



South Carolina Project WET Water Education for Teachers Facilitator Handbook

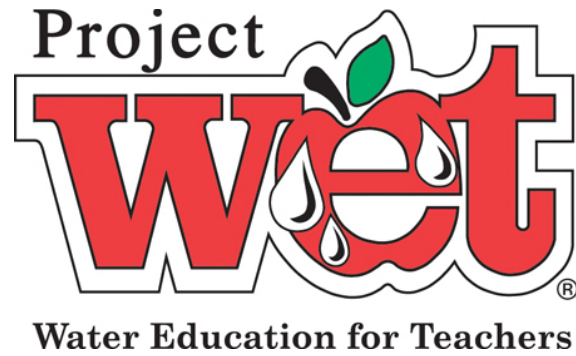
Host Institute:

Greenville County Soil and Water Conservation District
301 University Ridge, Suite 4800 | Greenville, SC 29601

State Coordinator:

Lynn Pilewski
lpilewski@greenvillecounty.org
(864) 920-6397

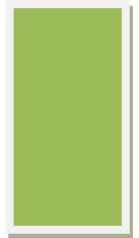
ProjectWET.org | SCProjectWET.org



Project WET Facilitator Handbook

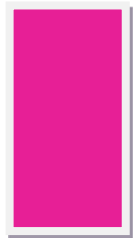
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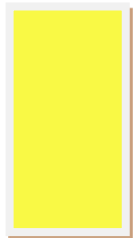
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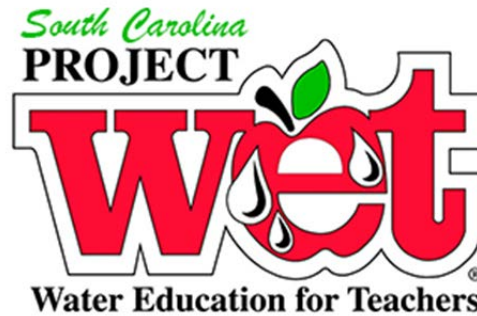


South Carolina Project WET
SCProjectWET.org

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FACILITATOR 101: BEING A PROJECT WET FACILITATOR

Welcome aboard!

Thanks for being a Project WET Facilitator! You are the cornerstone of the South Carolina Project WET Program. Your efforts and workshops will ensure a strong and diverse program and will enhance the International Project WET Program.

Project WET (Water Education for Teachers)

Project WET is designed to address a wide range of water concepts as they relate to all water users. Education centers around physical characteristics, life systems, earth systems, natural resources, management, social dynamics, and cultural connections.

Project WET employs the "train-the-trainer" model in that you as a facilitator are trained by your local Coordinator to conduct workshops for educators. You conduct at least one educator workshop per year where you train teachers to use Project WET activities and lessons in their classrooms.

In South Carolina, Project WET is sponsored by the Greenville County Soil and Water Conservation District.

SC State Coordinator:

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lpilewski@greenvillecounty.org

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SC Project WET
301 University Ridge, Suite 4800
Greenville, SC 29687

Project WET Host Institution Programs

Regardless of which state you visit, if there is a Project WET program you will discover the following similarities:

- The *Project WET Curriculum & Activity Guide 2.0*, for kindergarten through twelfth grades, is a collection of innovative, water-related activities that are hands-on, easy to use, and fun! This guide will be distributed by each Host Institution Project WET program through workshops.
- Various educational publications and teaching aids for learners of all ages. Publications from children's water stories to secondary water modules; teaching aids include ground water models and water history trunks.
- A Host Institution network of teacher-trained "facilitators" who conduct Project WET workshops for educators.
- Project WET training for teachers, 4-H Leaders, Boy and Girl Scout Groups, and College Pre-Service Education Professors. Some Host Institutions may hold as many as 50 workshops annually, reaching up to 1,000 formal and non-formal educators.
- Support through Project WET headquarters, which includes a commitment to support each Host Institution program through material development, annual conferences, newsletters and more. Project WET headquarters supports teachers at large by providing supplemental water education materials available directly through the Host Institution headquarters.

History of Project WET

Project WET is a nonprofit water education program for educators and young people, grades K-12, located in Bozeman, Montana. The original WET program was established in 1984 by the North Dakota State Water Commission. In 1989, the director of Project WET was invited by Montana State University to duplicate the original North Dakota program in Montana, Idaho, and later, Arizona. The success of this pilot multi-state initiative led to a decision to develop a national Project WET program in 1990. In 1991, The Western Regional Environmental Education Council and The Watercourse become the official co-sponsors of Project WET. Today, Project WET is active across the country and has several international programs.

Facilitator Expectations

Commitment is very important. Facilitator is not just a fancy title that will look good on paper. As a small staff, we depend on you to teach at least one six hour educator workshop yearly as part of the South Carolina goals. Your workshops, information, and statistics regarding teachers trained will be included in our annual report to International Project WET. In 1998, the Project WET Advisory Board recommended that facilitators conduct at least one educator workshop in a year. It was recommended that Host Institution Coordinators call facilitators not providing workshops after a year to understand their availability and interest as a facilitator for the Project WET program.

Workshop Basics

Project WET workshops usually are a minimum of **six hours** in order for the participants to receive the *Curriculum and Activity Guide 2.0*, but beyond this, the sky's the limit for both length and content.

Before hosting a workshop, facilitators must register at <http://projectwetusa.org> . You will be asked for a registration code. **Use 97-5588**. Once you are logged in, you will be able to add a new workshop using the "Tasks" dropdown menu. You will need to upload a **Workshop Agenda** to let your state coordinator know your workshop plans. As soon as you know that you are conducting a workshop, complete this form online. Note that you may request guides from the workshop page. When you complete the workshop setup, you will be given a code for evaluations.

Please allow 4 weeks' notice so that we can have the time to process the information and send the curriculum guides to you. We will send you the Project WET Curriculum Guides, a certificate template, and an invoice. It will be your responsibility to print certificates for your workshop. If you have extra guides after your workshop, we will need for you to return them to the Host Institution office (we can re-issue a corrected invoice if necessary). We are happy to help advertise your workshop on www.SCprojectWET.org if you would like help recruiting participants.

Advertisement / Workshop Flyer

Putting fliers or advertisements together for workshops can be very simple. Things to include in your flier could be:

- workshop title
- date
- time
- location
- sponsors
- facilitators names
- purpose
- lunch plan
- registration deadline and contact information
- cost
- target audience

Potential WET Workshop Sponsors

- School Districts - contact principals, in-service training coordinators, or District superintendents
- County Conservation Districts
- County Resource & Conservation Districts
- Local Irrigation Districts
- Local agriculture groups
- Local environmental groups
- County Extension Service (A-H)
- Regional Offices of the Departments of Natural Resources & Conservation (DNRC); Fish, Wildlife & Parks (DFWP); Health & Environmental Sciences (DHES)
- Local Service Clubs (Kiwanis, Rotary, Lions, Elks, etc.)
- Local banks & businesses
- Municipal water and waste water treatment facilities
- Electric utility companies

Logistics

Some of the basics to consider when planning the workshop include finding a suitable location with running water, outdoor area, available tables and chairs, and electricity. Consider your plans for providing food and beverages, as well as what you will need for basic materials.

Supply Checklist for Workshops

Scratch paper	Pencils or pens	Nametags
Set of markers, crayons	Calculators	Camera
Scissors	Flip chart or chart paper	Brochures for other programs
Rulers	String, yarn	Freebie materials/door prizes
Stapler and staples	Construction paper	WET guides
Tape - masking and scotch,	Activity cones	Sign-in sheets
Glue	Agendas	Evaluations
Paper clips	Index cards	Splash Through the Guide
Post-it notes	Rubber bands	Other materials specific to activities
Snacks, cups, napkins, plates		

Sample planning timetable

Goal: Project WET Workshop in December

September

- Contact local sponsor for December workshop
- Work with sponsor to select workshop date and location
- Confirm sponsor and nature of the sponsorship (e.g. covers costs of room rental, provide refreshments or meals, distribute public service announcements, etc.)
- Document expenses and in-kind contributions.

October

- Prepare Workshop Agenda and materials for activities
- Contact speakers.
- Prepare press releases, contact local newspapers, and radio stations about running PSAs
- Prepare promotional flyers, advertise on SCProjectWET.org, etc.

November

- Obtain "2.0 Guides" from your Project WET Coordinator (at least 4 weeks ahead)
- Send requested CEU prior approval forms to participants
- Confirm speakers
- Disseminate press releases and public service announcements (PSAs), post flyers
- Confirm location, refreshments, etc.
- Pre-register workshop participants and confirm plans with them

December

- Conduct Project WET Workshop
- Send thank you letters to speakers and guests
- Send completed certificates to participants
- Forward copies of documentation to your Project WET Coordinator
 - This includes:
 - Workshop sign-up sheets
 - Workshop evaluations
 - Facilitator reporting form
 - Volunteer waiver form
 - Copies of CUE Prior approval/completion forms (for 10+ hour workshops only)

The Workshop

Please have participants sign in daily. A **sign-in/out sheet** is available on the SC Project WET website. This information is used to verify certification. Please make sure that you can read their name, address, and phone numbers. Please get the grade level that they teach.

Remember, this is a certification course and requires training in order to receive curriculum. Participants must complete the 6+ hour workshop in order to be certified as a Project WET educator and receive the *Project WET Curriculum & Activity Guide*.

Every workshop should include:

- Program goals and objectives
- Splash Through the Guide
- Plunge Through the Portal
- Dive into DiscoverWater.org
- State and local sponsors
- Copyright restrictions (you can hand out 1 or 2 lessons without permission.)
- 5 Project WET Lessons
- Evaluation

You could also consider the following in your workshop agenda:

Introduction of Local Resources

Objectives: Participants will interact with local water resource management personnel who will provide content information about the local resources and identify ways teachers might use these in their classrooms.

Guest Speakers/Representatives

Consider inviting guest representatives from state or local agencies and departments: 4-H, Clemson Extension, Colleges, Department of Natural Resources, NRCS, State Park Rangers, Conservation Districts, United State Geologic Survey, National Project WET, wildlife centers, or other relevant organizations.

Ice Breakers

The *Project WET Curriculum and Activity Guide 2.0* has some activities adaptable for ice breakers like Super Sleuths and Raining Cats and Dogs. Other ideas for Icebreakers include:

Webbing Activity:

Form a circle. The leader stands in the center with a ball of string. Ask everyone to picture a life form (plant or animal) that lives within the watershed, or along a riparian area. Ask someone to name their chosen life form and give them the string's end. People should shout out their names, and as they do take the string to that person to hold onto. Soon, everyone will be 'Webbed- together into a miniature ecosystem. To show the ecosystem's interrelatedness, describe a road that came through the area. Everyone affected by the road should tug consistently on their string. Each person who feels the tug, should also begin tugging. Continue on until everyone is shown to be affected by the destruction of the flood.

Globe Toss/ Surf and Sand

Form a circle. Choose someone in the circle and toss the globe to them. Ask them to: Determine if their left thumb is on sand (land) or surf (water). They introduce themselves. They tell a brief water story. Then they throw the ball to another. (Keep track of who was ·Sand- and ·Surf- - it should be a 3 to 1 proportion in favor of ·Surf-)

Water Drop:

Create water drops from construction paper, approximately 5· x 8· . Using a water dictionary, chose a word and write it on one side, and write the definition on the other. Cut each drop down the center in a zig-zag line. Each drop will be slightly different in shape, cut and definition. Mix-up the drop halves and pass on half to each individual in the room. Their mission is to find their other half.

Content Specific Workshops

It is no secret that we usually teach the activities which we have been taught. There will emerge favorite activities, which everyone knows and loves. If we teach WET workshops utilizing just these few, wonderful activities, we may find ourselves with limited audiences down the road. One way to ensure audiences for years to come is to plan topic specific workshops. Utilizing the Charts found in the book the *Project WET Curriculum and Activity Guide 2.0* you can cross reference activities relating to Ground Water, Watershed, History, Wetlands and more. Encourage your facilitator network to approach their workshops from this perspective, rather than just on activity string. It makes more sense, and you will be able to go into on area year after year and always find on interest.

Evaluating Your Workshop

A sample **evaluation form** has been provided in your facilitator's handbook. At the closure of your workshop, please have participants fill out an online evaluation form, by going to <http://www.projectwetusa.org/evaluation>. Participants should be given your workshop code at this time. When the evaluation is completed, you can have your participants show the "thank you" screen. **We recommend having them show this screen before giving their certificate.** Please encourage participants to provide constructive criticism.

Please do not take the criticism too personally. Sometimes things are beyond your control like facilities or weather. If low marks appear consistently in an area then you may want to take notice and improve or change your approach in some way. Hospitality, enthusiasm, organization, resources, and friendliness go a long way. You are working with a quality curriculum and Project WET teachers have had overwhelmingly positive comments since January 1997.

Post Workshop

At the completion of your workshop, please send the following information to the State Coordinator for our records.

- Sign-in sheet from your workshop (can send copy). These forms are important for our newsletter database and for our International Project WET report.
- Copies of participants' CEU prior approval forms and completion forms
- Complete payment for the Project WET Guides.

Please encourage your teachers in workshops to submit articles for the Project WET newsletter. We also appreciate any photographs of your workshops for the newsletter.

Additional Resources

Resources available from Project WET USA include publications (guides, booklets, modules). These are available online at www.projectwetusa.org

WOW! The Wonders of Wetlands: This module, co-developed by Project WET and Environmental Concern Inc., is based on the highly successful WOW!: The Wonders of Wetlands activity guide for K-12 educators originally created by EC. The WOW! Guide will include a reference section, new activities and new format.

Discover Series: These activity booklets dive into specific topics such as floods, storm water, wetlands, draught, ground water, marine mammals, ports and harbors, coral reefs, sea turtles, every drop counts, oceans, fishing, healthy water healthy people, recycling, and others, as well as state, region, and ecosystem specific books.

Getting Little Feet Wet: This is Project WET's early childhood curriculum developed specifically for teachers working with young children (ages 3-6) and in coordination with early childhood experts and educators.

Project WET USA
1001 West Oak Street, Suite 210
Bozeman, MT 59715



Toll Free: 866-337-5486
Fax: 406-522-0394
www.projectwet.org

Workshop Types:

Workshops can be any combination of hours that work for you and your participants. Just make sure that your sessions are not so short that you have to spend most of your time reviewing previous sessions or so long that you put your audience to sleep. A minimum of 5 activities should be covered with the facilitator modeling one of the activities. Participants should actually get involved, experience and teach the activities. A variety of teaching strategies should be included: hands-on, discussion, cooperative learning, indoor/outdoor, etc.

Remember, this is a certification course and requires training in order to receive curriculum. Participants must complete the 6+ hour workshop in order to be certified as a Project WET educator and receive the Curriculum.

Educator Workshop 6-10 hours

An educator workshop is for teachers who want the Project WET curriculum for the purpose of teaching students but are not certified to teach other adults.

Facilitator Workshop 12-16 hours

A facilitator workshop is for those individuals who want to train other adults and are committed to teamwork with the Host Institution and Project WET USA Programs. A facilitator is required to conduct 1 six-hour workshop yearly. Host Institution Coordinators conduct facilitator trainings.

Demonstration Workshop 1-4 hours

Another kind of workshop is a demonstration workshop, which is an informative presentation that excites the public about Project WET and inspires them to become involved. It usually involves one or two activities from Project WET, information on current workshops and Project WET background including goals and objectives of the program. Facilitators can give demonstration workshops and educator workshops.

Advanced Workshop 10+ hours

An Advanced Project WET workshop is usually 10 hours or more and provides an in-depth look at a particular water topic providing teachers and professionals in the field with resources and more focused information on a water topic such as groundwater and karst for example. What is the relationship of Karst to water? This advanced workshop took participants through a cave and gave them an opportunity to receive training in the Project Underground curriculum as well.

Other kinds of Workshops hosted by SC Project WET:

Healthy Water Healthy People Facilitator and Educator Training

Wonders of Wetlands Facilitator and Educator Training

Urban Watershed Facilitator and Educator Training

Conserve Water Facilitator and Educator Training

Project WET USA
1001 West Oak Street, Suite 210
Bozeman, MT 59715



Toll Free: 866-337-5486
Fax: 406-522-0394
www.projectwet.org

Fees

Facilitators set workshop fees but there is a registration cap of \$50.00 per person set by SC Project WET, which must include all curriculum materials. Facilitators should collect the workshop fees and send one check to the Greenville County Soil & Water Conservation District Project WET office for the guides. Workshop registration fees can recover the cost of the activity guides and defray cost of materials. *Workshop fees are NOT intended to pay salaries.*

Guides 2.0 currently cost \$29.00 each. The Greenville County Soil & Water Conservation District serves as a fiscal partner (treasurer) for SC Project WET and supports the projects and programs of SC Project WET. Lynn Pilewski is the State Coordinator for SC Project WET and must purchase the guides from the National office. If someone loses a guide and has had training, they may contact the State Coordinator and upon verification of certification, get another guide for \$29.00. No one can receive a guide unless they have attended 6-hour Project WET Educator or Facilitator training.

Don't let them go hungry!

There are a number of options, but on a tight budget you can always ask participants to bring a brown bag lunch. Sometimes you are fortunate enough to cover lunch through a local sponsor. You may build lunch into your registration fee or you could ask for assistance from the school PTA or have participants bring potluck contributions.

We're all in this together

Nametags are a must at every workshop. Sometimes it's fun to let participants create their own aquatic nametag with construction paper, glue, and yarn. BE CREATIVE!

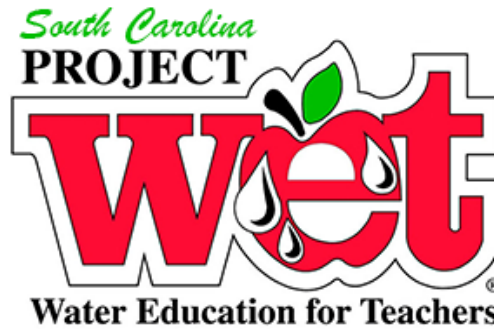
Be sure to include some kind of icebreaker in your workshop. We have given you a couple ideas in your facilitator handbook.

**KEEP IT FUN AND FULL OF ACTIVE LEARNING.
PLEASE CALL YOUR STATE COORDINATOR IF YOU HAVE QUESTIONS.
WE THANK YOU AND WISH YOU MANY SUCCESSFUL WORKSHOPS!!!**

Project WET USA
1001 West Oak Street, Suite 210
Bozeman, MT 59715



Toll Free: 866-337-5486
Fax: 406-522-0394
www.projectwet.org



MAINTAINING YOUR PROJECT WET FACILITATOR STATUS

We would like to thank you for joining the South Carolina State and National Project WET Team! We appreciate your interest and dedication to water education and WE NEED YOU! A single Institution Coordinator is not adequate for a Host Institution the size of South Carolina.

When you conduct Project WET programs in your area, you represent South Carolina, National and International Project WET.

Facilitator status is maintained if a workshop is presented within the year following the facilitator's Project WET Training. If a facilitator has not conducted a workshop within a three-year period following the facilitator training, a request will be sent for a letter that verifies continued interest.

If they pledge to conduct a workshop within the next year, status will be maintained. If they do not conduct a workshop, the facilitator will lose their facilitator status in the South Carolina Project WET Program and will be removed from the database and mailing lists.

State Cap for Workshop Fees	\$50.00
Curriculum cost	\$29.00

SC State Coordinator:

Lynn Pilewski
(864) 920-6397
lpilewski@greenvillecounty.org

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Greenville, SC 29601

Project WET USA
1001 West Oak Street, Suite 210
Bozeman, MT 59715



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Fax: 406-522-0394
www.projectwet.org



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updated July 2015

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Please note that PWF grants only a very small number of permission requests each year. Requests for permission will be considered on a case-by-case basis.

Please note that the PWF does not allow its activities to be placed on the Internet by any party. The PWF does not allow its activities to be modified, adapted, or renamed.

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*All requests for permission to publish PWF content and activities—in any format (including but not limited to print, electronic, performance, video)—must be submitted in the form of a Permissions Application Form with **an original signature** and **mailed** to:*

Project WET Foundation
Permissions Department
301 North Willson Ave.
Bozeman, MT 59715

Please allow a minimum of four weeks for review. The PWF will respond to written requests as quickly as staff time allows and will not review requests based on outside schedules or publishing deadlines.

Throughout the Permissions Application Form, the term *publisher* refers to both the individual making the request and the party publishing the materials. The publisher takes full responsibility for use of PWF activities and agrees to the terms described herein.

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1 to 30 copies: Contact us for fees.

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30+copies: Fees are negotiated.

**A separate Copyright Licensing Agreement is required.*

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b. *In all resources/bibliography listings, full citation of the activity title, book title, publication date, and page numbers must appear.*

- c. *On the sponsor's/contributor's page and in any website listings, the following information must appear:*
Project WET Foundation
301 North Willson Ave.
Bozeman, MT USA 59715
1-866-337-5486 (toll-free)
1-406-522-0394 (fax)
info@projectwet.org
www.ProjectWet.org
- d. *In the acknowledgments, please thank Project WET Foundation for content contributions.*

Please note: There should no longer be any references to The Watercourse. All Watercourse copyrights have been transferred to the PWF as of July 1, 2005. All credits should reference the Project WET Foundation.

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8. Payment

If PWF chooses to grant permission, PWF will send an invoice, which must be paid in full before PWF signs the Permissions Application Form and grants official permission. Official permission is not granted until payment is received and the Permissions Application Form is signed by Project WET.

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10. Governing Law

The Permissions Application Form and agreement shall be governed by the laws of the State of Montana. Sole venue and jurisdiction for any proceedings under the Agreement shall be in the state and federal courts located in Bozeman or Billings, Montana, respectively.

Characteristics of a Project WET Educator Workshop

Project WET workshops must be minimum of **six hours** in order for the participants to receive the Curriculum and Activity Guide and be certified.

Every workshop should include:

- Sign-in and Participant Waiver
- Program Goals and Objectives
- Splash Through the Guide
- Copyright Restrictions
- 6 Project WET Lessons
- Project WET Foundation Resources- Portal, discoverwater.org
- Discussion of Education Standards correlations
- Evaluations

The workshop may also include:

Nonpoint Source Pollution Activities, Enviroscope,
Introduction to local resources, tours and guest speakers
Overview of activities, connections to curricular areas/content
Relationship to other courses, Curricula, and Departments
Ice Breakers

STEPS to a successful Workshop

- ❑ Set an **agenda** of at least 6 hours with an audience in mind
- ❑ Secure your **location**, find speakers, make activity materials, sponsors
- ❑ Fill out the online **Workshop Proposal Form** (4 weeks ahead of workshop)
- ❑ Send out **Flyer/Registration Form**, let us post it on our website
- ❑ Plan for **lunch**, snacks, treats, drinks, door prizes
- ❑ After workshop **send SC Project WET** (found in this binder and on website):
 - Workshop Sign-in Sheets
 - Volunteer Waiver Form
 - Return the unused Guides
 - Payment for the Guides

Curriculum costs = \$29.00

State Cap for Workshop = \$50.00

SCProjectWET.org



6-hour Project WET Educator Workshop

Location
Date
Facilitator Name
Contact Information

- 8:00 Registration
Welcome, review agenda and expectations
- 8:30 Icebreaker and getting to know each other activity
- 9:00 PowerPoint Intro to Project WET Foundation and WET Vision & Goals
- 9:30 Model Activities: *A Drop in the Bucket and Blue Planet*
- 10:00 Standards and online resources—portal.projectwet.org, discoverwater.org,
SCProjectWET.org, projectwetUSA.org

Break

- 10:45 Model Activity: *Sum of the Parts*
- 11:15 (distribute books) Splash through the Guide
Team Assignments and peer teaching planning time
1. *Molecules in Motion*
 2. *The Incredible Journey*
 3. *Nature Rules*
 4. *Super Sleuths*

Lunch -- Speaker? EnviroScope demonstration? Tour of Facility? Work on Group Presentation?

- 1:00 Team Planning and Set-up
- 1:15 Group Presentation
- 1:45 Group Presentation
- 2:15 Group Presentation

Break

- 3:00 Group Presentation
- 3:30 Workshop wrap-up and open discussion
- 3:45 Announcements & Evaluations—use ProjectWETUSA.org to submit online.



10-hour Project WET Educator Workshop

Location

Date

Facilitator Name

Contact Information

Agenda Day 1:

- 1:00 Sign in and pick up agenda,
- 1:15 Welcome and Introductions, Icebreaker, Expectations
- 1:45 Introduction to Project WET (PowerPoint)
- 2:15 **Model Activity 1** *Blue Planet/A Drop in the Bucket*
- 2:45 Distribute Curriculum Guide, Splash Through the Guide
- 3:00 Break
- 3:15 Standards discussion, searchable database, and how to use with Project WET
- 3:45 Show the Project WET Portal and Discoverwater.org site
- 4:00 **Model Activity 2** *Sum of the Parts*
- 4:30 First Day Wrap Up
- 5:00 Team Assignments and Planning
 - 5 Teams for Peer Teaching
 - Team 1 Activity 3
 - Team 2 Activity 4
 - Team 3 Activity 5
 - Team 4 Activity 6
 - Team 5 Activity 7
- 6:00 Dismiss for day

Day 2:

- 1:00 Demonstrate the EnviroScape or have a topical guest speaker
- 2:00 **Model Activity 8** *Is There Water on Zork?*
- 2:45 Team Prep and set up
 - 3:00 Team presents Activity 3
 - 3:30 Team presents Activity 4
 - 4:00 Team presents Activity 5
 - 4:30 Team presents Activity 6
 - 5:00 Team presents Activity 7
- 5:30 – 6:00 Evaluation and Wrap Up paperwork

Project WET Educator Workshop

Get the Project WET Curriculum and Activity Guide
and become a certified educator in Project WET.

November 1st at _____ 9:00AM-3:30PM

Registration fee: \$50.00 includes WET curriculum, resources, and lunch!

Join us for this exciting workshop and become certified as a Project WET (Water Education for Teachers) Educator! The workshop will begin at 9 AM. Upon completion of this workshop, you will be certified as a Project WET Educator.

REGISTRATION DEADLINE: October 18

Space is limited, and you must attend the entire workshop to become certified.
TO REGISTER, COMPLETE AND RETURN THE FORM BELOW.

Confirmation information (including directions, location information and workshop details) will be sent to all registered participants.

Questions? Call (xxx) xxxxxxx.

Project WET Workshop REGISTRATION FORM Date, Location

Name: _____

Address: _____

County: _____

Phone: _____

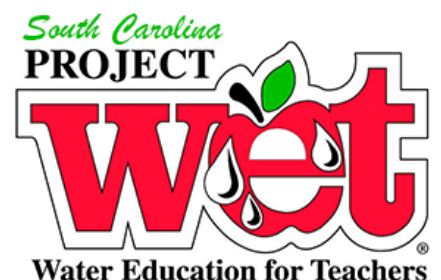
Email: _____

Organization: _____

Grades you reach: _____ Are you vegetarian? _____

Please return this completed form
with your \$50 check made payable to: **xxxxxx**

Send to:
Name
Address





Sample Project WET Educator Workshop Planning Timetable

EXAMPLE: Project WET Workshop in December

2 MONTHS OUT (October)

- Prepare Workshop Agenda and gather materials for activities
- Find a location with running water and indoor and outdoor areas; research food options
- Contact speakers if any
- Prepare press releases, contact local newspapers or advertisers
- Prepare and post promotional flyers with registration form, and advertise
- Set up workshop at projectwetusa.org
- Obtain Guides from SC Project WET (at least 4 weeks ahead)

1 MONTH OUT (November)

- Confirm speakers.
- Confirm location, refreshments, etc.
- Pre-register workshop participants and confirm plans with them

MONTH OF WORKSHOP (December)

Conduct Project WET Workshop AND collect the following:

Workshop Sign-in Sheets*

Volunteer Waiver Form

Online Workshop Evaluations

Print certificates before workshop and you will complete them with the names and date then give them to participants.

FOLLOWING WORKSHOP

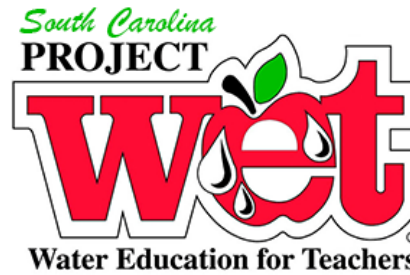
Send copies of the following documentation to SC Project WET (can email electronic forms)

- ✓ Workshop Sign-in Sheets (or XL file) and Volunteer Waiver
- ✓ Unused WET Guides

Please have participants sign in daily. A **sign-in/out sheet has been provided for you in your facilitator's handbook/online. This information is used to verify certification and enters our database. Please make sure that you can read their name, email, address and phone numbers.*

South Carolina Project WET
 301 University Ridge, Suite 4800
 Greenville, SC 29601
 (864)920-6397

SCProjectWET.org



Project WET Workshop Sign-In Sheet

Date: _____

Facilitator(s): _____

Name		Complete Address	Email Address Telephone Numbers	Organization Grade Level Taught
First:				Organization/School Name:
Last:				Grade(s) Taught:
First:				Organization/School Name:
Last:				Grade(s) Taught:
First:				Organization/School Name:
Last:				Grade(s) Taught:
First:				Organization/School Name:
Last:				Grade(s) Taught:

Your privacy is important to us and we do not share any contact information with other organizations.

Volunteer Waiver Release – Workshop Participants

Greenville County Soil & Water Conservation District

Workshop Location: _____ Date: _____

Volunteer Assignment: Project WET Workshop Participant

I understand that there are risks of injury or death, or damage to property involved in my participating as a volunteer, that it is my responsibility to insure the safety of any equipment used and to see that it is operated properly, and that the Greenville County Soil & Water Conservation District and its staff and representatives assume no responsibility for the condition of such equipment, its operations, or safety of the activities involved in this volunteer assignment. I waive and release the District and its staff and representatives from any and all claims of damages against the District and its staff and representatives for injury or death, or damage to property that may occur as a result of or in connection with this assignment, and agree to pay, protect, indemnify and save the District and its staff and representatives harmless from and against all liabilities, damages, costs, expenses, causes of action, suits, demands, judgments and claims of any nature whatsoever arising from, by reason of, or in connection with any injury or death of persons, or damage to property arising from, by reason of or in connection with my participation as a volunteer.

I further warrant that my health and physical condition are sufficiently good to allow me to participate without danger to myself or others.

I have read this entire form, including the health, acceptance of risk waiver, release and indemnification provisions. **Please sign below:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



South Carolina Project WET Facilitator Reporting Form

Facilitator Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

Workshop Location: _____

Workshop Date: _____

Other Assisting Facilitators: _____

Workshop Type: ___ Preservice ___ Inservice ___ Other

Educator Workshop? Y N Demonstration Workshop? Y N

Were CEUs offered as part of this workshop? Y N

Number of Participants: _____

Participant Information

Write the number of participants in each group

Formal Educators: _____

Nonformal Educators: _____

Preservice Educators: _____

Inservice Educators: _____

Educator Grade Levels:

Pre-K: _____

Elementary (K-5): _____

Middle (6-8): _____

High (9-12): _____

University: _____

Other: _____

Send Completed Form To:

Lynn Pilewski
Greenville County Soil and Water
Conservation District
301 University Ridge, Suite 4800
Greenville, SC 29601

(864) 467-2755 x103

lpilewski@greenvillecounty.org



Project WET
Sample Press Release

For Immediate Release
Date

Greenville, SC - Teachers and youth leaders are invited to attend an afternoon workshop focusing on South Carolina's water resources Friday, February 7, 2017 from 3:00 to 6:00 p.m. at the County Square (301 University Ridge) in Greenville.

The workshop is co-sponsored by the Greenville County Soil & Water Conservation District and Project WET (Water Education for Teachers) - a cooperative effort of public and private water management organizations. Organizers promise the workshop will be fun, hands-on, action packed, and informational.

Project WET workshops are for persons interested in natural resources and environmental education, such as public and private school teachers, Girl and Boy Scout leaders, 4-H leaders, resource agency employees, and others.

There is a \$XX.00 registration fee to cover reference materials and refreshments. Pre-registration is required, and the seminar is limited to 40 participants. To register, contact Lynn Pilewski at the Greenville County Conservation District Office in Greenville at xxx-xxxx.



DATE

NAME
ORGANIZATION
ADDRESS

Dear _____,

Just a quick note to thank you for working with us on the recent Project WET workshop in Greenville – your effort was greatly appreciated. Workshop evaluations show that the seminar was enjoyed by all who participated. Evaluations also indicated that the Project WET curriculum would benefit and expand the participants understanding of South Carolina’s water resource issues and concerns.

Most importantly, our workshop served the purpose of introducing the WET program to teachers and others involved in education - and hence to kids throughout your area. Thanks again for all of your time and energy.

Sincerely,



Links and Contacts

South Carolina Project WET <http://SCProjectWET.org>

An international, interdisciplinary water science and education program for formal and non-formal educators of K-12 students.

South Carolina State Coordinator:

Lynn Pilewski

Email: lpilewski@greenvillecounty.org

Phone: (864) 920-6397

Greenville County Soil & Water Conservation District
301 University Ridge, Suite 4800
Greenville, SC 29601

National Project WET <http://projectwet.org>

National and international organization for leadership, publications, training, research, and evaluation for the Project WET network.

1001 West Oak
Suite 210
Bozeman, MT 59715

Phone: (406) 585-2236

Toll Free in the USA: (866) 337-5486

FAX: (406) 522-0394

Email: info@projectwet.org

SC Adopt-A-Stream

<http://www.clemson.edu/public/water/watershed/scaas/index.html>

A volunteer water quality monitoring program designed to increase public awareness of the State's nonpoint source pollution and water quality issues, to provide citizens with the tools and training to evaluate and protect their local waterways, to encourage partnerships between citizens and their local government, and to collect quality baseline water quality data.

The SC Adopt-a-Stream program is led in partnership by SC Department of Health and Environmental Control and the CU Center for Watershed Excellence.

Katie Buckley
509 Westinghouse Rd
PO Box 709
Pendleton, SC 29670
kgiacal@clemsun.edu

Karin Skipper
2600 Bull Street
Columbia, SC 29201
skippekb@dhec.sc.gov

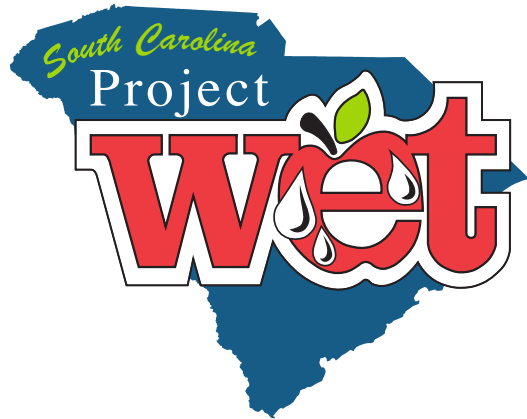
Environmental Education Association of South Carolina (EEASC)

<http://eeasc.org/>

A non-profit association with a leadership role in environmental and natural resource conservation education in South Carolina. EEASC was formed in 1977 from the Environmental Education Advisory council which guided efforts in environmental education for the South Carolina Department of Education from 1960 to 1977.

U.S. Geological Survey www.usgs.gov

Multi-disciplinary science organization that focuses on [biology](#), [geography](#), [geology](#), [geospatial information](#), and [water](#), dedicated to the timely, relevant, and impartial study of the landscape, our natural resources, and the natural hazards.



EDUCATOR WORKSHOP PROJECT WET 2.0

South Carolina Project WET
is pleased to present this Certificate of Completion to:

Jonathan Student

in recognition of your successful completion of _____ hours
of professional development.

Date: _____

Location: _____

Facilitator: _____


LYNN PILEWSKI
SC STATE COORDINATOR