	100/0/85/24	87/18/0/0	0/0/0/80

12.1.2 NCFE Logo Guidelines

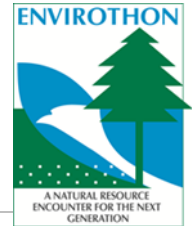
NCFE logos are the most visible assets we have as an organization. When used consistently and correctly, NCFE logos promote name recognition for the international program. Their simple design is memorable, classic and foundational to our brand identity. Help us maintain the effectiveness of NCFE logos by using them consistently and correctly.

The NCF Executive Board of Directors has set the following NCFE logo use guidelines to be followed by the Host:

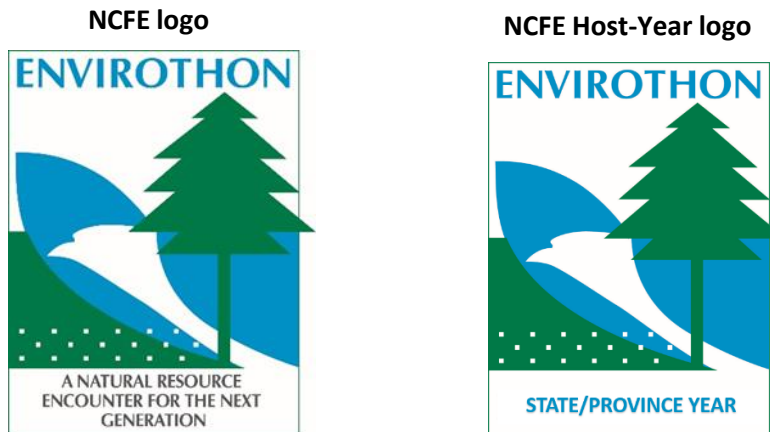
- Any use of either NCFE or NCFE Host-Year logo must be approved by NCF prior to printing, posting online, wearing, displaying, etc.
- Please, do **NOT**:
 - Recreate either logo.
 - Stretch, compress or distort either logo.
 - Use a screenshot of either logo for a print publication.
 - Enlarge either logo until it becomes "grainy" or distorted.
 - Add elements or lines to either logo.
 - Modify either logo's colors

NCF-ENVIROTHON

Future Host – Event Information



One, or both, of these logos should be included on all of NCFE's information products, regardless of medium.



The Host Committee will be provided a copy of each logo. Grey scale versions or high resolution versions are available upon request.

12.1.3 Host Designed Logo

The Host Committee may choose to develop its own "Host logo" designed to reflect that year's theme or state/province location. This special design must abide by the following restriction:

- Host logo does not include any event Sponsor logos

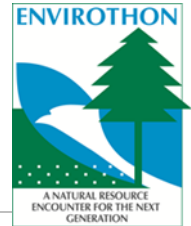
12.1.4 T-shirt Guidelines

It is up to the discretion of the Host Committee if any t-shirts will be provided to the teams, guests &/or volunteers. In the event the Host will provide t-shirts to teams, guests &/or volunteers, the following guidelines must be followed: (Please remember that all t-shirt designs must be approved by NCF staff prior to printing)

- Training Day Shirts
 - Teams wear their own state/provincial Envirothon shirts
- Testing Day Shirts
 - NCFE Host-Year logo on front left chest of shirt – Required
 - NCFE logo on sleeve – Optional
 - Host logo on back – Optional
 - All logos can be in full color or black & white
 - Shirt color selected by Host - Please pick a color that will photograph well in summer, outdoors settings
 - Typically, only given to teams, but it's at the discretion of the Host to give to others

NCF-ENVIROTHON

Future Host – Event Information



- Education/Fun Day Shirts
 - Host logo & NCFE Host-Year logo – Optional
 - NCFE logo – Optional
 - Sponsor logos – Optional, may only be included on Education/Fun Day shirts
 - All logos can be in full color or black & white
 - Shirt color selected by Host - Please pick a color that will photograph well in summer, outdoors settings
 - Shirt given to all: teams, guests, volunteers
- Oral Presentation Day Shirts
 - Provided by the NCF if funding allows
 - NCFE logo on front left chest of shirt – Required
 - No other logos may be placed anywhere on the shirt
 - Shirt color selected by NCFE staff/Operating Committee
 - Host to order along with other bulk shirt orders and invoice NCF for cost of OP Day shirts
 - Shirts only provided to team members (students only)
- Special Logo Consideration
 - If the Host would like to place sponsor logos or any other logo/wording/designs not listed above on the testing day shirts, a formal proposal, with examples, should be submitted to the NCF Executive Board for consideration and approval/disapproval at least six months prior to the event.

NCF-ENVIROTHON

Future Host – Event Information



13 Appendix E

13.1 Housing Guidelines

Housing for 500-600 participants (students and adults) is a critical component of the NCFE. The NCF asks that the Host follow the following guidelines when selecting housing and then assigning rooms:

- American Disability Act (ADA) Compliant Housing – Please ensure that a number of rooms & bathrooms are ADA compliant
- Team members and advisors/chaperones will be housed together, in the same building, but in separate rooms.
- The Host should keep in mind that some schools may require that their students can only room with others from the same school. For example:
 - 5-member team of same gender – in rooms with only 2 beds, then team members would be housed in 3 rooms (5th student would have room to themselves) and Advisor(s) would be next door (or in same suite if suite style housing is available)
- Accommodations must be available for transgender and gender non-conforming students, in a way that supports and respects their gender identity and expression.
- Single Rooms for Advisors – Optional choice if dorm can accommodate for additional fee. Host should verify that University dorm(s) have 110-120 rooms that can be reserved as “Single Advisor” rooms.
- Minor guests, individuals under the age of 18 who are not a member of a registered team:
 - At the discretion of the Host to allow attendance.
 - If accommodations are available, the minor guest will not be housed in the same building (or area) as the team. (e.g. the minor guest can not room with the team)



NCF-ENVIROTHON

Future Host – Event Information

14 Appendix G

14.1 Timeline of Deliverables and Due Dates*

*An official Host-specific timeline will be developed by NCFE staff 2-1^{1/2} years prior to the event for the Host committee to use. The following timeline is only an approximation of due dates and activities.

Deliverables	Date Dues
	2 years prior to Competition
Submit Final 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
Event length determination and chair(s) named	Immediately upon acceptance
Develop fundraising plan	Immediately upon acceptance and ongoing
Enter MOU between NCF and Host Committee	1.5 years prior to competition
	1 Year Prior to Competition
Facilities and locations visited and approved by NCF-Envirothon	April-June
First Draft of reference material packet/learning objectives for CEI (fifth station topic) presented to the NCFE staff (200 pages max)	May 1
First Draft of Host-site-specific resource materials for all 5 stations due (100 pages max. per station)	May 1
Second Draft of reference material packet/learning objectives for CEI (fifth station topic) to NCFE staff & NCFEOC (200 pages max.)	July 15
Second Draft of Host-site-specific resource materials for all 5 stations due (100 pages max. per station)	July 15
Presentation of Event Location and Theme to NCFEOC at Summer meeting of representatives	July 26-Aug 1

NCF-ENVIROTHON

Future Host – Event Information



	Within 12 months of Competition
Final Draft of Host-site-specific resource materials for all 5 stations due (100 pages max. per station)	September 1
CEI (fifth station topic) reference material packet/learning objectives posted to NCFE website	September 15
Communications Plan first draft between NCF and host due for review. Plan to include, but not limited to, the following: daily newsletter, social media postings and hashtags, press release action plans, media advisory messages, etc.	October 1
First Draft of all 5 station tests due for review	November 1
First Draft of oral presentation scenario due for review	November 1
Set registration fees for event	January 15
First Draft of Event Guide due for review	January 15
Second Draft of all 5 station tests due for review	January 30
Second Draft of oral presentation scenario due for review	January 30
First Draft of all 5 station training plans + OP scenario training plan	January 30
Signed contract(s) with event locations (i.e. University &/or others) regarding housing, food, transportation, meeting rooms, etc. Copies to be provided to NCFE	January 30
Registration opens online on NCFE website	February 1
First draft of OP judges due for review	March 1
Communications Plan Final Draft due for review and implementation	March 1
Second Draft of Event Guide for review	March 1
Final Draft of all 5 station tests due for review	March 31
Final Draft of all 5 station training plans + OP scenario training plan	March 31

NCF-ENVIROTHON

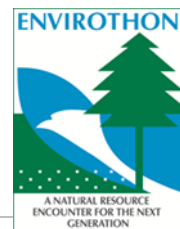
Future Host – Event Information



	Within 12 months of Competition
Final Draft of Event Guide due for review	April 1
Event Guide posted to NCFE website	April 15
Emergency Procedures Plan to be submitted for review	April 15
Final Draft of OP scenario due for review	April 15
RSVP invitations to guests (sponsors, partners, etc.) to participate in Opening/Closing ceremonies	May 1
Proof of event insurance due to NCF (for entirety of event)	May 1
First Draft Opening program agendas to be submitted for approval	June 1
All registration forms and fees due to NCF	June 15
Final Opening and Closing program agendas to be submitted for review and printing	July 1
Host Event	between July 15 and August 7
Final financial report due to NCF	January 15
	Year Following Competition
Wrap up presentation to the NCFEOC at Winter Meeting	February

NCF-ENVIROTHON

Future Host – Event Information



15 Appendix H

15.1 NCF- Envirothon Rules and Guidelines

Please refer to www.envirothon.org for most current version of NCF-Envirothon Rules and Regulations.

NATIONAL CONSERVATION FOUNDATION ENVIROTHON ANNUAL COMPETITION RULES AND REGULATIONS

(Adopted February 11, 2020)

The National Conservation Foundation Envirothon (NCFE) Annual Competition will be conducted under the following rules and regulations, as provided by the National Conservation Foundation (NCF), the National Conservation Foundation Envirothon Operating Committee (NCFEOC), and the Host (group assigned to coordinate and deliver the NCFE Annual Competition).

I. Team Eligibility Requirements

1. The NCFE 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 as per policy) of Envirothon is entitled to send one team to the current year's NCFE Annual Competition.
 - a. Each team will consist of five students from the same school, non-traditional school, or youth organization. All teams must be sponsored and certified by a NCFE state/provincial representative.
 - b. Team members and any substitutions must have participated in a current year's Envirothon program/training prior to their state/provincial competition in order to compete at the NCFE Annual Competition.
 - c. All teams must be affiliated with their local conservation district or an equivalent conservation agency.
 - d. As part of the online registration and to be eligible to participate in the NCFE Annual Competition, all team members, advisors/chaperones, volunteers, guests, and NCFE state/provincial representatives and staff must read, agree to, and sign the NCFE Rules and Regulations.
3. All team registration fees must be paid in full prior to arrival on the Host campus unless arrangements have been made in advance with NCF. Team registration, set by the Host, is due by March 31 of each year. Team registration fees paid after April 1, but before the closing registration date (to be determined by the Host) will incur an additional \$150 fee.
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 and provided as directed to the NCFE. All students, advisors/chaperones, and guests must be registered with the NCFE to participate in the NCFE Annual Competition.

NCF-ENVIROTHON

Future Host – Event Information



5. 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.
 - 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.

The NCFE will not be responsible for improperly chaperoned teams.

6. 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 NCFE 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 State/Provincial Representative must certify the legitimacy of the emergency or conflict by email or letter to the NCFEOC.

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 NCFE Annual Competition. No substitute may participate in any NCFE 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 ALL of the following criteria in order to be considered:
 - a. Substitutes for any NCFE 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 participated in an Envirothon program/training prior to their state/provincial competition in order to compete at the NCFE Annual Competition.
 - d. Substitutes must be affiliated with their local conservation district or an equivalent conservation agency.
 - e. As part of the online registration and to be eligible to participate in the NCFE Annual Competition, all substitutes must read, agree to, and sign the NCFE Rules and Regulations.

NCF-ENVIROTHON

Future Host – Event Information



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 NCFE Annual Competition, must comply with the following conditions:
 - a. The State/Provincial Representative will need to contact the Host 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 NCFE Rules and Regulations 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 able 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 IV.6.j.).
 - 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 their 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, age 21 or older, to chaperone. A male minor guest will require a male, age 21 or older, to chaperone.

NCF-ENVIROTHON

Future Host – Event Information



- f. The Host, NCFE, and the State/Provincial Representative are not responsible for improperly chaperoned minor guests.
2. Guests (chaperones, volunteers, NCF Representatives, State/Provincial 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 NCFE Annual Competition, including those who are staying off campus.

 - a. Must register as a guest and pay the guest registration fee.
 - b. Will adhere to the NCFE Rules and Regulations and the Codes of Conduct set forth within.
 - c. Will be expected to attend all general sessions and other scheduled group activities for the day(s) registered.
 - d. Will not be allowed in the designated student/advisor housing areas between the hours of 11:00 pm to 7:00 am.

IV. Competition Rules and Regulations

1. Violating the competition rules and regulations, IN ANY WAY or AT ANY TIME, is prohibited by students, advisors, chaperones and guests!
2. The Host will identify and/or provide reference materials to assist students in their preparation for the NCFE 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 NCFE Program Policies.
3. Only materials identified by the Host and/or NCFE may be used by the students during the training, testing, and the oral competition preparation and presentation.
4. No electronic equipment or devices may be used by or be in the possession of team members during the instructional periods, field testing, oral presentation preparation, or oral presentation delivery unless such equipment is provided by the Host and/or NCFE 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.
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, testing site or testing stations prior to or at times other than only during scheduled times during the competition may be subject to immediate disqualification.
 - b. 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 fees shall be at a cost designated by the Host. Early arrival fees shall be paid at the time of registration.
6. Oral Presentations
 - a. Language requirements shall be as set forth in the NCFE Program Policies

NCF-ENVIROTHON

Future Host – Event Information



- b. The Host must provide a checklist in the study material packet that includes:
 - i. The NCFE 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 oral 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 NCFE 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 and/or NCFE.
 - i. Oral presentation scores will be based on a criteria sheet approved by the NCFEOC.
 - j. During the preliminary presentation rounds, with permission of the team, advisors/chaperones (and registered and approved guests) may observe and/or record only the team they have accompanied to the NCFE Annual Competition.
 - 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 their students in any manner once their team has begun official orals training. This will hold true all the way through the time from the presentation of the orals question, through the oral preparation, the preliminary orals and until the final oral presentations are complete. *(This does not limit the advisors/chaperones from interacting with their 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 NCFE Annual Competition. Animals used for the purpose of training, testing, or demonstration will be permitted; as determined by the Host.
9. Judges/proctor decisions for all events will be final, unless submitted to the NCFEOC for review.

NCF-ENVIROTHON

Future Host – Event Information



V. Scoring

1. Scoring for the NCFE Annual Competition 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. NCFE 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).
2. The NCFE Code of Conduct signed by each student and advisor is an extension of the NCFE Rules and Regulations.
3. 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.
4. 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.
5. All team members, advisors/chaperones are required to attend all scheduled functions.
6. Any violation of these rules will result in disciplinary action or disqualification.
7. 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. Individual conduct at any Envirothon function should make a positive contribution to the reputation that has been established by previous participants.
 - a. The NCF - Envirothon and its participants operate on a nondiscriminatory basis without

NCF-ENVIROTHON

Future Host – Event Information



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 their advisor/chaperone.
- c. Student behavior at all times should be such that it reflects credit to themselves, their school/conservation district, their 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 state/provincial NCFE representatives.
- g. If a student or minor guests is determined to be responsible for stealing, vandalism, or fighting the individual and their 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 is determined to be cheating or disregarding NCFE Rules and Regulations, this Code of Conduct and/or the NCFE Program Policies he/she will be subject to stringent disciplinary action and may be sent home at their own/parents' expense. Parents will be notified.

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. An individual's conduct at any Envirothon function should make a positive contribution to the reputation that has been established by previous participants.
- 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. Adult behavior at all times should be such that it reflects credit to themselves, their 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.

NCF-ENVIROTHON

Future Host – Event Information



- e. Adult participants and guests are to report any accident, injury or illnesses to the NCFE 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 NCFE Rules and Regulations, they 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:
 - * Tobacco and vapor products (including smokeless)
 - * Alcoholic beveragesNO Possession or USE of the following:
 - * Illegal/illicit drugs
 - * Weapons including firearms and knives.
- i. 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.

VIII. The NCF/NCFEOC decision will be final.