



Project WILD Facilitator instructions

Sponsorship

It is very important to give credit to the Florida Fish and Wildlife Conservation (FWC) who is sponsoring agency of all our workshops. While local school districts or nature centers may host workshops; it is the Florida Fish and Wildlife Conservation (FWC) who sponsors Florida's Project WILD program. The FWC provides facilitator training and Project WILD materials free to Florida educators. Please remember this when announcing and/or publicizing your workshop.

Registration fees

The use of registration fees is discouraged. Project WILD is a non-profit program and in keeping with national policy, fees should be kept to an absolute minimum. The FWC's Project WILD program promotes workshops free-of-charge whenever possible. Remember your training and the Project WILD materials are funded by the FWC and provided at no cost to educators.

If needed to cover such overhead costs as **beverages/meals, facility rental, workshop supplies, and additional non-FWC publications**, the use of a workshop registration fee is permitted with the following requirements:

- **If a registration fee is going to be charged, the amount per participant must be indicated in the appropriate blank on the Workshop Proposal Form. Any registration fees exceeding \$20.00 per person must receive prior approval from the Project WILD Coordinator.**
- **Facilitators must make clear to participants that Project WILD books and other FWC materials, as well as facilitator training are provided free by the FWC.**
- **Facilitators must make clear to the coordinator and the participants what the registration fee will be used for.**
- **Facilitators must record any registration fees associated with their workshop including those charged by a hosting organization. Space is provided on the proper reporting form for budget (income) and expenses.**

Workshop proposal

Your requested workshop supplies should include a blank proposal form for your next workshop. We have also provided the appropriate packing list. Workshop materials specific to the standard Project WILD/Aquatic WILD program are color coded green; Aquatic WILD, blue; Schoolyard Activities, pink; Schoolyard Ecosystems, pink; Florida Black Bear Curriculum, tan, WILD & Woodsy (Project WILD & Project Learning Tree combination workshop) yellow, and Flying WILD, purple. This color system helps prevent errors in preparing your workshop supplies.

Please send in proposals, via fax or e-mail, four weeks before the workshop date. This allows plenty of time to ensure your supplies will arrive on time. If proposals are sent in late we cannot guarantee that materials will arrive prior to your workshop. (Please contact the coordinator's assistant, Beverly Eikeland, at 850-488-4679 or beverly.eikeland@myfwc.com, to request special handling for late requests.) You will receive confirmation of your proposal via e-mail or a phone call. Supplies are mailed via Fed Ex (please indicate a street address on your proposal - no post office boxes please) and are usually sent at least 10-days before the workshop date. Be sure to check your supplies as soon as they arrive so we have time to correct any errors.

Remember, national **Project WILD** policy requires **six hours of workshop/contact time** (not including meals) and demonstration of at least **five WILD activities**. If facilitating a Project /Aquatic WILD combo workshop you must complete three activities from one guide and two from the other guide.

The **Schoolyard Wildlife** program requires **four hours and three activities**. **Schoolyard Ecosystems** requires **four hours and three activities**; a **combined Schoolyard Wildlife and Ecosystems** requires **eight hours and six activities**. The **Florida Black Bear Curriculum** requires four hours and three activities. Flying WILD requires three to **six hours** and **five activities**. The Florida Department of Education has new requirements for providing teacher in-service credit. Please contact the Project WILD office for a copy of the new state standards.

- **Note:** You may keep excess supplies on hand for your next workshop, if you prefer. FWC will also assist in return shipping if you have a large quantity of materials to return. If you select to store your leftover materials, we do ask that you keep an accurate inventory of the handbooks and activity guides. We also ask that you please return any excess guides and materials before they become out of date. You may do so anytime at either an FWC regional office or by attending a statewide workshop.

Sign-in sheet

Please have participants in your workshop sign in with the Project WILD sign-in sheet. This information is used in our files to verify participation, to prevent duplication and for the end-of-year annual report. Social Security numbers are necessary for in-service credit only and educators may use a district assigned number instead of their social security number. Please assure participants that their information is never shared with anyone except school district in-service offices, at their request.

Nametags

Nametags are a great tool to use at every workshop. You may request these on your workshop checklist. If you have access to a button-maker, we can provide Florida Project WILD designs ready to personalize with a workshop date and/or location.

Nameplates / book labels

Name plates (book labels) are provided for facilitators to label and stick on their activity guides. Each name plate provides contact information for the Florida Project WILD program.

Pre/post-tests

Tests are an important part of the workshop process; they can even be fun! The assessments tools can help to demonstrate how much the participants learn and allow them gauge their own progress. Tests can also reinforce important ideas. Remember that testing may be essential if in-service credit is to be awarded, so check with the school district you are doing the workshop for. If you wish to design your own test, adapted to your own workshop agenda, include a master with your workshop proposal and we will supply copies.

WILD Kingdom (Walk or Swim), Schoolyard Safari & Black Bear Trek

The "KINGDOM/SAFARI/TREK" is a great exercise to introduce participants to the activity guides. This activity is a workshop requirement. They can also be used for follow up in-service credit hours.

Project WILD or Aquatic WILD activity guides

You should receive enough guides to give one to each participant. Guides are never sold or given out without attending a workshop. This is a requirement of National Project WILD and the Council for Environmental Education.

Schoolyard Wildlife handbook, activity guide and supplements

You should receive enough handbooks, activity guides and water resource activity supplements to give one to each participant. Order forms for additional Schoolyard Wildlife materials are included with the FWC resources distributed through these workshops.

Schoolyard Ecosystems

You should receive enough guides to give one to each participant. Guides are never sold or given out without attending a workshop.

Florida Black Bear Curriculum guides

You should receive enough handbooks and activity guides (when in stock) to give one to each participant. Guides are never sold or given out without attending a workshop.

Project WILD participant survey form (evaluation)

It is very important that each participant complete an evaluation (Participant survey form).

Please encourage participants to write comments and suggestions at the bottom. If a participant is interested in becoming a WILD facilitator, they should be sure to note this on the evaluation. The information collected on evaluations is used as a record of participation for the database, to recruit new volunteer facilitators, provide annual reports and help guide the future of the program. Anyone interested in receiving additional Florida program information or resources should write directly to the Project WILD Coordinator.

Schoolyard Wildlife & Ecosystem workshop evaluations

To help us maintain a valuable program, each participant should complete the pink Schoolyard Wildlife Program evaluation form. We are always open to suggestions on how we can make the program even better.

Florida Black Bear Curriculum evaluations

To help us maintain a valuable program, each participant should complete the brown Florida Black Bear Curriculum evaluation. Since this is our newest program we are open to suggestions on how we can make this program even better.

Additional FWC resources

As you may know, the FWC produces a number of useful resource materials. Many of the resources such as past issues of the *Florida Wildlife* magazine are great for workshops. However, other brochures such as *Bird Watching Basics*, *Florida's Invaders*, and *All about Alligators* may also be appropriate resources and are available on your checklist. Please take a moment to look over your workshop checklist and determine which publications may fit best with your workshop and its audience.

Larger resources, such as books, posters and cross-references, may be sent to you as display copies or door prizes. These materials are for your personal reference as well.

If a participant would like extra copies of any of the FWC's materials, they may write to the Project WILD office in Tallahassee. The Information request form that is on your checklist is an easy method for participants to request additional materials. Problems with handling and the high cost of postage makes mailing posters difficult and normally large quantities of posters are not included with your workshop supplies.

- **Note:** The state's present budget has drastically reduced monies available for printed materials. You will notice a decline in the additional FWC publications included with your workshop supplies from time to time. We send what is available at the time of the request.

Facilitator reporting forms

Please be sure to complete a Facilitator Reporting Form after every workshop. It is important to fill out these reports (both sides) as completely as possible and include a copy of the final agenda. Don't forget to record your workshop budget and expenses. Accurate reporting of the workshop hours, number of participants and assisting facilitators is also extremely important. Those numbers are used for National Project WILD annual report and our local Project WILD office in order to reward our volunteers. **Please remember, if you do not return your reporting form, you may not receive credit for your workshop.**

The Facilitator Reporting Form should be returned to Tallahassee with:

- 1) Sign in sheet;
- 2) Participant evaluations

Sending the tests is optional and only important if in-service credit is involved. Encourage school districts to keep the tests in their files or let participants keep them for their records and as proof of attending workshop.

Please remember to turn in your report within one month of the workshop. This helps the Coordinator keep Florida's program up-to-date with the Project WILD national office and FWC records. It is also important to send in these forms so that you can be invited to our annual appreciation event, *Call of the WILD*.

Travel reimbursement

A travel voucher and an example form have been provided so that you can be reimbursed for your mileage. Read the instructions carefully. If you have any problems send a signed form filled with as much information as possible and a daytime phone number to the Tallahassee office. We can assist you with filling in the remaining information. If you anticipate any expenses other than travel, please indicate on your proposal and we will send you a separate reimbursement form.

Postage paid envelope

A postage paid envelope will be sent to you with your workshop materials. Please use this form to return the reporting form and all corresponding paperwork. **If you plan to use these envelopes for any other Project WILD business (i.e. to send proposals) please make note of this on the outside of the envelope.**

These facilitator instructions and policies have been established to help maintain a quality education program. We know paperwork and forms can be tiring but they are critical in documenting Florida's contributions to what has become one of the largest environmental education programs in North America. As professional educators, we know you understand the importance of consistent documentation and evaluation of any program, and we do appreciate all your efforts.

As always, Florida's Project WILD program depends on you. Please keep us informed of your ideas, needs, and suggestions. We are here to help, so please do not hesitate to call. Remember to check the Web site at MyFWC.com/educator/K12.html to keep up-to-date on the program, find paperwork and provide a forum for sharing your WILD ideas.

Remember ***Earth is home to us all*** ... and we are very happy to be sharing it responsibly with you!

Thanks for all your hard work!

Lori Haynes

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