

## **Educational Program Policy & Fee Schedule**

*(Blair County Conservation District)*

The Blair County Conservation District (District) recognizes the need for Environmental Education for all segments of our population. The District has made education a priority in our Long Range Strategic Plan as well as our Annual Goals and Objectives. To accomplish those goals, the District intends to support educational efforts with the primary emphasis being for Blair County Programs and Events. A listing of current programs available and their ties to the Pennsylvania State Standards for Environment and Ecology are found on the district webpage at [www.blairconservationdistrict.org](http://www.blairconservationdistrict.org).

The District is willing to allow employees (hired or contracted) to participate in “out of county” educational programs when requested. Districts are permitted to charge a fee for services by virtue of the Conservation District Law (Act 217 as amended).

The following procedures are set forth to guide Educational Programming.

### **Blair County Programs or Events**

- Requests for educational programs may be made in any manner and to any staff (hired or contracted) or Board Member.
- Individual staff members may choose to handle educational programming related to their individual duties, i.e. Erosion and Sediment Pollution, Agricultural Conservation, Ombudsman, etc. and/or they may elect to involve the district’s Environmental Education Specialist (EES).
- Requests for all other Educational Programs shall be directed to the district’s EES, or designee, for scheduling. In the event that a request is for “new” program area, the EES shall consult the District Manager for concurrence that the program area is appropriately tied to the mission and goals of Blair County Conservation District.
- There is no fee for services for events held within Blair County. However, should funding be available and offered for programs, donations to the Blair County Conservation District will be accepted.
- The district reserves the right to charge for materials and supplies and to determine a fee for the creation of new programs or curriculum if requested.

## “Out of County” Programs or Events

- Requests for educational programs may be made in any manner and to any staff (hired or contracted) or Board Member and shall be referred to the District Manager for permission to schedule.
- The District Manager shall consult the County Conservation District from the county where the request was made to inform them of the expressed desire for programming and to determine their interest in participation.
- Requests may be honored contingent upon staff time and scheduling.
- A fee for services will be charged based upon \$40 per instructional hour (time spent at the site, including set-up and tear-down), plus mileage (at the current state rate).
- An invoice will be provided with the confirmation for the scheduled event.
- Payment may be made in advance, the day of the event, or post event, but shall be required within 30 days after the program or event. Checks shall be made payable to the Blair County Conservation District.
- The district reserves the right (with authority granted to the District Manager) to waive or alter the fee for service for “out of county” programs or events. Examples of waivers may include, but not limited to: programs undertaken as part of reciprocal agreements between county conservation districts and/or agencies; when requested as part of regional or state-wide trainings or initiatives; as part of programs held that would showcase Blair County Projects.
- The district reserves the right to charge for materials and supplies and to determine a fee for the creation of new programs or curriculum if requested.

This policy was presented for adoption at a public meeting of the Blair County Conservation District held on May 18, 2009.

*(Adopted May 18, 2009 )*