



2018
PRIDE
Environmental Education
Compliance Manual

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.

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.

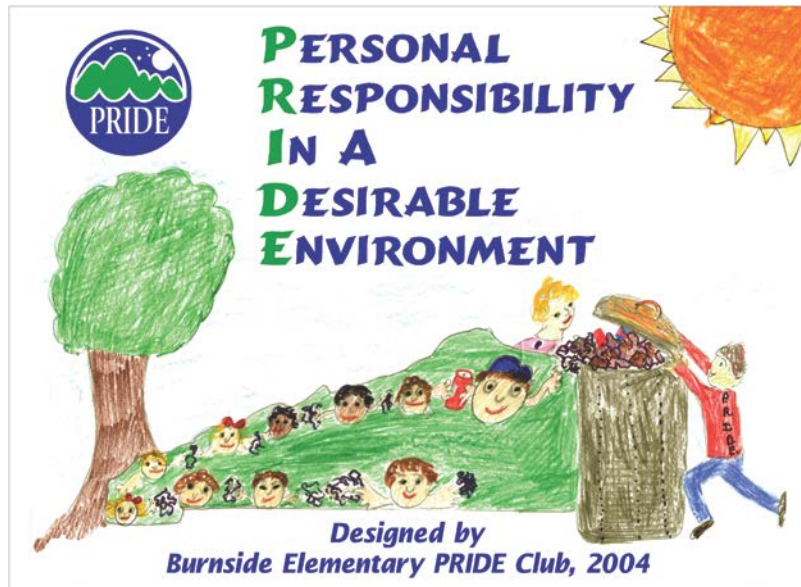
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PRIDE Mission

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**



Section One – Official PRIDE Compliance Policy

This manual is intended to guide recipients of PRIDE Clubs through the award process by setting forth the Policies and Procedures that must be adhered to during the administration of award 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 award program. Noncompliance will also jeopardize the award of any future funds. Further, due to the nature and funding of the PRIDE 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 grant programs.

Section Two – Grant Recipient Responsibilities and Reports

The grant recipient will:

1. The grant period for this award April 1, 2018 and ends September 15, 2018. Therefore, the last day to spend funds is August 31, 2018.
2. All final reports and final requests for reimbursement and required documentation must be submitted by August 31, 2018.
3. Assign responsible individual with knowledge of the project to act as a liaison between the school or organization, any contractors, and PRIDE. The grant 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 grant be kept in a project file and be available during site visits.**
5. Grant 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 Grant Program is federally funded; therefore, debarred contractors are disallowed. Verification of contractor status can be obtained at <http://elps.arnet.gov>.

6. Grant 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

7. Award recipients must have the following policies enforced:
 - Procurement (The grant 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.

8. Appropriate permits are the responsibility of the grant recipient. Copies of permits should be forwarded to the PRIDE office. If proper permits are not received for the project, the grant recipient may be forced to forfeit grant funds.

9. PRIDE will review your 2017 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.**

10. 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. Recipients must take affirmative action to ensure that equal opportunity is provided in all aspects the employment.

11. Under this award, **PRIDE grant funds are not to be used to generate income during the grant cycle. Income can be generated once the grant cycle has expired.**

12. All printed materials regarding this project must include the **PRIDE logo** or recognize that funding for such print was made possible through PRIDE.

13. 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.

14. All grant recipients are responsible for overseeing completion of grant project as stated in the grant application.
15. All grant recipients must submit reimbursement requests as stated in Section 5.
16. The **Progress Report #1** is due by May 31, 2018 and **Final Report** is due September 15, 2018 unless specified differently under Special Terms and Conditions.
 - a. **Reimbursements will not be made if Progress Reports are delinquent.** Grant 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 grant amendments will not be processed if progress reports are delinquent.
17. A **Final Report** must be submitted to PRIDE by September 15, 2018 or **prior to the final reimbursement.**
18. All grant recipients must complete and forward all necessary paperwork to the PRIDE Office in a timely manner.

Section Three – Site Visits

PRIDE staff will contact grant recipients to schedule site visits. Grant 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 grant package with actual project.
 - Identify any potential problems.
 - Document progress.
 - Review grant recipient's records, policies and files.
 - Discuss future PRIDE – related activities

Grant Recipients will be responsible for keeping accurate records of all grant 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 grant recipient.
3. The grant 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

Cathy Lenox, Executive Administrator: clenox@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:

Approved Expenditures:

Outdoor Classroom Shelter	up to \$2,750
¹ Energy Conservation Project	up to \$2,750
Work Tables/Benches	up to \$1,000
Greenhouse	up to \$2,250
Greenhouse Equipment & Supplies	up to \$1,000
Bird, bat houses/Feeders/Seed/Habitats	up to \$875
Birdbath	up to \$75
Tools	up to \$1,000
Butterflies	up to \$200
Native Plants	up to \$1,000
Tool Shed and Shelves	up to \$1,000
Storage Containers	up to \$750
Binoculars	up to \$500
Aquaculture Fish	up to \$600
Run Water to Outdoor Classroom	up to \$900
Run Electricity to Outdoor Classroom	up to \$900
² Books	up to \$600
³ Multi-Media Materials	up to \$600
Waders	up to \$350
Earth Day Activity Materials	up to \$1,000
⁴ Recycling Containers	up to \$1,500
⁵ Digital Camera	up to \$500
Educational Resource Kits	up to \$1,500

- ¹Energy 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. Once the audits are completed, the students can select a project and a detailed budget must be submitted to PRIDE for approval.
- ²Books must be listed on the PRIDE Approved booklist or approved by PRIDE before purchasing.
- ³Multi-media materials include CD's, DVD's, videos, tapes and computer software.
- ⁴Trash receptacles can no longer be purchased for the use of garbage collection.
- ⁵Digital 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 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 three 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 Grant 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. 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.

6. 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, 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). 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.**
7. 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.
8. 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. 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.
9. 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
- 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 grant period unless otherwise approved by the PRIDE Executive Committee.
2. Costs incurred prior to the grant award date (pre-award) and after the grant period has expired will be disallowed.
3. Award payments will be made through the PRIDE office on a reimbursement basis only. Deadline to submit reimbursement request is September 15, 2018.
4. All funds must be spent by August 31, 2018. **NO EXTENSIONS WILL BE AWARDED.**
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 grant 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 grant 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 grant recipient organization.
11. **Reimbursements must conform to the line item budget approved by PRIDE.** If/when grant 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.)**
12. The required match is 20% of the grant budget. **When calculating labor reported as in-kind match, a rate of \$20.00 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.
13. Reimbursements will not be made if Progress Reports are delinquent.
14. **A Final Report is due by May 31, 2018. The Final Report must be submitted before final reimbursement will be paid.**
15. Monetary donations can be used as match for grant 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.
16. **All recipients must participate in a Spring Cleanup event.**

Section Six – Grant Amendments

1. **Reimbursements must conform to the line item budget approved by PRIDE.**
If/when grant 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 granted.
2. PRIDE will not transfer grant funds from one organization to another. If a grant recipient is unable to complete the scope of work, the grant funds will revert back to PRIDE.
3. The terms and conditions of this grant 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:
 - Grant Number
 - Explanation of why the grant recipient’s original scope of work needs to be revised
 - Amount of grant 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 grant 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 grant recipient.
2. Grants 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. Grant recipient will also be notified in writing of any changes.

Section Eight – Indemnification

Grant 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 – Grant Forms.

Section Ten – Coordination with Minority Business Development

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

Section Eleven – Grant Forms

The following forms can be found on the PRIDE Web Site at www.kypride.org.

ACH Transfer Information Form

CD-512 Lobbying

Conflict of Interest

Single Audit Certification Form

Progress Report

Final Report

Resource Request Form

Grant Reimbursement Request Form

Statement of Policies

Volunteer Timesheet

Release and Waiver Form

Spring Cleanup Scheduling Report Form

Spring Cleanup Score Sheet

Section Twelve – Legal /OMB Circulars (refer to 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 grants 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
3. Different circulars apply to different types of organizations. Page 16-17 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 grant 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	OMB Circular A-102, Uniform Administrative Requirements for Contracts and Cooperative Agreements to State and Local Governments 2 CFR 225, Cost Principals for State, Local, and Indian Tribal Governments OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations
Non-Profit Organizations	2 CFR 215, Uniform Administrative Requirements for Contracts and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations 2 CFR 230, Cost Principals for Non-Profit Organizations OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations
Educational Institutions	2 CFR 215, Uniform Administrative Requirements for Contracts and Agreements with Institutions of Higher Education,

	Hospitals, and Other Non-Profit Organizations 2 CFR 220, Cost Principles for Educational Institutions OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations
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These OMB Circulars were used as a guide for putting this manual together. However, in some cases this manual will supersede 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

1. Environmental Education Grants

PRIDE developed the PRIDE Club Environmental Education Grant Program to promote environmental education and awareness. Since the beginning of PRIDE, students have been interested in how they can be a part of the PRIDE program. PRIDE Club education grants of up to \$500 are available for activities including outdoor classrooms, recycling programs, greenhouses, nature trails, curriculum materials and other environmental education outlets. PRIDE Club members are required to participate in the grant project and PRIDE Campus 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.

2. Environmental Education Project of the Month

To reward the hard work of PRIDE Environmental Grant recipients, PRIDE started the Environmental Education Project of the Month. This honor goes to particularly creative or effective grant 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.

3. *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 grant projects and PRIDE club activities. The newsletter also includes articles from guest writers concerning environmental topics.

4. Approved Book List

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

5. 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 Grants, 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.

6. 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. 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.