



Chesapeake Conservation Corps Host Organization Cover Sheet 2010 – 2011

www.chesapeakebaytrust.org / 410-974-2941

1. Applicant Information

Name of Organization/Legal Applicant:	Environmental Concern Inc.
Street Address:	PO Box P
City/State/Zip:	St. Michaels, MD 21663
County:	Talbot
Main Telephone:	410-745-9620
Web Page:	www.wetland.org
Legal Applicant Federal I.D. Number:	520970499
State Legislative District:	37B
U.S. Congressional District:	1
Executive Director: (President)	Suzanne Pittenger-Slear
Executive Director's Telephone:	410-745-9620
Name of Application Writer/Initial Contact:	Sarah Toman Hilderbrand
Contact's Title:	Education Director
Contact's Telephone:	410-745-9620
Contact's Email:	Dir.educate@wetland.org
Name of Corps Volunteer Mentor:	Sarah Toman Hilderbrand
Mentor's Title:	Education Director
Mentor's Telephone:	410-745-9620
Mentor's s Email:	Dir.educate@wetland.org
Number of Corps Volunteers Sought	One

2. Type of Organization (check one):

- Non-profit organization
- School
- Community associations
- Service, Youth, or Civic Groups
- Institutions of Higher Education
- Local government (county or municipality)
- Unit of State Government

3. Organization Mission:

EC promotes public understanding and stewardship of wetlands with the goal of improving water quality and enhancing nature’s habitat. This is accomplished through wetland outreach and education, native species horticulture, and the restoration, construction and enhancement of wetlands.

4. Types of Activities in which a Volunteer Corps Member will be engaged (see “Corps Volunteer Eligible Activities” section above for description of each activity type. Check all that apply.

Environment/Watershed Restoration	<u> X </u>
Energy Conservation	<u> X </u>
Agricultural/Forestry	<u> X </u>
Infrastructure	<u> X </u>
Education	<u> X </u>

5. General Liability Insurance: Does your agency currently have general liability insurance for its volunteers?

Yes	<u> X </u>
No	<u> </u>

Partnership Application Electronic Signatures

In submitting this partnership application to become a Chesapeake Conservation Corps host organization, we attest that all information provided is true to the best of our knowledge.



March 8, 2011

Signature of Legal Applicant Director

Date



March 8, 2011

Signature of the Host Organization Supervisor

Date

Thank you for applying to be a Chesapeake Conservation Corps Host Organization!

2. Narrative Statement

1) **Activities:** *Please describe the types of environmental/watershed restoration, energy conservation, agricultural and forestry, infrastructure, AND/OR education activities in which the Corps Volunteer(s) will be engaged.*

Environmental Concern Inc. (EC) is a non-profit organization that has been “all about wetlands” since 1972. The organization is focused on improving the water quality in the Chesapeake Bay and its tributaries. EC is involved in all aspects of wetlands, including the construction of living shorelines, propagating and growing native plants (close to 1,000,000 annually), and wetland education. EC’s Wetland Learning Center educates students, teachers, and wetland professionals in a variety of subjects including wetland ecology, botany, delineation and hydrology. EC’s education department also works with area schools, organizations, and the community to create wetlands, rain gardens and other native plant habitats. These habitats are used as outdoor classrooms to help the students and the community observe their many environmental benefits. All of these projects help to reduce stormwater runoff, uptake harmful pollutants and provide habitat for local wildlife.

The Chesapeake Conservation Corps Volunteer (CCCV) will participate in and lead these schoolyard habitat and education programs. EC has worked with over 70 schools in the last 5 years to create wetland habitats - adding about 15-20 new sites and project partners each year. We have found a variety of funding sources for the creation of the habitats (many of which have been thanks to CBT), but seeking out financial assistance with ongoing support and maintenance has been a difficult. With teacher’s busy schedules and staff changes at schools, ongoing maintenance of installed projects can become a challenge. EC works with partners to keep maintenance at a minimum, but no project is maintenance free, especially in the early stages as plants get established and need more water and weeding. The CCCV will improve communication with past and present project partners; following up with habitat assessments, involving the school community as stewards in the proper upkeep, use, and maintenance of these projects, and assisting with the creation, design and planning of habitat projects. These projects will include marshes, meadows, rain gardens, native plant and pollinator gardens.

Projects will fluctuate from season to season, with the majority of the growing season being dedicated to work with Schoolyard Habitats including teacher trainings and students programs. During the winter, when outdoor work on habitats decreases, the CCCV will research and document the amount of energy savings per project. Reduction in mowing, irrigation and landscaping expenditures are examples of cost savings to project partners. This information will be posted on EC’s website to inform the public about this important benefit of native plant habitats. Winter is also a time for materials and resource development.

The CCCV will receive training in educator workshop such as, *WOW! The Wonders of Wetlands*, *POW! The Planning of Wetlands*, and Introduction to Rain Gardens and Rain Barrels. The volunteer will assist with programs to help students from grade school to adult learn about the vital role wetlands play in Chesapeake Bay ecology and preservation. They may also give presentations on these topics to the community and schools throughout Maryland.

EC is a Maryland Green Center working with local Eastern Shore schools to receive their Maryland Green School certification. The CCCV will offer support to area schools as they work to become green schools through professional development, schoolyard conservation and student programs.

The CCCV will also assist with company-wide wetland preservation work including the ‘Marylanders Grows Oysters’ program, native wetland plant propagation, and living shoreline restoration.

The applicant will need a current Maryland driver's license with a clean driving record. The position is very physically active; applicants should be able to lift 50 pounds and work in all weather conditions. Occasional evening and weekend work may be necessary.

2) **Outcomes:** *Provide a list of quantifiable outcomes to be accomplished by the Corps Volunteer(s). Examples might include number of rain gardens installed, number of volunteers recruited, number of energy audits accomplished, number of green schools engaged, etc.*

During a one year period, the CCCV can expect to:

- assess and visit 25 habitat installations;
- create long term stewardship plans for the communities of existing habitats;
- help install 5 native plant habitats at area schools or places of learning;
- engage in helping 3 schools towards Maryland Green Schools Accreditation;
- assist with preparation and planning for 100 workshops and programs;
- teach more than 6 EC environmental educational classes;
- attend 5 trainings in the wetland and environmental field; and
- encourage approximately 2,000 students to become environmental stewards.

3) **Advancement of mission:** *Describe how the service of the Corps Volunteer will advance the mission of the organization.*

Environmental Concern's mission is to promote public understanding and stewardship of wetlands with the goal of improving water quality and enhancing nature's habitat. This is accomplished through wetland outreach and education, native species horticulture, and the restoration, construction and enhancement of wetlands.

The CCCV will advance EC's mission of improving water quality by creating, sustaining, and improving schoolyard habitats designed to collect and filter stormwater. Promoting public understanding and stewardship of wetlands will be achieved by reporting the ecological and cost saving benefits of these schoolyard habitats to project partners, homeowners in the school community, and the internet.

The CCCV will increase our outreach education about wetlands and habitat restoration. From the development of long term stewardship plans, EC will create better networks to support our programs and maintain existing habitats. By connecting the community with schools to create ongoing partnerships the CCCV will be creating a ripple effect of stewardship that we hope will continue far beyond the period of their service.

4) **Key Staff:** *Describe the staff members who will work most closely with the Corps Volunteer. What roles and responsibilities will these key staff have in supporting the Corps Volunteer's activities?*

The CCCV will work closely with all of the education department staff. EC educators are accustomed to instructing students from pre-K through adulthood and are required to communicate effectively to all age groups. The Education Team will work as mentors in training the CCCV. The CCCV will report to the Education Director, and will receive training through shadowing, participating in courses, one on one instruction, and observation.

5) Work Skills Training: Please describe any formal or informal work skills training your organization can provide to a Corps Volunteer.

The CCCV will:

- Expand their understanding of wetlands and Chesapeake Bay ecology through participating in various programs held at the Wetland Education Center including professional development training in *WOW! The Wonders of Wetlands** and other workshops and courses offered throughout the year.
- Gain hands-on experience with conservation landscaping and design through *POW! The Planning of Wetlands***, Rain Garden and Rain Barrel design courses and the installation and upkeep of schoolyard habitats.
- Build experience in communication and community involvement by creating and strengthening partnerships with schools and their neighbors to develop long term stewardship programs for existing habitats, or become a certified Maryland Green School.
- Increase their knowledge of and experience with computer programs by using Microsoft Office programs including: Word, PowerPoint, Excel, Access and Publisher.
- Improve their presentation skills and gain experience as a non-formal educator.

**WOW! The Wonders of Wetlands* is an instructional guide for educators, developed by EC and Project WET. The publication provides a resourceful and creative collection of wetland activities, information, and ideas. *WOW!* includes over 50 hands-on multidisciplinary activities in lesson-plan format, extensive background information on wetlands, ideas for student action projects, and a wetlands resource guide. The one day workshop introduces participants to the three parameters of wetlands (vegetation, soils, hydrology), wetland functions and values as well as management options - all through fun and engaging activities. *WOW!* incorporates wetlands into reading, math, social studies, art or physical education lessons for grades K-12.

***POW! The Planning of Wetlands* is a guide, created by EC for the design, construction and monitoring of a wetland on school grounds involving the entire community. The 25 exciting and challenging activities promote conservation and stimulate interests in community service, conservation, science, math and engineering careers.

- 1) **Budget:** Please provide a table indicating matching resources the organization anticipates providing. Note that desk/office space, free or reimbursed parking on-site, mileage reimbursement for program-related travel, and coverage under the organization's general liability policy for volunteers are requirements of participation in the program and can be listed as match. You are encouraged to use the following format:

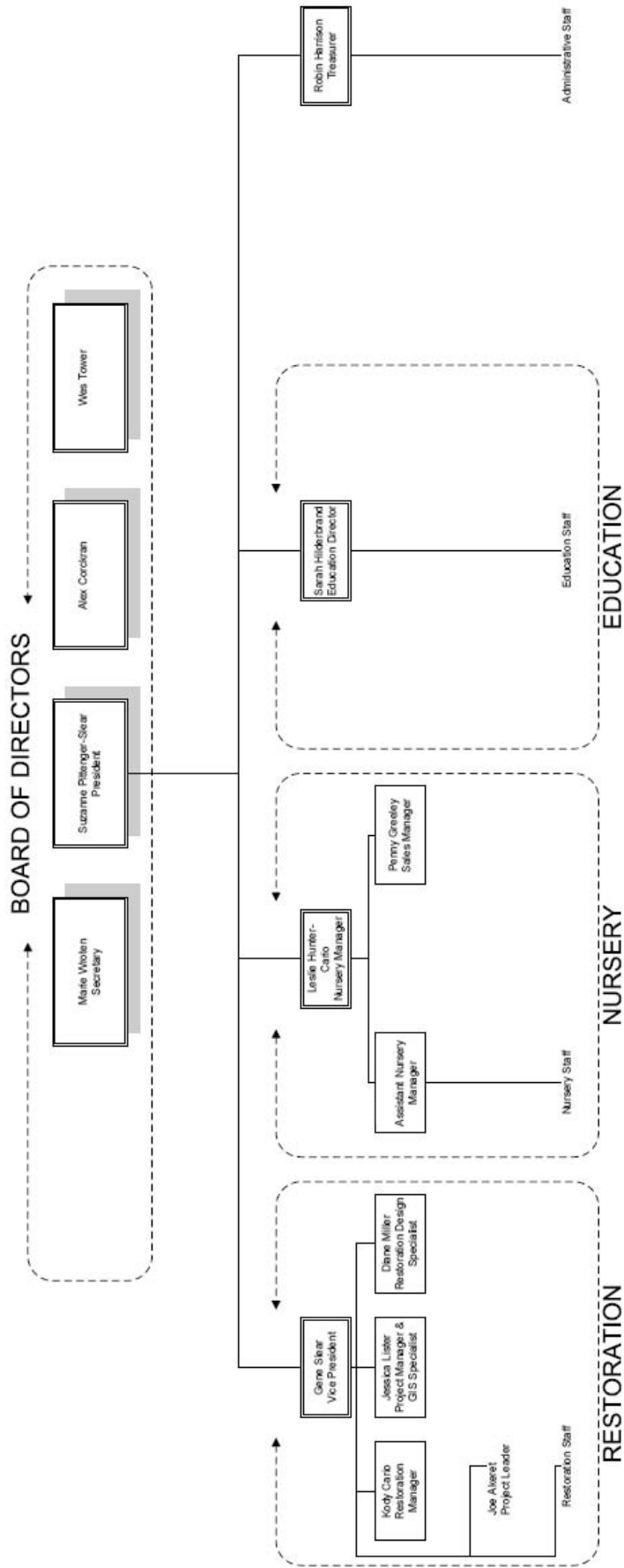
<i>Budget Lines</i>	<i>Estimated Cost</i>	<i>Cash or In-kind?</i>
Parking	Free	In-Kind
Mileage Reimbursement	\$400	Cash
Other Travel	\$2,000	In-Kind
Telephone/Internet	\$260	Cash
Office Space	\$2,400	In-Kind
Volunteer Training Supplies	\$2,000	In-Kind and Cash
Volunteer Training Personnel	\$2,322	Cash
Workshop/Course Fees	\$1,200	Cash
Liability Insurance	\$525	Cash
EC Apparel	\$100	Cash
TOTAL	\$11,207	

ENVIRONMENTAL CONCERN INC.

ORGANIZATIONAL STRUCTURE



3. Organizational Chart



4. Budget



Education Departmental Budget FY2011

Operating Income	Budget
Contributions	\$ 6,000
Fund Raising Income	9,700
Grants	35,000
Program Income	180,820
Publication Income	27,955
Total Operating Income	259,475
Operating Expense	Budget
401K Match Expense	4,000
Advertising Expense	200
Bad Debt Expense	25
Computer Expense	12,000
Courses and Conferences	1,500
Credit Card Expense	\$ 700
Employee Education	1,000
Fund Raising Expense	3,250
Grant Expense	7,000
Insurance-Employee Group	7,000
Insurance-General	7,000
Insurance-Workers' Compensation	3,173
Library Expense	100
Miscellaneous Expense	50
Office Expense	2,300

Payroll Taxes	10,000
Postage and Freight	150
Program Expense	39,300
Publication Expense	10,427
Repairs and Maintenance	1,500
Salaries and Wages	142,000
Scholarships	500
Supplies	200
Telephone	2,500
Unemployment Insurance	1,200
Uniforms	150
Utilities	1,400
Vehicle Expense	600
Website Expense	250
Total Operating Expense	259,475
Operating Net Income	Budget
Net Income	\$ -