



**Education Contract  
Program  
Compliance Manual  
2013**

## Forward

PRIDE (*Personal Responsibility In a Desirable Environment*) was born out of the vision of United States Congressman Harold “Hal” Rogers and the late Kentucky Environmental/Natural Resources Secretary James Bickford and their recognition of the need to clean the environment of Eastern Kentucky to promote the health, well being, and economic growth of its residents. The program exists through the cooperative efforts of residents, local, state, and federal officials and agencies. The PRIDE contract program is funded by National Oceanic and Atmospheric Administration (NOAA) and the Department of Education.

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## **Section One – Official PRIDE Compliance Policy**

This manual is intended to guide recipients of PRIDE contracts through the contract process by setting forth the Policies and Procedures that must be adhered to during the administration of contract funds. Compliance with the Policies and Procedures set forth in this Compliance Manual is required when receiving federal funds.

Failure to follow the Policies and Procedures as set forth herein could result in denial of fund reimbursement or, where applicable, the return of funds received under the contract program. Noncompliance will also jeopardize the award of any future contracts. Further, due to the nature and funding of the PRIDE contract program, strict reporting and documentation standards are required. Failure to meet and/or adhere to applicable reporting and documentation requirements could also result in the denial of fund reimbursement, demand for return of funds received, and/or denial of awards for future contract programs.

## Section Two - Contract Recipient Responsibilities and Reports

The contract recipient will:

1. The Contract period for this award begins the day Education Webinar Training is completed by the contract recipient and ends April 30, 2014. Therefore, the last day to spend contract funds is April 30, 2014.
2. All final reports and final requests for reimbursement and required documentation must be submitted by May 31, 2014.
3. Assign responsible individual with knowledge of the project to act as a liaison between the school or organization, any contractors, and PRIDE. The contract documents must be signed by the authorized signee. All paperwork must be signed with an **authorized signature** or an alternate authorized signature. An authorized signature may be the school principal, superintendent, or director of a non-profit organization and that individual can designate an alternate signature. Both individual's names and signatures are needed on the ACH Transfer Information Form.
4. All Recipients agree to maintain records for a minimum of three years after project completion, as specified in OMB Circular A-102, Section .42, "Retention and Access for Records" and 2 CFR 215, Section .53, "Retention and Access Requirements for Records". PRIDE shall have access to the records at all times. **It is required that all documentation pertaining to this contract be kept in a project file and be available during site visits.**
5. All funds must be obligated by December 18, 2013, unless prior approval is obtained from PRIDE. If contract recipient does not submit proof of obligation of funds by December 31, 2013, PRIDE may withdraw the contract award.
6. Contract recipients may not use contractors that have been debarred. Individuals or companies that have been debarred are ineligible to receive federal funds per OMB Circular 2 CFR 215, Section .13 and A-102, Section .35. The PRIDE Education Contract Program is federally funded; therefore, debarred contractors are disallowed. Verification of contractor status can be obtained at <http://elps.arnet.gov>.
7. Contract recipients must sign and return the following forms to the PRIDE Office **prior to submitting a Request for Reimbursement:**
  - ACH Transfer form
  - Award Letter signature page
  - Award Disbursement Procedures
  - CD-512 (Lobbying)
  - Conflict of Interest Statement
  - Statement of Policies
8. Award recipients must have the following policies enforced:

- Procurement (The contract recipient must comply with their procurement policy if that policy is more stringent than PRIDE's.)
- Travel
- Personnel
- Financial
- Property

Please complete the Statement of Policies and submit to the PRIDE Office. By submitting this form award recipients are verifying that they have such policies. However, PRIDE reserves the right to request the entire policy at anytime.

9. Appropriate permits are the responsibility of the contract recipient. Copies of permits should be forwarded to the PRIDE office. If proper permits are not received for the project, the contract recipient may be forced to forfeit contract funds.
10. PRIDE will review your 2012 School Board Audit on the Kentucky Department of Education Web Site-District Financial Audits page. The audit should provide the auditor's opinion on the recipient's financial statements, compliance in accordance with OMC Circular A-133, and a Schedule of Expenditures of Federal Awards. If there are any related compliance problems, the report should include the recipient's corrective plan of action, which identifies how the recipient will remedy the problems identified by the auditor and prevent them from recurring. **Some non-profit entities are not subject to an OMB Circular A-133 audit. If your organization is not required to perform an audit, you must complete the Single Audit Certification Form.**
11. All Recipients agree to comply with Executive Order 11246 which states contractors may not discriminate on the basis of race, sex, religion, color or national origin. Contractors must take affirmative action to ensure that equal opportunity is provided in all aspects the employment.
12. Under this award, **PRIDE contract funds are not to be used to generate income during the contract cycle. Income can be generated once the contract cycle has expired.**
13. All printed materials regarding this project must include the **PRIDE logo** or recognize that funding for such print was made possible through PRIDE.
14. Any non-profit organization not directly affiliated with federal, state, county, or local government must submit evidence of Internal Revenue Service Code 501(c) 3 Federal Income Tax exemption status.
15. All contract recipients are responsible for overseeing completion of contract project as stated in the contract application.
16. All contract recipients must submit reimbursement requests as stated in Section 5.
17. The **Progress Report** is due by December 18, 2013, unless specified differently under Special Terms and Conditions.

- a. **Reimbursements will not be made if Progress Reports are delinquent.**  
Contract recipients with delinquent Progress Reports for more than 30 days are automatically re-evaluated as Risk Assessment C (see Section Seven - Risk Assessment).
  - b. In addition, request for contract amendments will not be processed if progress reports are delinquent.
18. A **Final Report** must be submitted to PRIDE within 30 days of completion of the project or by May 31, 2014 whichever is earlier and **prior to the final reimbursement.**
19. All contract recipients must complete and forward all necessary paperwork to the PRIDE Office in a timely manner.

## Section Three – Site Visits

PRIDE staff will contact contract recipients to schedule site visits. Contract recipients may also contact the PRIDE office at any time to schedule a site visit. **Site visits will be conducted according to the assigned risk assessment status as stated in section 7.**

1. Site Visit:
  - Compare approved contract package with actual project.
  - Identify any potential problems.
  - Document progress.
  - Review contract recipient's records, policies and files.
  - Discuss future PRIDE – related activities

**Contract Recipients will be responsible for keeping accurate records of all contract activity for review.**

2. In the event that a conflict arises, written reports by an official PRIDE representative detailing the conflict, will be forwarded to the recipient.
3. The recipient will in turn take necessary steps to correct any problems found and prevent recurrence of similar problems.

### Contact Information:

PRIDE  
2292 South HWY 27  
Somerset, KY 42501  
888-577-4339 or 606-677-6150  
Fax-606-677-6055

Tammie Wilson, President/CEO: [twilson@centertech.com](mailto:twilson@centertech.com)

Jennifer Johnson, Program Director: [jjohnson@centertech.com](mailto:jjohnson@centertech.com)

Mark Davis, Field Representative: [bdavis@centertech.com](mailto:bdavis@centertech.com)

Christy Woodall, Administrative Assistant: [cwoodall@centertech.com](mailto:cwoodall@centertech.com)

## Section Four Expenditure Guidelines

**Before spending any money it is important you remember:**

1. You may only spend money on items listed in budget.
2. Limits have been set for specific structures and materials.

**Expenditure guidelines have been set as follows:**

- Aquaculture Fish (only approved aquaculture projects)	up to \$300
- Birdhouses/Bat boxes/Butterfly houses/ Feeders/ Seed/Habitats	up to \$750
- Bird bath	up to \$25
- Binoculars	up to \$500
<sup>2</sup> Books	up to \$500
- Butterflies	up to \$50
<sup>5</sup> Digital Camera	up to \$500
- Earth Day Materials	up to \$500
-Educational Resources	up to \$1,150
<sup>1</sup> Energy Conservation Project	up to \$1,500
- Greenhouse	up to \$1,250
- Greenhouse Equipment & Supplies	up to \$500
<sup>3</sup> Multi-Media Materials	up to \$500
- Native Plants	up to \$500
- Outdoor Classroom Shelter	up to \$1,500
<sup>4</sup> Recycling Containers	up to \$1,250
- Run Water to Outdoor Classroom/greenhouse	up to \$750
- Run Electricity to Outdoor Classroom/greenhouse	up to \$750
- Storage Containers	up to \$250
- Tools	up to \$500
- Tool Shed & Shelves	up to \$750
- Waders	up to \$300
- Worktables/Benches	up to \$750

<sup>1</sup>Energy Conservation Projects will require the completion of energy audits provided by the Green and Healthy Schools program. The audits can be found at [www.greenschools.ky.gov](http://www.greenschools.ky.gov). Once the audits are completed, the students can select a project and a detail budget must be submitted to PRIDE for approval.

<sup>2</sup>Books-must be listed on the PRIDE Approved booklist or approved by PRIDE before purchasing.

<sup>3</sup>Multi-Media materials include CD's, DVD's, videos, tapes and computer software.

<sup>4</sup>Trash receptacles can no longer be purchased for the use of garbage collection.

<sup>5</sup>Digital Cameras are limited to \$100.00 for each camera for a grand total of 5 cameras.

3. T-shirts can no longer be purchased with PRIDE Club funds. **Please note that t-shirts for club members for the 2013-2014 year, will be contingent upon PRIDE receiving funds.**

4. Digital Cameras will be used to assist and enhance the students with environmental education lessons. Photos can be used in the classroom on the smart boards and in student presentations. Cameras can also be used to track the progress of the PRIDE project. Cameras should not be used for personal use. A limit of five digital cameras at \$100.00 each can be purchased using PRIDE funds. PRIDE funds can not be used to purchase photo paper or ink cartridges. PRIDE will provide you with a list of suggested activities to use with digital cameras.

5. All plants purchased with PRIDE Contract Funds must be native plants.

**This includes:**

- **Grasses**
- **Trees (including fruit, evergreen)**
- **Shrubs**
- **Arboretum plants**
- **Butterfly garden plants**
- **Grape vines**
- **Gourds**
- **Hummingbird garden plants**
- **Herb garden plants**
- **Wildflower garden plants**
- **Wetland/vernal pool plants (including water lilies and water lettuce)**

**PRIDE funds may only be used to purchase native plants (plants found in Kentucky pre-colonial era). The purpose of this is to help students recognize and appreciate local flora, and to prevent the escape of exotic species. A suggested list of native plants by common name is in the Native Plant Folder on this disc, but you are not limited to this list. However, non-native plants are not to be purchased with PRIDE funds. These would include most annuals, and many landscaping and/or beautification plants such as pansies, hostas, etc. The only exceptions are for approved vegetable, herb or other specially approved gardens. A list of native plant nurseries is located in the Native Plant Folder on this disc.**

5. Guidelines have been established for purchasing educational resource materials:

-All books, kits, CD's, DVD's, software, videos, tapes and games must have an environmental education theme. All educational resources not listed on the PRIDE approved list must be submitted for pre approval before purchasing.

-Books and other materials listed on the PRIDE Approved Booklist do not require pre-approval before purchasing. The approved booklist can be found on the PRIDE web site at [www.kypride.org](http://www.kypride.org), by clicking on the Educate link at the top of the PRIDE home page. Scroll down to Resources. Then click on Book list.

**-If you wish to purchase books, kits, resource materials, CD's, DVD's, software, videos, tapes and games that are not listed on the PRIDE Approved Booklist, you must submit the Resource Request Form for approval before purchases can be made. Please list the book title, author, publisher and copyright date. The PRIDE Approved Booklist is located on the PRIDE website ([www.kypride.org](http://www.kypride.org)). If the items are not listed on the PRIDE Approved Booklist and you do not seek approval before purchasing, PRIDE has the authority to not reimburse you for the items.**

6. Tools purchased with PRIDE funds must be hand held for student outdoor use. Examples include hand held digging tools (shovels, rakes, hoes, cultivators) gloves, water hose, wheel barrows, hammers, hand saw, nails and other building accessories, cordless drills and pruners, etc. If you have a question about a specific tool you wish to purchase, please contact the PRIDE Office for prior approval.

7. Energy Conservation projects must be pre approved before purchasing. Before you decide on an energy project, the students must complete the Green and Healthy Schools Energy Audit Inventories which can be located at [www.greenschools.ky.gov](http://www.greenschools.ky.gov). Completing the energy audits will assist with setting specific energy goals for your school and developing specific projects and programs to reduce your school's energy costs.

8. PRIDE Funds cannot be used for items that are not listed in the approved budget and the following listed items:

**Unapproved Expenditures:**

- 4-H civic leadership materials
- Award incentives
- Beautification plants
- Blower vacuum
- Bulletin/community signs/display boards
- Buses/bus driver time
- Concrete/asphalt trails
- Decorative landscape rock
- Exercise trails
- Fish/water animals (unless directly related to PRIDE aquaculture projects)
- Food, hotel and travel expenses
- Food, wages for substitute teachers
- Fountains for ponds
- Gazebos
- Graphic design
- ink cartridges
- Ladders
- Lamp posts
- Landscape expert
- Lighting equipment
- Non-native plants-exceptions for garden, herb or special approved projects
- Payment of any technical teaching staff, guest speakers or instructors
- Pressure Washers

- Plastic landscape ponds/aerators/pumps
- Photo paper
- Professional development stipend
- Program income
- Raft/canoe/boat
- Room & board
- Salaries for Project WET/WILD facilitators
- Skill saws
- Sound system
- Teacher/Substitute Teacher Salaries
- Transportation costs
- Travel /marketing
- TV, VCR, DVD recorders or video equipment

\* This list contains examples only and should not be considered all inclusive.

## **Section Five        Reimbursement Procedures**

1.     The Award Letter will specify the start and end dates of the contract period unless otherwise approved by the PRIDE Executive Committee.
2.     Costs incurred prior to the contract award date (pre-award) and after the contract period has expired will be disallowed.
3.     Award payments will be made through the PRIDE office on a reimbursement basis only. Invoices submitted by December 18, 2013, will be reimbursed by January 31, 2014. Invoices submitted by April 30, 2014, will be reimbursed by May 30, 2014.
4.     All funds must be obligated by December 18, 2013, unless prior approval is obtained from PRIDE. If a contract recipient does not submit proof of obligation of funds by December 31, 2013, PRIDE may withdraw the Contract Award.
5.     The recipient of the award must maintain procedures for fund control and is subject to showing PRIDE that processes are in place for the receipt of funds.
6.     The contract award document and all associated documents and stipulations must be filled out, signed, and forwarded to PRIDE prior to submitting any requests for reimbursement.
7.     All public schools must submit a copy of the MUNIS Project Budget Report prior to submitting any requests for reimbursement.
8.     Each reimbursement request shall be submitted with the Request for Reimbursement Form. No reimbursement will be made without a completed PRIDE Request for Reimbursement Form signed by an authorized representative. The school principal, superintendent, or CEO of non-profit organizations is an authorized representative. If someone other than those identified is authorized to request funds, it must be stated in the ACH Transfer Information Form.
9.     Legible copies of actual invoices and/or sales slips for reimbursement and matching funds, along with documented community and citizen involvement and in-kind services, and front and back copies of cancelled checks if required (refer to award letter for risk assessment) must be submitted with the Request for Reimbursement Form. Support documents must be submitted for each entry on the Request for Reimbursement Form. All documentation, other than invoices, must be signed with an authorized signature.
10.    All reimbursements will be made by an ACH transfer to the contract recipient's account. Each recipient shall complete the ACH Transfer Information form. The ACH Transfer Information Form also includes the authorized name(s) and signature(s) for the contract recipient organization.

11. **Reimbursements must conform to the line item budget approved by PRIDE.** If/when contract recipient realizes budget amounts are not adequate, written requests to change the budget must be approved by PRIDE prior to expenditure of funds. **(Do not expend funds before you receive written approval to reallocate funds.)**
  
11. The required match is 20% of the contract budget. **When calculating labor reported as in-kind match, a rate of \$17.00 per hour is used for volunteer hours.** Actual rates of pay may also be used if supported in writing under signature of authorized personnel. Hourly rates are not to include fringe benefits.
  
12. Reimbursements will not be made if Progress Reports are delinquent.
  
13. A Final Report is due within 30 days of completion of the project and must be submitted **before final reimbursement will be paid. Note: Funds cannot be spent after April 30, 2014.**
  
14. Monetary donations can be used as match for contract funds. You must however expend the donated funds and submit copies of your invoices or sales slips to show how the money was spent on the project.

## Section Six – Contract Amendments

1. **Reimbursements must conform to the line item budget approved by PRIDE.**  
If/when contract recipient realizes budget amounts are not adequate, written requests to change the budget must be submitted to PRIDE and approved by the Program Director, or Executive Committee prior to expenditure of funds. **(Do not expend funds before you receive written notification detailing the director's or committee's actions.)** Request for additional funds will not be contracted.
2. PRIDE will not transfer contract funds from one organization to another. If a contract recipient is unable to complete the scope of work, the contract funds will revert back to PRIDE.
3. The terms and conditions of this contract may be amended at any time only by mutual written agreement of both parties and by approval of PRIDE. This includes requests for changes in scope of work, budget amendments or extensions. The decision will be forwarded to the recipient along with a new approved budget in written form within 10 days following the decision. Recipient should not commence to work until written permission is received.
4. Request for amendments must include the following information:
  - **Contract Number**
  - **Explanation of why the contract recipient's original scope of work needs to be revised**
  - **Amount of contract funds involved-Please list the line item that the funds are being moved from and which line item the funds are being moved to.**

## Section Seven – Risk Assessment

1. Each contract recipient will be categorized depending on the magnitude and complexity of the project, the project location and its impact on the environment, and the past performance, if any, of the contract recipient.
2. Contracts will be divided into three risk categories: A, B, or C.

### Risk Category A

- 1) Satisfactory performance history.
- 2) Satisfactory financial history.
- 3) Adequate management system of records and files.
- 4) Compliance with terms and condition of previous awards.
- 5) All of the above.
- 6) Random site visits may be made on an as needed basis.

### Risk Category B

- 1) No performance history.
- 2) No financial history.
- 3) All non-profit organizations.
- 4) Any one or more of the above.
- 5) Random site visits may be made on an as needed basis.

### Risk Category C

- 1) History of unsatisfactory performance.
- 2) Financial instability.
- 3) Inadequate management system that does not meet the standards mandated in OMB's contracts and management circulars.
- 4) Failure to comply with the terms and conditions of previous awards.
- 5) Qualified audit.
- 6) Any one or more of the above.
- 7) Random site visits will be made on an as needed basis, and a final site visit is required.
- 8) Must submit copies of all cancelled checks. This includes a copy of the front and back of the cancelled check.

3. **Each recipient will be notified as to his or her classification in the award letter.** Risk assessment is subject to change upon receipt of current audit. Contract recipient will also be notified in writing of any changes.

## **Section Eight – Indemnification**

1. Contract Recipient covenants and agrees to take, use, provide and make all proper, necessary and sufficient precautions, safeguards and protections against the occurrence or happenings of any accidents, injuries, damages or hurts to any person or property during the progress of the work herein covered, and to be responsible for and to indemnify and hold harmless PRIDE from the payment of all sums of money by reason of all or any accidents, injuries, damages or hurt, that may happen or occur upon or about such work and all fines, penalties and loss incurred for or by reason of the violation of any local, city, or county ordinance or regulation or by the law of the Commonwealth of Kentucky or United States while the work is in progress.

## **Section Nine – Safety**

1. Safety precautions should be taken when projects are in progress.
  - a. Safety vests should be worn for proper visibility when working in traffic areas.
  - b. Gloves should be worn when picking up garbage or trash.
  - c. Proper shoes and clothing should be worn to protect against elements. When needed, heavy boots, sunscreen, insect repellent, should be worn as well.
  - d. Hard hats should be worn when working around trees or in dangerous conditions.
  - e. Safety goggles should be worn when moving garbage or debris.
  - f. Precautions must be taken for the safety of the public when working near roadways.
  
2. Volunteer Timesheets and Waiver and Release Forms should be completed by each volunteer before the start of the project. The forms are included in Section Twelve – Contract Forms.

## **Section Ten – Coordination with Minority Business Development**

PRIDE encourages recipients to utilize minority and women-owned firms and enterprises in contracts under financial assistance awards. The Minority Business Development Agency will assist recipients in matching qualified minority and women-owned enterprises with contract opportunities. For further information contact: U.S. Department of Commerce, Minority Business Development Agency, Herbert Hoover Building, 14<sup>th</sup> Street and Constitution Avenue, NW, Washington, DC 20230.

## **Section Eleven-Contract Forms**

The following forms can be found on the PRIDE Web Site at [www.kypride.org](http://www.kypride.org).

ACH Transfer Information Form

CD-512 Lobbying

Conflict of Interest

Single Audit Certification Form

Progress Report

Final Report

Resource Request Form

Contract Reimbursement Request Form

Statement of Policies

Volunteer Timesheet

Release and Waiver Form

Be a Volunteer Flyer

PRIDE Club Registration Form and Participation Form

PRIDE Club Project Description and Budget Form

PRIDE Club Reimbursement Request Form

Spring Cleanup Scheduling Report Form

Spring Cleanup Score Sheet

**Section Twelve – Legal /OMB Circulars (refer to [www.whitehouse.gov/omb](http://www.whitehouse.gov/omb))**

1. OMB circulars are issued by the Office of Management and Budget (OMB) and gives information and instructions to Federal agencies in the form of circulars to ensure that contracts are managed properly. OMB circulars are to insure that federal dollars are spent in accordance with all laws and regulations.
2. OMB circulars can be found at [www.whitehouse.gov/omb](http://www.whitehouse.gov/omb)
3. **Different circulars apply to different types of organizations. Page 23 of this manual explains which circulars apply to your type of organization.**
4. If you need assistance locating the OMB circulars that apply to your organization, please contact the PRIDE Education Staff at 888-577-4339.
5. This contract award is funded by a grant from the Appalachian Regional Commission.

The Office of Management and Budget (OMB) issues information and instructions to Federal agencies in the form of circulars to ensure that contracts are managed properly and that Federal dollars are spent in accordance with all laws and regulations. Different circulars apply to different types of organizations:

TYPE OF ORGANIZATION	CIRCULAR(S) TO BE COMPLIED WITH
State, local or Indian Tribal Government	<p>OMB Circular A-102, Uniform Administrative Requirements for Contracts and Cooperative Agreements to State and Local Governments</p> <p>2 CFR 225, Cost Principals for State, Local, and Indian Tribal Governments</p> <p>OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations</p>
Non-Profit Organizations	<p>2 CFR 215, Uniform Administrative Requirements for Contracts and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations</p> <p>2 CFR 230, Cost Principals for Non-Profit Organizations</p> <p>OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations</p>
Educational Institutions	<p>2 CFR 215, Uniform Administrative Requirements for Contracts and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations</p> <p>2 CFR 220, Cost Principles for Educational Institutions</p> <p>OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations</p>

These OMB Circulars were used as a guide for putting this manual together. However, in some cases this manual will supercede the OMB Circulars. For instance, a circular may show that travel is an allowable expense whereas PRIDE does not reimburse travel expenses.

## **Section Thirteen- PRIDE Resources and Activities**

### **Environmental Education Contracts**

PRIDE developed the Environmental Education Contract Program to promote environmental education and awareness. This program provides funds to educational institutions and environmental education organizations for environmental education projects. These contracts of up to \$1,500 are available for activities including outdoor classrooms, recycling programs, greenhouses, nature trails, curriculum materials and other environmental education outlets.

### **PRIDE Clubs**

Since the beginning of PRIDE, students have been interested in how they can be a part of the PRIDE program. PRIDE education contract recipients are given a bonus of \$250 to form a service oriented PRIDE Club in their school. PRIDE Club members are required to participate in the contract project and PRIDE Spring Clean Up. Members are also required to initiate a PRIDE related community project of their own. PRIDE Clubs are a way of fulfilling community service hours if required for graduation and could be helpful in teaching the core content science, social studies and practical living assessments.

### **PRIDE Spring Cleanup**

Each spring, PRIDE designates the month of April for a region-wide Spring Cleanup. PRIDE Coordinators organize cleanup events in their communities and mobilize volunteers to clean illegal dumps, roadsides and waterways. PRIDE provides gloves, safety vests and T-shirts for the volunteers.

### **Environmental Education Project of the Month**

To reward the hard work of PRIDE Environmental Contract recipients, PRIDE started the Environmental Education Project of the Month. This honor goes to particularly creative or effective contract projects. PRIDE presents a plaque to the recipient, publicizes the award in the recipient's local media and features the project on the web site at [www.kypride.org](http://www.kypride.org).

### ***Green Frog Gazette; An Educational Newsletter***

The newsletter is a resource tool for environmental educators, which is emailed twice a year. The newsletter provides lesson ideas, web sites, funding sources and professional development opportunities. The Gazette allows the region's environmental educators to learn from one another by showcasing interesting contract projects and PRIDE club activities. The newsletter also includes articles from guest writers concerning environmental topics.

## **Approved Book List**

This bibliography was created from a list of materials requested by past contract recipients and from suggestions by non-formal and formal educators. When requesting to purchase books with PRIDE contract funds, we ask that contract recipients choose from books on our approved book list. The approved list is located on the PRIDE web site at [www.kypride.org](http://www.kypride.org).

## **PRIDE Environmental Education Outreach Program**

The goal of the PRIDE Environmental Education Outreach Program is to educate Eastern Kentuckians to better the future stewardship of our youth. For a program fee, paid for by the county, a PRIDE liaison will regularly visit the schools. Environmental lessons correlated to Kentucky Core Content will be presented to 3<sup>rd</sup> through 5<sup>th</sup> graders. Contact PRIDE for a list of participating counties or to see how to involve our county in this program.

## **Web Site**

The PRIDE Environmental Education web site is designed to be teacher and student friendly. The site provides information on all PRIDE education programs, including Environmental Education Contracts, PRIDE Stream Walks, PRIDE Clubs and the PRIDE Scout Program. In addition, the site page provides printable PRIDE resources, such as curriculum, and activity books. Visit [www.kypride.org](http://www.kypride.org).

## **Scout Program**

Boy Scouts and Girl Scouts in central, eastern and southern Kentucky can earn a PRIDE Environmental Action Award patch for their efforts to improve the environment. The patches are the result of PRIDE's partnership with Girl Scouts of the U.S.A. and Boy Scouts of America. Together, the organizations intend to promote environmental education through hands-on learning experiences. The patches are available in the counties served by Eastern Kentucky PRIDE and Bluegrass PRIDE. More information is available on the PRIDE web site, [www.kypride.org](http://www.kypride.org). Questions about the patches should be directed to the Girl Scout Wilderness Road Council at (800) 475-2621 or the Blue Grass Council of the Boy Scouts of America at (859) 231-7811.