



2008-09 NJWET Watershed Stewards Program for High School Students Guidelines and Registration

The New Jersey Watershed Stewards program is a grant funded community-based watershed education and leadership program for high school students.

Help your students embrace the outdoors in a natural and challenging learning experience this year. The New Jersey Watershed Stewards Program provides high school students with an opportunity to explore the outdoors while building their leadership skills and taking environmental action.

The program begins with the Watershed Stewards Training Workshop held Saturday and Sunday, December 6 & 7, 2008 in Lanoka Harbor, New Jersey. This workshop is designed to empower students with the necessary knowledge, resources and tools to become team leaders and to coordinate a stewardship project in their watershed. Participating schools will receive a grant to plan, develop and implement a community service project that will benefit their watershed. Work must be completed by June 30th, 2009. The students must carry out this critical component to the Watershed Stewards Program with the guidance of their teacher/advisor and assistance of the NJ Watershed Ambassador Program.

2008-09 Watershed Stewards Leadership Workshop details:

The workshop will begin Saturday, December 6th at 10:00 a.m. and conclude Sunday, December 7th at 3:00 p.m. At least one teacher/advisor from the school must attend with students.

To register complete the attached registration form by October 31st, 2008. A Registration Packet with details, directions, agenda, and the Commitment, Liability, Medical, and Photo Release Forms will be sent out as soon as registration forms are received. These forms should be brought to the training.

Registration is \$125.00 per team of students and teachers involved, which covers the cost of housing and food for the weekend. There can be a maximum of 5 students per school team.

The Watershed Steward Team teacher/advisor receives 6 NJDOE credits and a \$100 stipend for attending the Workshop.

For more information, please contact Kevin Kopp, NJ Project WET Coordinator
Phone: 215-321-3930 or Email: njwet@dep.state.nj.us

THE NJ WATERSHED STEWARDS PROGRAM: *Through NJ Project WET, and sponsored by the NJ Department of Environmental Protection's Division of Watershed Management.*

GENERAL GRANT PROJECT GUIDELINES

2008-9 Watershed Stewards Program

PROJECTS MUST BE "STUDENT DRIVEN" - This grant program was developed especially for environmentally knowledgeable high school students, to challenge them to interact with others in their community as environmental leaders. The objective is to have the students organize and successfully implement a project to improve water quality in their local watershed and to heighten environmental awareness in their community.

Projects must be approved and supported by the school administration (principal, superintendent, and Board of Education).

Types of Projects Encouraged: Projects must be action-oriented and involve some type of hands-on stewardship work. The following types of projects are considered suitable:

Construct and Plant a Rain Garden*

Stream Bank Restoration/Shoreline Protection

Stream or Lake Clean Up

Storm Drain Stenciling and Mapping

Community Education Programs

Animal (Pet) Waste Control Programs

Native Plant Landscaping for Wildlife Habitat

Enhancement of a Stormwater Detention Basin

**especially encouraged this year*

Watershed Stewards Leadership Teams must recruit at least ten additional student volunteers and incorporate them in committees to carry out the project.

Watershed Stewards Leadership Teams must partner with at least two community organizations. (e.g., Scout group, Rotary Club, Watershed Association, Local Government)

Grants are limited to a maximum of \$1,000.00. Half of the grant money will be provided on approval of the project. The balance will be held until the final report is submitted (see Time Table below). Up to 50% of grant funds may be given to the Teacher-Advisor as a stipend.

The team must solicit a minimum of \$200.00 worth of in-kind services and/or materials.

All grant funds will be deposited with a program associated with the school.

The grant funds must be used to cover the cost/expenses that relate directly to the project(s). The grant may not cover volunteer time, food or any personnel expenses.

Projects must be publicized in the local media. All publicity must clearly state that the grant was provided by the NJDEP Division of Watershed Management and New Jersey Project WET Watershed Stewards Program. Guidelines are subject to change by NJDEP Division of Watershed Management and NJ Project WET.

2009 Time Table

January 9	Grant proposal due
February 1	Notification of Grant Approval. First payment available (50% of grant)
June 15	Project completion
June 30	Final report due
July 30	Final payment

SPECIFIC GRANT PROPOSAL GUIDELINES

Deadline for the grant proposal submission is January 9, 2009

Cover Page

Title of Project

Name and address of School

Contact Information for Teacher/Advisor

List of Student Team Members

Date of Submittal

Amount of Request

Watershed Management Area (WMA) and HUC 14 Number and Name

Part A

1. Description- brief explanation of what you propose to do.
2. Goal- one or possibly two broad statements.
3. Objectives- minimum of two specific statements as to how you will accomplish your goal.
4. Need Statement- brief explanation of why this project was selected and how it will benefit the watershed.
5. Outline of tasks with timeline- specific tasks and responsibilities needed to complete project with projected dates.
6. Media plan- how you will contact local newspapers, radio, TV, etc.
7. List of partners- name of school, school administration and organizations/companies with addresses and phone number/email of contact person.

Part B

Budget- anticipated expenses; include potential in-kind contributions. Funds may not be used for T-shirts, food, durable goods (computers, cameras, tools, etc.)

- List of materials and costs, grant funded and/or in-kind
- Consultants, grant funded and/or in-kind
- Labor, value of volunteers not including team members
- Promotional materials, not to exceed 10% of total grant
- Teacher-Advisor stipend, not to exceed 50% of total grant

Part C

Letters of support- signed letters from school principal, superintendent, and representatives of your major partners indicating their commitment to support your project. The letters should indicate how they intend to support the project. Also, provide a letter of support from the property owner, if the project site is not school property.

Part D

Description of the Project Site, including location map, and photos of the existing conditions.

FINAL REPORT GUIDELINES

Deadline for Final Report submission is June 30, 2009

(Final Report should be in 6 sections)

Section 1

1. Watershed Stewards Team information
 - a. School name, address, phone number, fax number
 - b. School coordinator name, phone number, email address
 - c. Team members' names and grade
2. Project title
3. Goal and objectives -copy from grant proposal
4. Abstract -One paragraph describing what you accomplished

Section 2

Project description- a detailed description (about two to five pages) of what you accomplished (Mounted pictures with captions, sketches, diagrams, graphs, etc. are very useful supplements)

Section 3

Participant information

1. Number of students involved
2. List of committees -include name of student committee leaders
3. Names of partners -include: name, title, affiliation, address and phone number
4. Names of other participating adults -include a brief description of their contribution to your project
5. Estimate total number of person-hours spent on project

Section 4

Budget

1. Detailed list of expenditures
2. Detailed list of in-kind contributions, and approximate value
3. Include copies of receipts
4. Total hours worked and value of volunteer labor

Section 5

Support Documentation -Provide copies of support letters, emails, thank you letters, etc.

Section 6

Media Coverage

1. Provide copies of press advisory or releases that you sent out
2. Provide copies of newspaper or other articles about your project
3. Provide copies of any other publicity you received

Section 7

Photographs of project activities and results. Please include photo releases for any persons who are identifiable.

Watershed Stewards Training Workshop
December 6 & 7, 2009

Partnered with NJDEP Division of Watershed Management and
Rutgers University – NJAES Office of Continuing Professional Education

<u>DATE</u>	<u>FEE</u>	<u>COURSE CODE</u>	<u>WORKSHOP TITLE</u>	<u>CONTACTNAME/#</u>
12-6- 7/2008	\$125.00 per team	EW0506CA08	Watershed Stewards Training Workshop	Kevin Kopp (215) 321-3930

To Register:

Mail: Send check, money order or purchase order (payable to: Rutgers, The State University) to: Registration Desk, NJAES Office of Continuing Professional Education, 102 Ryders Lane, New Brunswick, NJ 08901-8519. *Please be sure to include registrant's name on form of payment.*

FAX: (732) 932-8726, 24 hours. Please fax a copy of check, money order or PO with fax registrations.

Registration Form

Workshop Watershed Stewards Training Program

Workshop Date December 6 & 7, 2008 Fee \$125.00 per team

Name (Teacher/Advisor only) _____

School _____

Mailing address _____

Phone No. _____ Fax No. _____

Cell No (Teacher/Advisor only) _____ Email (Teacher/Advisor only) _____

Team Members (1) _____ (2) _____

(3) _____ (4) _____ (5) _____

Method of payment:

Check, money order, or purchase order enclosed.

Visa MasterCard American Express

No. _____

Cardholder Name – (Please Print)

Cardholder Signature

Expiration Date _____ Billing Address Zip _____

For additional information, please call (732) 932-9271 or visit our web page at: www.cookce.rutgers.edu