



2013 PRIDE Club Manual

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Forward

PRIDE is taking environmental education a step further by asking young people to become involved by forming PRIDE Clubs in their schools. PRIDE Clubs will be open to all grades at the discretion of the PRIDE Club sponsor(s). The mission of the club is to have students raise environmental awareness and become PRIDE volunteers in their communities, by acting as role models and mentors to their peers. We encourage 4th – 12th grade clubs to mentor to younger students K-3. PRIDE staff will be available to guide teachers and students in developing PRIDE Clubs.

Schools located in PRIDE's 38-County Region can apply for \$250 to form a service oriented PRIDE Club in their school. PRIDE Club members are required to participate in PRIDE Clean-up activities, and a service project of their own. Once a PRIDE Club is established all projects and budgets must be submitted and approved by the PRIDE office.

Please use this manual as a guide to organizing and conducting PRIDE Club meetings and activities. The suggestions and activities in this manual focus on environmental issues and topics that affect our local communities. Teachers should encourage the students to be creative and have fun, while establishing a sense of PRIDE on their school campus and in their community.

All participants agree to indemnify and hold harmless PRIDE, its employees, officers, directors and agents, from and against any and all liabilities, obligations, penalties, claims, damages, and/or judgments of any kind, nature or description, including all attorney's fees and other costs and expenses that may be incurred by PRIDE, which may be imposed upon, incurred or suffered by or asserted against PRIDE, its employees, officers, directors, and agents by third parties arising out of the recipient's actions in connection with this project.

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PRIDE Mission

PRIDE Clubs members agree to educate themselves and their peers in the importance of clean water, and to help raise awareness about the environment and each individual's responsibility toward the environment.

P – PRIDE Clubs promote environmental education in their schools and communities

R – Raise awareness of personal responsibility

I – Insure a healthier environment for future generations

D – Develop projects/programs for school wide participation

E – Encourage student/peer mentoring in their schools

PRIDE Club Goals

The Goals of the PRIDE Club are:

- To educate students about the environmental dangers of illegal dumping
- To educate students about environmental hazards of water pollution
- To educate students about the need to protect our natural resources
- Through education, students will be able to make wise choices regarding our environment
- Through education, students will apply these choices in their everyday lives, setting examples for generations to come
- Through education, students will improve the quality of life for all Kentuckians

Starting a PRIDE Club

What better way to promote environmental education than to start a PRIDE Club at your school. Here are some tips on how to get started.

1. Use the “Join a PRIDE Club” to organize the first club meeting.
2. Identify a PRIDE Club sponsor.
3. At your first meeting, discuss what the PRIDE program is and why it is important for everyone to be involved. The PRIDE office has staff available to assist you.
4. Elect officers like other clubs do in your school. Establish an outline of each officer’s job, and pass it out at the first meeting so elections can be held at the second meeting. This will give the students an opportunity to think about running for an office. We suggest having a president, secretary, treasurer and historian.

5. Suggested procedures that may be used to conduct the meeting are:

- I. Call to Order
- II. Opening Ceremonies (optional)
- III. Roll Call (if customary)
- IV. Reading and Approval of Minutes
- V. Program (if a program or a speaker is planned for the meeting)
- VI. Reports of Officers and Boards
- VII. Unfinished Business and General Orders
- VIII. New Business
- IX. Announcements
- X. Adjourn

6. Submit the “PRIDE Club Registration Form” by December 18, 2013.

7. Develop your PRIDE Club’s motto.

8. Develop an activity list that outlines your clubs’ goals. One goal should promote mentoring to younger students. Use the list of suggested activities in this section to begin thinking about what your club can do. Feel free to develop your own ideas.

9. Each club must participate in the following activities:

- a. PRIDE Cleanup Activity
- b. Club activity of your choice, which emphasizes mentoring to peers

10. Submit a “PRIDE Club Project Description and Budget Form” for approval by December 18, 2013 to the PRIDE office or before the project begins.

Submit a “Participant Registration Form” for each member to the PRIDE Office. New members can be added throughout the year. When new members are added please forward their “Participant Registration Form” to the PRIDE Office. **Please note that t-shirts for club members for the 2013-2014 year, will be contingent upon PRIDE receiving funds.**

PRIDE Club Leadership

Clubs should meet during pre-approved school times or in an after-school setting if transportation is provided. Clubs should meet at least monthly at a predetermined time and place.

Club sponsors can play a pivotal role in guiding young people toward keeping your local environment clean and demonstrating PRIDE on a daily basis. One simple, effective way you affect young people is by teaching through example. There must be a certified staff member assigned as the club sponsor at all club functions. The club sponsor's role includes:

- Being present at all meetings and events
- Helping club officers plan meetings, activities, and arrange events
- Delivering or supervising educational activities at club meetings
- Serve as the club liaison with other adults, PRIDE office, and other organizations in the community

The club sponsor should have:

- A desire for a clean and healthy environment
- Enthusiasm about their PRIDE Club
- The trust and respect of children
- The trust and respect of parents and community leaders
- Good communication skills

PRIDE Club Officers

PRIDE President

- Works with adult leaders/school sponsor(s) to plan activities, meetings, and events
- Chairs meetings and/or co-chairs with club sponsor
- Recruits new members
- Handles publicity and highlights the club's activities

PRIDE Secretary

- Keeps minutes of each meeting
- Keeps school and other members informed of upcoming meetings and events
- Helps publicize upcoming events
- Keeps a membership roster

PRIDE Historian

- Maintains a PRIDE scrapbook
- Takes photographs of events and keeps club sponsor informed of PRIDE club activities

PRIDE Treasurer

- Collects and records money used by the club for activities through donations and fundraisers. The club sponsor is responsible for maintaining financial records of the funding available through the PRIDE office.

Recruiting Members

Clubs that meet in the schools can be publicized in an array of ways. This can be accomplished by announcements over the public address system, teacher announcements in local classrooms, assembly presentations, letters sent home to parents, posters/flyers, school bulletins, newsletters, or newspapers. The most effective tool is often peer-to-peer recruitment. Do not be discouraged if the initial turnout is poor. Once the word about the PRIDE clubs begins to spread, it will help the recruiting efforts.

Club Membership

PRIDE clubs will be open to all grades at the discretion of the PRIDE Club sponsor(s). PRIDE suggests that members be 4th to 12th grade students so mentoring to younger students can be accomplished. However, several clubs have been successful with K - 3rd grade members as well.

PRIDE encourages you to structure your PRIDE Club so that it best suits the club sponsor's needs as well as the member's needs. The number of members should be a comfortable amount for the club sponsor to lead. If you have an overwhelming response, consider recruiting a second sponsor and/or having an additional PRIDE Club in your school.

PRIDE Club Registration Process

All PRIDE Clubs must submit a "PRIDE Club Registration Form" by December 18, 2013 to be eligible to receive the \$250 PRIDE Club funds.

Once your PRIDE Club is established, you will need to submit a "Participant Registration Form" for each member. The form can be mailed or faxed to our office. Once your club is established, new members can be submitted throughout the year. **Please note that t-shirts for club members for the 2013-2014 year, will be contingent upon PRIDE receiving funds.**

1. A tentative project proposal should be submitted with your registration form. When choosing your project, please remember it is for the students and they must participate. Please choose a project the students can participate in.
2. **Once your proposal is finalized, a project description and budget must be submitted to the PRIDE office for approval. A "PRIDE Club Project Description and Budget Form" must be approved by the PRIDE office by December 18, 2013.**

*** Please keep the PRIDE office apprised of your upcoming club activities/events. PRIDE staff may be interested in attending some of these events.**

PRIDE Club Reimbursement Procedures

- 1. “PRIDE Club Registration Form” must be submitted by December 18, 2013.**
- 2. “PRIDE Club Project Description and Budget Form” must be submitted by December 18, 2013 and must be approved before money is spent.**
3. The project period for this award is stated in the Award Letter unless otherwise approved by the PRIDE Executive Committee.
4. Costs incurred prior to the grant award date (pre-award) and after the grant period has expired will be disallowed.
5. Award payments of up to \$250 will be made through the PRIDE office on a reimbursement basis only.
6. Each reimbursement request shall be submitted with the “PRIDE Club Reimbursement Request Form”. No reimbursement will be made without a completed “PRIDE Club Reimbursement Request Form” signed by an authorized representative. The Principal or Superintendent is an authorized representative. An alternate representative may be authorized to request funds by stating so in writing on official letterhead signed by the Principal or Superintendent. All reimbursements will be made by an ACH transfer to the grantee’s account which will be part of the general fund. (A separate PRIDE Club account is not acceptable.)
7. Reimbursements must comply with the “List of Acceptable Expenditures” (noted in the PRIDE compliance manual) approved by PRIDE. Club sponsors must submit a “PRIDE Club Project Description and Budget Form” for approval to the PRIDE office before project begins.

2013-2014 PRIDE Club Expenditure Guidelines

- **PRIDE Club budget must be listed on the “PRIDE Club Budget Form” and preapproved prior to sending. Please submit your “PRIDE Club Registration Form” and “Budget Form” by December 18, 2013.**
- PRIDE Clubs are eligible for a total of \$250.00. PRIDE Club funds must comply with the “Approved Contract Expenditures” and the “Ineligible Contract Expenditures” as listed in the Education Contract Compliance Manual.

Denied items may include, but are not limited to:

- **T-shirts can no longer be purchased using PRIDE Club funds.**
- **Food and drink**
- **Transportation, wages, travel and lodging**
- **Televisions/VCR/DVD Players**

Do not purchase anything before approval has been given by PRIDE office.

Spring Cleanup

1. All PRIDE Clubs must participate in a Spring (or Fall) Cleanup activity to receive the \$250 club award.
2. The PRIDE Club can organize its own cleanup activity or can participate in a local community cleanup. The activity can be a campus cleanup or roadside cleanup.
3. Please submit the “PRIDE In Schools Cleanup Scheduling Report Form” to the PRIDE Office by March 21, 2014. **To receive PRIDE Spring Cleanup t-shirts for club members, each member must submit a Participant Registration Form with their correct shirt size circled. You will not receive t-shirts or cleanup supplies until your “PRIDE In Schools Cleanup Scheduling Report Form” is submitted to the PRIDE Office (located in the Forms section). Please note that t-shirts for club members for the 2013-2014 year, will be contingent upon PRIDE receiving funds.**
4. Once your Scheduling Report Form is submitted, please contact the PRIDE Office if you need garbage bags or gloves for your cleanup activity.
5. Remember to have each volunteer participating in the cleanup activity to sign the “PRIDE Volunteer Time Sheet.”
6. For more information regarding cleanup activities in your community, contact your local PRIDE Coordinator or the PRIDE staff.
7. After your cleanup is complete, please submit the “2014 PRIDE in Schools Spring Cleanup Score Sheet” and the “PRIDE Volunteer Time Sheet” to PRIDE before reimbursement can be made. These sheets are used to total up the PRIDE Spring Cleanup results.

FOR MORE INFORMATION ON SPRING CLEANUP IN YOUR COUNTY, CONTACT THE PRIDE OFFICE AT 1-888-577-4339 OR VISIT OUR WEB SITE AT www.kypride.org

PRIDE Club Activities and Projects

In this section you will find suggested activities and projects to guide you in developing your club meetings.

These activities will encourage your members to care for and protect the environment. We hope you find that these activities guide your club members to become shining examples of good earth stewards.





PRIDE Club Activity Suggestions

- Organize a cleanup of the school grounds.
- Make Rain Barrels for your campus.
- Sponsor a “Change a Light, Change the World” pledge drive by purchasing CFL bulbs and handing them out at school events or community festivals or events.
- Adopt a mile of highway in the county to keep clean.
- Start a peer mentoring program by utilizing the outlined curriculum.
- Adopt a section of a nearby stream to keep clean.
- Plan an Earth Day event for your club or school.
- Participate in your community events by setting up a booth and passing out environmental literature (contact PRIDE for ideas).
- Work with your county/city officials to establish recycling at local community events (festivals, concerts, etc).
- Organize a school fair about PRIDE and protecting the environment.
- Develop a nature trail and a brochure telling about the plants along the way.
- Have a PRIDE poem contest.
- Have a PRIDE essay contest.
- Have a PRIDE poster and calendar contest (remember, your PRIDE Club funds can be used for the materials).
- Use recycled materials for making PRIDE art.
- Make a video about PRIDE in your school.
- Write and record a song about PRIDE.
- Start a recycling program in your school or community.
- Expand your recycling program to collect items to be donated to local charities (such as old eye glasses/ink cartridges).
- Organize a school wide or district wide recycling contest.
- Paint trashcans with the PRIDE logo and place around town or campus to collect cans or trash.
- Use the money from can recycling for other PRIDE Club activities.
- Create a website about your PRIDE Club.
- Participate in a water-testing program.
- Tour the local water treatment plant to learn about how water is treated and cleaned.
- Have a debate about environmental issues.
- Develop a PRIDE trivia game based on environmental questions.

- Invite guest speakers to your meetings to find out what is going on in the community. Some ideas for speakers include:
 - PRIDE Staff
 - City/County PRIDE Coordinator
 - Forestry Service Representative
 - Mayor or County Judge Executive
 - Agriculture Extension Agent
 - KY Department of Fish and Wildlife
 - Conservation District Representative

- Write your federal and state legislators to find out what they are doing on specific environmental issues or to show your support for an issue.
- Write and perform a play about PRIDE.
- Interview community leaders about PRIDE activities in your county and produce a newsletter.
- Paint nature themed murals to brighten up city streets.
- Construct a wetland at your school and plant the appropriate plants for a wetland. Hold a discussion about why wetlands are good and should be protected.
- Tour your local landfill.
- Construct a rain garden on school property.
- Develop bird/butterfly sanctuary on school property.
- Plant native trees on campus.

Suggestions for Organizing a Community Cleanup

The first step in your community cleanup effort is to determine the scope of your project. Consider starting small on the first attempt. This will ensure success and enable you to gain valuable experience. Don't underestimate the amount of time the project will entail. Begin by estimating how much time YOU are willing to commit to the project. Work with your local PRIDE Coordinator and/or solid waste coordinator. Most will be able to help you locate available resources and support. They may also document volunteer hours that will be of help to them.

At this initial planning stage, determine objectives and time frames. Hosting cleanups in different locations within the county (perhaps conducted on Saturdays), provides everyone a chance to participate in the cleanup. Participants must be willing to bring their materials to the drop-off location for collection prior to disposal.

There are certain waste types that need special consideration when planning for disposal. They are as follows:

- tires
- bulky items such as refrigerators with freon, white goods, etc.
- batteries
- paint and other liquids
- hazardous materials (pesticides, herbicides, other chemical waste)
- tree trimmings
- lumber
- dead animals
- unidentifiable wastes

If you plan to accept these types of materials, you will need to make provisions to do so up front. If you do not plan to accept these materials, make sure participants know in advance what materials you will accept.

After you have determined the scope of your project, it is time to begin organizing activities. On the following page you will find a suggested timeline to assist you with your planning.

Timeline Suggestions for Planning and Organizing a Community Cleanup

1. Hold a meeting three-four months in advance to assign individual tasks and roles in setting up the project. Tasks include:
 - a. Produce flyers and public service announcements.
 - b. Write letters to potential community volunteers.
2. Publicity – Start at least two months in advance:
 - a. Produce flyers
 - b. One month in advance – send letters to businesses, fire departments, boy/girl scouts and ask for volunteers and donations of food and drinks for volunteers.
 - c. Three weeks in advance – submit PSAs to newspaper and radio.
 - d. Three days in advance – line up newspapers/TV coverage.
 - e. During cleanup – call the local radio stations to tell everyone where the volunteers will be working, to drive carefully in those locations, and to hopefully come out and help.
3. Cleanup Activities – ongoing:
 - a. Six weeks in advance – call doctors, dentists and clinics to request donation of gloves.
 - b. Three weeks in advance – pick up gloves from doctors, dentists and clinics.
 - c. One week in advance – have meeting locations staffed to register volunteers and hand out gloves and trash bags. Suggested meeting locations include: Courthouse, City Hall, fire departments.
 - d. One week in advance (or as soon as possible) – notify the city and county governments when and where the volunteers will be working so that they can arrange to pick up the bags of trash.
4. After the cleanup:
 - a. Collect volunteer timesheets.
 - b. Complete and submit “PRIDE Score Sheet”. (Your local PRIDE Coordinator will provide this sheet or can find in Forms section).
 - c. Send thank you notes to donors.

Make PRIDE aware of extraordinary achievements by volunteers or groups of volunteers. They can be nominated for Volunteer of the Month or Project of the Month.

Mentoring Program

Younger students enjoy hanging out with older students and look up to them. By interacting together, older students can be a positive influence on younger students. PRIDE Clubs can use activities to teach younger/other students about the importance of a clean and healthy environment.

Mentoring Ideas

- ◆ Plan an Earth Day activity for the younger students to participate in.
- ◆ Select an environmental topic such as water quality or recycling and allow your PRIDE Club to develop a puppet show, play, activity, or lesson to do with the younger students. Select a teacher/class in a lower grade for your club to work with several times throughout the year.
- ◆ PRIDE Club members can organize a poster or coloring contest for the younger students.
- ◆ Buddy-up your club members with younger students to complete a cleanup activity or water testing activity.
- ◆ Participate in an elementary school's Environmental Fair or Career Day by speaking to the students and handing out environmental literature.
- ◆ Many school systems now have access to an Enviroscope Watershed Model. If your school system does not have one, PRIDE can assist you in locating one and instruct on how to use it. Enviroscope models are utilized to give a visual demonstration to students about non-point source water pollution.

PRIDE staff is available to assist with PRIDE Club activities and programs. Contact the PRIDE office at 1-888-577-4339 for more information.