

# Project WILD Facilitator Instructions

## Sponsorship

It is important to give credit to the Florida Fish and Wildlife Conservation Commission (FWC) and the Florida Youth Conservation Centers Network (FYCCN) who are the sponsoring agency and FWC program for the professional development trainings we provide. While local school districts, nature centers, or FYCCN partners may host workshops; it is FWC and FYCCN who sponsor Florida's Project WILD program. The FWC provides facilitator training and Project WILD materials to Florida educators. Please remember this when announcing and/or publicizing your workshop.

## Registration fees

Project WILD is a non-profit program and in keeping with national policy, fees should be kept to an absolute minimum. To cover overhead costs (such as beverages/meals or facility rental) and training supplies, 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 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 and Checklist

The workshop proposal and checklist is used to request your materials and so we can post workshop dates on the FWC calendar. The checklist includes a list of items that are relevant for each workshop and a list of additional resources.

Please send in proposals and checklists, via e-mail, at least four weeks before the scheduled 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 Project WILD Coordinator, at 850-488-4679 or [Gina.Long@MyFWC.com](mailto:Gina.Long@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.

## Workshop requirements

Workshop requirements for Project WILD are set by National Project WILD and are as follows:

- Project/Aquatic WILD workshops
  - Six hours of workshop/contact time (not including meals)
  - Demonstration of at least five WILD activities
- Project /Aquatic WILD combo workshops
  - Six hours of workshop/contact time (not including meals)
  - Three activities from one guide and two from the other guide
- Growing Up WILD, Flying WILD and Science and Civics workshops
  - Three hours of workshop/contact time (not including meals)
  - Demonstration of four activities



Workshop requirements for FWC created curricula are set by FWC and are as follows:

- Schoolyard Wildlife workshops
  - Four hours of workshop/contact time (not including meals)
  - Demonstration of three activities
- Schoolyard Ecosystems workshops
  - Four hours of workshop/contact time (not including meals)
  - Demonstration of three activities
- Schoolyard Wildlife/Schoolyard Ecosystems combo workshops
  - Six hours of workshop/contact time (not including meals)
  - Five activities total from both guides
- Florida Black Bear workshops
  - Four hours of workshop/contact time (not including meals)
  - Demonstration of three activities

The Florida Department of Education continually updates 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 unused supplies on hand for your next workshop if you intend to use these materials within a year. Keep an accurate inventory of the handbooks and activity guides. If you don't plan to use leftover guides and materials within a year, contact Florida Project WILD to return them before they are outdated.

### **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. Teacher identification numbers are necessary for in-service credit. 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/CEUs are to be awarded. It is, however, the responsibility of participants to secure their own in-service/CEU points from their district/ professional organization. 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), Skip, or Flight; Schoolyard Safari & Black Bear Trek**

The "KINGDOM/SKIP/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, Aquatic WILD, and Science & Civics 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.

### **Growing Up WILD and Flying WILD activity guides**

You should receive enough guides to give one to each participant. Additional guides can be purchased from National Project WILD, Council for Environmental Education, or online at Acorn Naturalists. Guides are not sold by FWC.

### **Schoolyard Wildlife Activity Guide, Handbook and supplements; Schoolyard Ecosystems**

#### **Florida Black Bear Curriculum guides**

You should receive enough activity guides and 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.

### **Project WILD Participant Evaluation Form**

It is important that each participant completes an evaluation. Encourage participants to write comments and suggestions at the bottom. If a participant is interested in becoming a WILD facilitator or learning more about partnering with the Florida Youth Conservation Centers Network, 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.

### **Additional FWC resources**

FWC produces a number of useful resource materials. Many of the resources are great supplements for your workshops. 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
- 3) Pre- Post Tests (if in-service credit/CEUs are involved)

Sending the tests is optional, unless 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**

If your workshop involves travel outside of your county of residence, 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.

**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 well as justifying FWC's continued support of Project WILD. As professional educators, we know you understand the importance of consistent documentation and evaluation of any program, and we do appreciate all your efforts.

**Hatchling Report: Activities Other Than Workshops**

If you have represented the Florida Fish and Wildlife Conservation Commission's Project WILD/K-12 programs in ways other than facilitating or co-facilitating a workshop, you should get credit for these activities. We recognize that there are other ways WILD educators and facilitators promote and represent Project WILD in Florida. Help us keep track of your volunteer efforts by filling out this form.

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 <http://myfwc.com/education/educators/> to keep up-to-date on the program, find paperwork and provide a forum for sharing your WILD ideas.

**Thanks for all your hard work!**

**Gina Long**

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