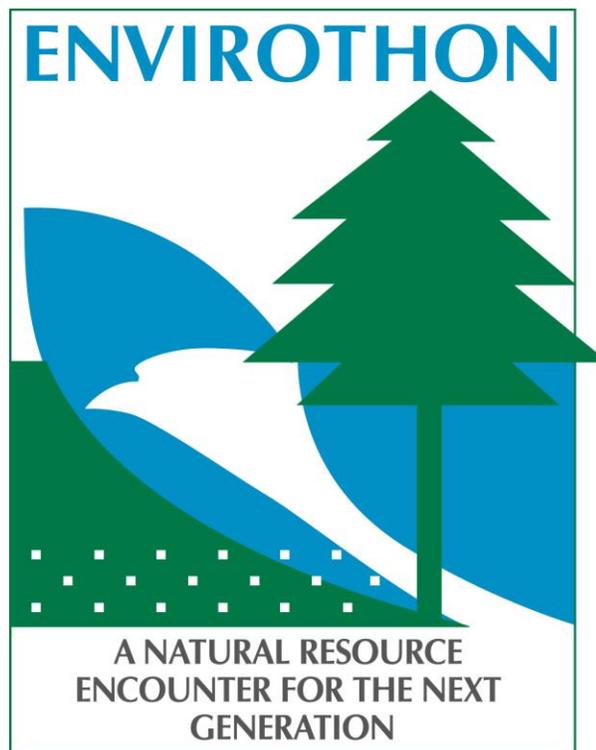


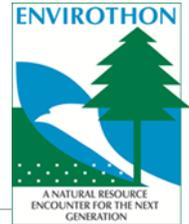
2016

NCF-Envirothon



FUTURE HOST –EVENT INFORMATION GUIDE

The Event Information Guide includes a basic listing of tasks and responsibilities for future hosts of a NCF-Envirothon North American event.



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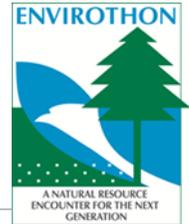
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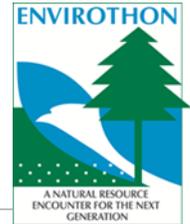
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1 Overview

The following is a list of items to help guide Future Hosts of the NCF-Envirothon (NCFE). Host Committee refers to the state or province designated to organize and coordinate the (year) NCF Envirothon. NCF (National Conservation Foundation) refers to the sponsor of the NCF-Envirothon competition, also referred to as, the North American Envirothon. NCFEOC (National Conservation Foundation Envirothon Operating Committee) refers to the group designated by the NCF to assist the host in organizing and coordinating the NCF-Envirothon competition.

2 Suggested Host Committee Structure (use as a guide)

	Host Committee	Sub-Committees	Responsibilities
Co-Chairs Coordinator (if applicable)	Logistics	Registration	
		Transportation	
		Site	Signage Emergency Plans
		Opening/Closing Ceremonies	
	Education Committee	Training/Testing	Resource Materials & Written Exams
		Oral Component	Resource Materials & Scenario
	Volunteers		Recruitment Correspondence Training
	Media Relations		Website Newsletter Social Media Media Outreach Smiles Video Memory Book Photography/Videography
	Visitor Services		Hospitality Room Guest Tours

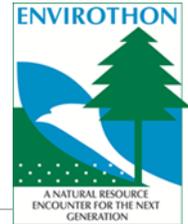
3 Host Committee Responsibilities (Organizational)

The following is a list of responsibilities of the Host Committee (organization, group of organizations, government department, etc.) which will be legally and financially responsible for coordinating the NCF Envirothon.

- Enter into a Memorandum of Understanding between the NCF and the Host (1 year prior to the event).
- Secure and confirm venue(s): university and training/testing site(s) with NCFEOC confirmation/recommendation.

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- Set registration rate for teams and guests with NCF approval (1 year prior to the event).
- Set daily rate fees with NCF approval (1 year prior to event).
- Set rate for individual activities (advisor/guest tours, workshops, etc.) with NCF approval (6 months prior to the event).
- Develop sponsorship (fundraising) package to include: letter, recognition opportunities, etc.

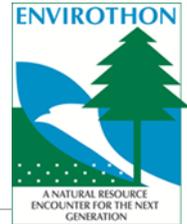
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4 Host Committee Responsibilities (General)

- Schedule Committee and Subcommittee meetings (monthly or as needed leading up to the event).
- Develop Work Plan to include: site selection, budget, host committee contacts, etc.
- Develop competition agenda.
- Arrange for on-site necessities:
 - 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.
 - Signage – approved by NCF, campus and other venues
 - Work room(s) – space needed for the Host Committee and the NCFEOC
 - Meeting space(s) – spaced needed for the Host Committee and the NCFEOC and NCF
- Develop maps.
 - Location maps and directions to competition site
 - Site maps for training and testing, restroom/porta-potty/washstand locations, and first-aid area
- Schedule Daily Briefings – this is 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
 - Clipboards – Either the Host will supply 2 clipboards to each team OR teams will be instructed to bring their own
 - Markers, highlighters
 - Masking tape/Duct tape/ scotch tape
 - Paper, Post-it notes
 - Pencils and/or pens – 5 pencils per team will be provided; each station will have extra pencils

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- Scissors
- Stapler , binder and paper clips
- Determine who to invite and send invitations to VIP guests and speakers – coordinate with NCF and NCFOC.

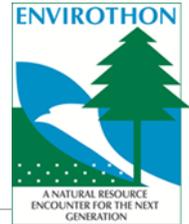
5 Host Committee Responsibilities (Specific)

5.1 Logistics

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

5.1.1 Registration

- Coordinate registration process with NCF.
- Develop registration packet for all participants (January 31 prior to event). This information will be forwarded to state/provincial representatives, as well as, uploaded to the NCF Envirothon website. Packets to include :
 - Directions to the event site, location for check-in/registration, on-campus parking, etc.
 - Event agenda
 - Meal information
 - Shuttle information
 - “What to bring” list – indicate specifics regarding clothing needed for each day (i.e., length of shorts to be worn, types of shirts, etc.)
- Collect medical information for all participants (students, advisors, guests, and volunteers). This is required for all registered participants. Medical information must be made available either in hardcopy or electronically throughout the event competition and when transporting teams and guests. 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 time of registration.
- Determine if you will provide t-shirts for students, advisors, and/or all participants. Design t-shirt and order. (In the past, students were provided with at least one t-shirt that was worn on the presentation day.) Coordinate with NCF.
- Coordinate and designate a registration area with the Campus staff.
- Setup registration area with needed tables, chairs, signs, supplies, etc. (Optional offer could be extended to sponsors, agencies, and partners to setup displays.)



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5.1.2 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 registration committee and training/testing committee to assign teams with Color Code assignments (if necessary).
- Coordinate with visitor services committee to develop transportation schedule for advisor/guest tours.
- Develop and print/order signs for buses.

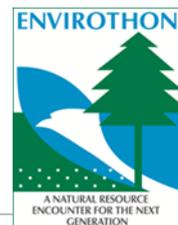
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5.1.3 Opening/Closing Ceremonies

- The Host and NCFEOC must coordinate the opening and closing schedules and scripts during the weeks prior to the start of the competition.
- **Communication between the Host and NCFEOC is a must** in order for each group to know what is expected of them.
- For the opening, the Host should indicate to the NCFEOC how much time they will have to offer a welcome.
- For the closing, the Host and the NCFEOC need to work closely to coordinate roles and responsibilities as they relate to:
 - Emceeing the event (will one be provided?)
 - Determining the list of speakers
 - Determining a list of those being recognized (Host committee/volunteers, EOC, NCF members, CAT members, Hall of Fame, teams, special awards, etc.)
 - This coordinated effort will provide the clarification required in order to minimize the chance of mistakes and ensure that all who should be recognized are recognized.
- Display Envirothon banner on campus.
- Decorate stage for opening/closing ceremony. Host's choice.
- Design and copy opening and closing brochures (coordinate with NCFEOC and NCF Public Relations/Outreach Coordinator).
- Invite and secure guest speakers, special guests, entertainment, etc.
- Coordinate with NCF the awards and prizes to be given. Who is ordering and paying for them.

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5.2 Education Committee

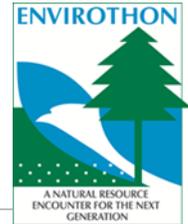
The Education Committee is responsible for educational testing components of the competition and generally oversees the following sub-committees:

5.2.1 Training/Testing

- Select fifth station topic, current environmental issue, and develop packet of reference materials and learning objectives to distribute to all teams (U.S. and Canada). Refer to the NCFE Program Policy for specific guidelines regarding the resource information.
- The current environmental issue information will be posted to NCF-Envirothon website by September 1- the year prior to the competition.
- Develop a packet of site specific reference materials relating to all five stations topics to distribute to all teams (U.S. and Canada) that include learning objectives and equipment lists (i.e., clinometers, Munsell color charts). This information will be posted to NCF-Envirothon website by April 15 prior to competition.
- Secure training and testing site(s). Designate specific locations for each of the five subject areas.
- Utilize North American Envirothon test writing guidelines when developing written exams. Guidelines can be found on the NCF-Envirothon website at <http://www.envirothon.org/the-competition/test-writing>.
- 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 NCFE copies of its state and/or provincial competition exams to demonstrate that a different set of questions are used on the NCF-Envirothon competition exams.
- Ensure written exams meet the North American Envirothon guidelines and that 65% of the questions are from the reference material provided to the teams and 35% from the training day.
- Develop written exams using references and learning objectives; each question's answer(s) should be referenced to the specific resource in which it was found.
- Review draft written exams for grammar, clarity, and continuity.
- Submit written exams electronically to NCF- Envirothon (Public Relations/Outreach Coordinator) for outside review.
 - Outside reviewers include specialists with at 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.
 - Individuals outside of the Envirothon review each of the field station exams for grammar, clarity, continuity, and correlation to provided station resources. In

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addition, the style of writing used in the exams is reviewed to determine whether or not the exams are written at a high school learning level.

- Comments are provided to the Host Committee for their consideration.
- Secure committee volunteers to (to assist test writers) and administer the training stations as well as the testing stations. On testing day, exam writers should be onsite. Exam writers are responsible for correcting and scoring all tests.
- Communicate and work closely with the NCFEOC Competition Advisory Team.
- Compile a list of needs for each station site and give to the Host Education Committee chair. Provide all supplies and items needed at the training and testing sites.
- Photocopy written exams and all necessary items needed for the exam (i.e., soil maps, identification keys). Determine the number of exams as well as items needed for your station (i.e. how many teams will be at your station at one time?)
- Provide (3) exam 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.

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Training/Testing Deliverables/Due Dates

- Reference material packet/learning objectives for fifth station topic - **Current Issue topic**– September 1
- Draft Station test – October 31
- Draft Station training outline – December 31
- Final Station test – March 31
- Final Station training outline – March 31
- Site specific reference material packet/learning objectives – April 15

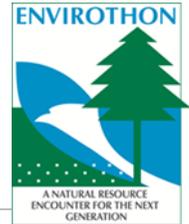
Please refer to Appendix D for a complete timeline.

5.2.2 Orals Component

- Develop oral component scenario including materials related to the scenario.
 - 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.
- Determine whether or not t-shirts will be provided for teams to wear on presentation day. If so, coordinate with the registration committee in order to purchase and distribute shirts during registration.
- Determine which presentation method will be used paper-pencil or PowerPoint and plan accordingly. Please refer to Appendix C for further suggestions.
- Determine presentation schedule.
- Determine prep schedule and assign prep rooms to teams.
- Recruit and assign judges for preliminary presentations.

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- Assign judges and time keepers 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 (2 recommended by NCF or NCFEOC).
- Recruit volunteers to serve as monitor/doorkeepers for oral presentation rooms.
- Recruit team buddies/chaperones to assist during oral preparations.
- Conduct training for judges, monitors, time keepers, 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.

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Oral Component Deliverables/Due Dates

- First Draft OC Scenario – 11/30/2015
- Second Draft OC Scenario – 1/15/2016
- Final OC Scenario – 3/31/2016

Please refer to Appendix D for a complete timeline.

5.3 Volunteer Committee

The Volunteer Committee is responsible for the following:

- Compile a list of volunteer needs and duties – fill those positions.
- 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
 - Registration, lodging, and meal information

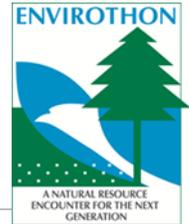
5.4 Media Relations

The Media Relations Committee is responsible for working closely with the NCF Public Relations/Outreach Coordinator to:

- Notify local media
- Arrange for a daily photographer/videographer
- Develop daily newsletter
- Post daily items to the website and social media accounts
- Develop and produce a Memory book
- Develop and produce a Smiles video

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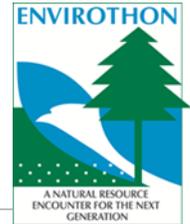
5.5 Visitor Services

The Visitor Services Committee is generally responsible for:

- Hospitality room (if desired)
- Advisor/Guest tours (if desired). Coordinate transportation needs and schedules with transportation committee
- Organize fun activity for teams. Coordinate transportation needs and schedules with transportation committee

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6 Appendix A

6.1 Emergency Procedures Plan – Sample

6.1.1 Emergency Action Team

- **Primary Contacts** in case of an emergency: Host Chair(s)
- **In consultation** with: NCFEOC Chair or designee
- **Media Spokesperson:** Media Committee Chair and NCF Public Relations Coordinator
- **Meeting space contact:** University building name, address and phone number

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6.1.2 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
 - Individual gets injured
 - More than one person gets injured
 - Car or bus accident
 - Heat stroke

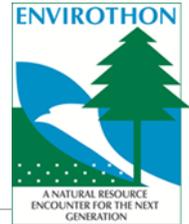
6.1.3 Procedure to Follow In Case of Emergency

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.

6.1.4 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 (names). 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.



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- **Off-campus emergency, if 911 is necessary:**
 - Radio or call the Command Center to alert them of the incident.
 - The Command Center will contact (names). 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

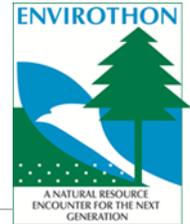
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6.1.5 Other steps to take depending on location of the emergency situation:

- **University**
 - Contact (name) 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 (name) 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 (name) 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 (name) 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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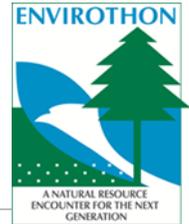
7 Appendix B

7.1 NCF-Envirothon Testing Component

- Have test writers on-site during testing day, along with ample number of volunteers to smoothly run the station and substations within the station.
- Provide clear explanation to exam administrators as to what their responsibility is. (i.e., at the soils station, how much time should each team be allotted in the soil pit? At the forestry station, how much time should each time be 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!**
- 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.
- All written exams must total 100 points; exams will be tallied by station (Soils/Land Use, Aquatic Ecology, Current Issue, Forestry, Wildlife), even if presented as an eco-station exam.
- Scoring of exams – double and triple check the exams and the tally of each score. Scores should be provided to the NCFEOC scoring team as soon as possible.
- 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 (i.e., the general public, traffic/road noise, etc.). Please keep in mind the safety of the almost 300 youth participants.
 - Walking distance between stations.
 - Restroom facilities for the 300+ students/volunteers.
 - Lunch location – will it be delivered to the each station or to one general location for all of the teams.
 - Transportation to from the site. Vehicle access for possibly for cars, buses, trucks.
 - 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 maintain sugar levels.
- In addition consider having the following items available at or within easy access to each station:
 - Basic first aid kit
 - Bug spray
 - Sunscreen
 - Feminine hygiene items
 - Hand sanitizer
 - Extra pens and pencils and pencil sharpener
 - Stapler/staples/staple remover

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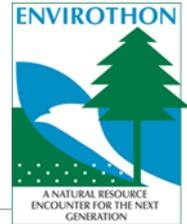
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- Tape
- Zip lock bags
- Paper clips

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8 Appendix C

8.1 NCF- Envirothon Oral Component

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

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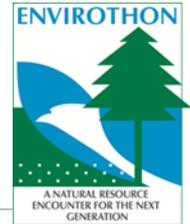
8.1.1 NCF- Envirothon Scenario:

- 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 note-taking handout", 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 100 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.
- Keep in mind that in addition to the 100 pages of current issues material, students will receive information that will help to prepare them for their oral presentation on training day and also during the time of sequestration.
- 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: <http://www.envirothon.org/media-center/video-gallery> and click on Video Categories.

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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 addition to the 100 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).

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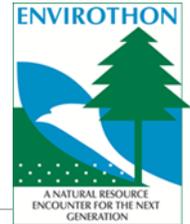
Once you have broken down the problem into pieces, you can analyze the information that you now have, and see if you can think about possible answers to each of the pieces. If you have enough information, you can then think about how to write the case study itself.

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 have to "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? (i.e., conservation of natural resources and human growth and development)



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- **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.

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- **Environmental Implications for Natural Resources:**

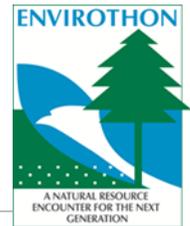
What will be the impact on the environment and natural resources? Ask students to compare the impact to the natural resources before and after the project. There is a trade-off between developing a place to make it more accessible to tourist so local jobs can be created and on the other hand protecting 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, but your scenario will 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.

Current Issue 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 help them to prepare for their presentation.
- The training should include: needed facts, the role of the students/team, for example councilman, mayor, resource professional as well as the role of the judges
- How does the issue impact other natural resources?



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8.2 Oral Component Method

The NCFE Oral Component can be organized using one of two methods: 1) pencil/paper method or 2) PowerPoint method. The Host must determine which method will be used and announce this one year prior to the competition.

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8.2.1 Paper/Pencil Method

The Host and/or NCFE will provide each team with the items listed below. These are the only items a team is permitted to use to develop its presentation including all visuals/props that will be used during its presentation. Teams are not permitted to use or required to bring any other materials.

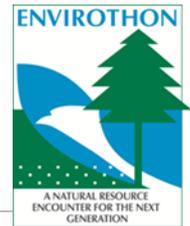
The Host and NCFE should coordinate who is ordering and purchasing the items listed below for each team.

- 3 sheets of white poster board or Bristol board (22" x 28")
- Assorted construction paper (be sure each team receives the same number/color of sheets)
- 50 blank notecards
- Small Zip Lock bag (one per team) that will hold the team's notecards needed for its presentation
- Large Zip Lock bag (one per team) that will hold the following items
 - Oral component Scenario and Judging Sheet
 - Rules and Guidelines
 - 1 package assorted markers *
 - Permanent markers, 1 each – black, red, blue, and green*
 - 1 roll clear tape *
 - 1 glue stick *
 - 5 pencils *
 - 1 pair scissors *
 - 1 pencil sharpener *
 - 1 ruler *

* Upon completion, each team must return the above listed items (in the condition received) enclosed in the Zip Lock bag to the designated area. The Host can determine how these items will be used following the competition. For example, past Hosts have donated the items to a day care center, school, or have used them for their state/provincial event.

8.2.2 PowerPoint Method

The Host and NCFEOC must coordinate the following, if utilizing the PowerPoint Method for the (year) NCF-Envirothon.



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- Coordinate and confirm with the university the required technology (projector and computer equipment) is available, accessible, and compatible to use PowerPoint software.
- Determine whether or not 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.
- Allow enough time for setup time as laptops and projectors warmup.
- Determine how and when the scenario will be given to teams. If using the PowerPoint method, scenario should be provided no more than 30 days in advance, and only after they have completed their registration and paid their fees.
- Determine whether or not the teams must provide their own laptop and projector, or will the university's or a partnering organization's equipment be reserved for use.

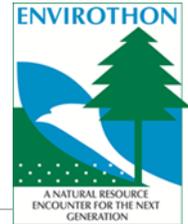
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8.2.3 Recommended Requirements for PowerPoint presentation:

- Adviser and students sign statement that the PowerPoint was produced strictly by the team registered to compete in the current NCFE competition.
- 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.
- Teams must provide their own laptop and projector, although universities usually provide the projection systems at no cost. However, technology issues are the team's responsibility. It is also suggested that teams bring printed materials for back-up. (This will be determined by the Host and the equipment made available through the university or a partnering organization(s).)
- Teams submit their Power-Point presentation on a flash drive to the registration table upon their arrival at the event. These are returned once the presentation order has been established and just prior to their presentation time.

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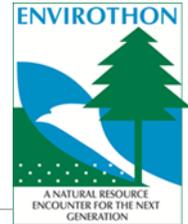
9 Appendix D

9.1 Timeline of Deliverables and Due Dates

Deliverable	Date Due
	2 Years Prior To Competition
Submit Preliminary 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
	Year Prior To Competition
Enter in MOU with NCF	1 year prior to competition
Fundraising plan and activities	On-going
Communications plan	July 30
Announce fifth station topic – Current Issue	July 30
Presentation to Envirothon members at the Summer meeting of the representatives	July 30
Reference material packet/learning objectives for fifth station topic made available on the NCFE website	September 1
Set Registration Fees (Host and NCF)	
• Team	October 1
• Guest	October 1
• Minor	October 1
• Daily Rate	October 1
• Individual Banquet Rate	October 1
First Draft Station Tests to be submitted for review	October 31
First Draft Orals Component Scenario to be submitted for review	November 30
First Draft Station Training Outline to be submitted for review	December 31
	Year Of Competition
Announce Advisor Tours and Fees	January 15
Second Draft Station Tests to be submitted for review	January 15
Second Draft Orals Component Scenario to be submitted for review	January 15
Submit list of Orals Component judges to be submitted for review	February 15
Registration Information made available on NCFE website	March 1
Emergency Procedures Plan to be submitted for approval	March 1

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Deliverable	Date Due
	Year Of Competition
Final Station Test to be submitted for approval	March 31
Final Station Training Outline to be submitted for approval	March 31
Reference material packet/learning objectives, for all 5 topic areas, to be submitted for posting on NCFE website	April 15
Invitation to guests (sponsors, partners, etc.) to participate in Opening/Closing ceremonies	May 1
Draft Opening and Closing program booklets to be submitted for approval	June 1
Registration forms and fees due to NCF	June 15
Final Opening and Closing program booklets to be submitted for approval and printing	July 1
Hold Event	July/August
Income/Expense report to NCF	September 1
	Year Following Competition
Wrap up presentation to NCFEOC at Winter meeting	February 15