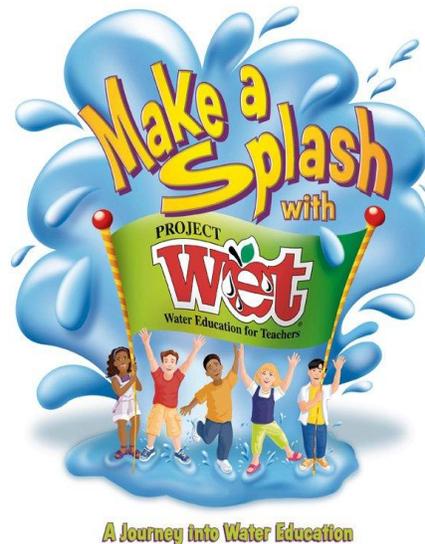


West Virginia Water Festival Planning Guide





West Virginia Department of Environmental Protection

West Virginia Water Festival Information

Sponsored by WV Department of Environmental Protection, Project WET, and other federal, state, and local organizations, a West Virginia Water Festival is a one-day water education event for 5th grade students. The festival is designed to heighten children's awareness about natural resources and their role in helping to protect them. Teachers are also given the opportunity to obtain up-to-date information about natural resources and to learn of innovative approaches for teaching these concepts in their own classrooms. The presentations at a West Virginia Water Festival are primarily based on activities from the national Project WET curricula. Project WET is a water education program, designed by teachers and water resource professionals, with the mission of reaching children, parents, educators and communities of the world with water education through fun and interactive activities.

"One of the strengths of Project WET activities is that they go beyond providing accurate and unbiased science information.

Water might be the content, but the methodology Project WET uses to deliver the content parallels what every good educator knows: that the most effective activities are relevant, hands-on, inquiry-based, culturally appropriate, and help students learn about their "place" in the world."

- Wendy Sturgis, Watershed Education Consultant, Center for Environmental Health Sciences at the University of Montana

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The presentations at the Water Festival are:

- **Accurate and Science-Based**
- **Interactive**
Water Festival participants are not passive observers. Engaging students through questioning and other inquiry-based strategies, educators become facilitators involving students in hands-on lessons and encouraging them to take responsibility for their own learning.
- **Multi-Sensory**
Activities engage as many senses as possible. Research shows stimulation of multiple senses enhances learning.
- **Relevant**
Information is not delivered in isolation. Water Festival presenters are encouraged to localize activities to give them relevance.
- **Solution-Oriented**
Project WET and West Virginia Water Festival Coordinators believe in linking awareness and education to action and solutions. Students are encouraged to think critically and cultivate problem-solving tools.

According to the 5th Grade Science Content Standards and Objectives for WV:

“Students will engage in active inquiries, investigations, and hands-on activities for a minimum of 50% of the instructional time to develop conceptual understanding and research/laboratory skills.”

We believe that by creating an atmosphere of fun and exploration, we can successfully engage student’s interest in our water resources and hopefully help them cultivate an understanding and sense of responsibility to the natural world.

Education → Awareness → Understanding → Action

At a West Virginia Water Festival, students will learn:

- That water is essential to all living things
- The value of water as a natural resource
- Some of the threats and challenges facing our water resources
- About the effect of human actions on water and nature.
- About the need for responsible action and what they can do in their own community

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General Overview

Audience:	5 th grade
Number of Participants:	200-250 students
Stations:	12 classes/12 stations
Topics:	6 specific topics for presentation (duplicated)
Time:	9:30 – 1:30
Length:	25 minute stations
Transition:	5 minute switch

Topics Addressed:

1. Water Quality
2. Water Conservation
3. Water Cycle
4. Watersheds/Nonpoint Source Pollution
5. Trash/Recycling
6. Watershed Specific Topic (i.e. flooding, stormwater, wastewater)

Initial Planning Needs

Project Organizer

Project Committee – potential partners and interested parties

- Local, state, and federal organizations with water interest or education/outreach component
 - o Conservation District, DEP, DNR, ACOE, Park Service, Green Team etc.
- Water-based groups: fishing, boating, watershed organizations
- Local resource companies – water company, solid waste authority

Date

Location/rain plan

- Confirm in writing
- Indoor/outdoor?
- Bathrooms
- Running water
- Drinking water
- Weather plan?
- Cost
- Proximity to schools (centrally located in county?)

Partnerships

Funding/Budget

School Board Approval

Schools

Presenters

Volunteers

Timeline

Timeline

March (6 months before festival)

- Local festival lead planner meet with State Coordinator – establish goals, potential partnerships, funding sources, volunteers, location, review timeline
- Email invite to be on the water festival planning committee – date and time of initial meeting

April

- first planning meeting – establish date, location; what needs to be done, by whom and by when
- request approval for festival by County Board of Ed (for student attendance and bus transportation)
- send out festival announcement/invitations to principals, and teachers
(Include info sheet, CSO sheet, and sign-up sheet with deadline date and contact info)
- send out festival announcement/invitations to presenters/volunteers
(Include water festival info sheet, date/time/location, number of students expected, and expectations of the presentation – interactive, educational, 30 minutes long etc., deadline date and contact info)
- invite local and state representatives

May

- confirm class/school participation (have a firm deadline for sign up; GET CONTACT INFO for teachers)
- confirm presenter/volunteers
- send letters of confirmation/regret, requirements (transportation/lunches), and let them know that they will receive more info at the beginning of the school year

June/July

- planning meeting with State Coordinator to ensure on track
- recruit volunteers/host Project WET training for WF presenters
- order shirts/backpacks/etc.

August

- create schedules and map
- put together logistics package for teachers/presenters/volunteers
- reminder and confirmation to presenters/volunteers

September

- Confirm teacher names and contact info, student numbers, special needs
- Send final info packet to teachers/presenters
- Contact press/state representatives

October (post festival)

- Press release
- Thanks you to presenters/volunteers (email) and request for evaluation/feedback
- Thank you to students/teachers/principals and request for feedback/evaluation; include Project WET information - hand deliver/mail
- Report to superintendent/school board re: success of water festival and request approval for next year's event

Funding/Budget

<i>Budget</i>	<i>Need</i>	<i>Match</i>	<i>Total</i>
Activity Development Supplies			
Equipment Rental			
Festival Location Fees			
Festival Training Sessions			
Food/Beverages			
Logo Design/Artwork			
Volunteer Tokens of Appreciation			
Photographer/Videographer			
Postage/Mailing supplies			
Printing and Reproduction			
Signs/banners/decorations			
Promotional Publicity			
Travel/Lodging Expenses			
Transportation (buses)			

Activities/Presentations

FUN and INTERACTIVE

Address focus topics (CSO's)

Teach students *how* to think, not *what* to think

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- **interactive**
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- **multi-sensory**
Activities engage as many senses as possible. Research shows stimulation of multiple senses enhances learning.
- **Relevant**
Information is not delivered in isolation. Water Festival presenters are encouraged to localize activities to give them relevance.
- **solution-oriented**
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Presenters

Provide presenters with the information that they need to know

- expectations for the activities
- expectations of the day (remember, the festival is supposed to be engaging and interactive)
- timeframe of the day – schedule/map
- number and age of kids
- How to Keep Children's Attention (More Waves, 94)
- Contact info for questions or more information

Observe their presentation beforehand if at all possible

Pamper presenters – coffee in the am, cooler on wheels throughout the day, lunch/ post event pizza; party with awards of volunteer recognition?

Thank you letters recognizing how much work goes into every presentation

- Tell them the success of the event is due to their commitment and involvement and the event would not be possible without them

Volunteers

- Decide what volunteers you need
- How many and for what purpose
- Have a couple of extra people on hand to fill in
- Have at least one volunteer on hand that can step in to present if need be
- Pamper presenters – coffee in the am, cooler on wheels throughout the day, lunch/ post events; pizza party with awards of volunteer recognition?

Schools

Board of Education

Pre event – get approval for attendance and transportation

Post event – thank you and story of success; request approval for next year

Principals

Pre event - invitation

Post event – thank you and story of success; pics etc.

Teachers

Pre event – invitation/acceptance or rejection letter

Pre- festival teacher's packet for teachers to prepare before the event

Include:

Pre event activities

Info re: festival – directions, map, schedule etc.

Post Event

Post Festival packet

Include:

Student and teacher and evaluations

<http://cfpub.epa.gov/surf/locate/index.cfm> your watershed...

Project WET info and upcoming workshops

Date of next year's festival

5th Grade CSO's

WV Content Standards and Objectives that may be addressed throughout a WV Water Festival

SC.O.5.1.03	careers and contributions
SC.O.5.2.01	demonstrate an understanding of the interconnections of biological, earth and space, and physical science concepts
SC.O.5.2.02	identifies and explains common energy conversions
SC.O.5.2.03	identifies the structures of living organisms and explains their function
SC.O.5.2.06	contrast how the different characteristics of plants and animals help them to survive in different niches and environments including adaptations, natural selection, and extinction
SC.O.5.2.22	analyze a topographical map to make inferences related to elevation and land features
SC.O.5.2.23	identify resources as being renewable or nonrenewable
SC.O.5.3.01	explore the relationship between parts of a system to the whole system
SC.O.5.3.07	explore the connections between science, technology, society, and career opportunities
SS.O.05.01.01	analyze how government and non-government groups and institutions work to meet the individual needs and promote the common good
SS.O.05.05.05	categorizes the responsibilities, duties, privileges and rights of American citizenship and analyzes the differences
HE.5.1.06	identify environmental hazards
HE.5.3.01	investigate community agencies that promote safety
VA.O.5.1.01	select and use media, techniques and processes to communicate a personal experience or an idea, using drawing, painting, printing, crafts, sculpture, and/or technology media
VA.o.5.3.01	communicate personal ideas by selecting subjects or topics in art
VA.o.5.3.02	use subjects, themes, or symbols to construct meaning in artwork
VA.o.5.5.04	display and explain his/her work
VA.o.5.5.06	recognize the diversity of artistic styles
ELA.5.SL.C13.1	engage effectively in a range of collaborative discussions with diverse partner, building on others' ideas and expressing their own clearly

Presentations

- Topic 1 – Water Quality/Aquatic Species
Activity Options: Macroinvertebrate Mayhem (WET, 343)
Water Quality? Ask the Bugs! (WET, 421)
Water Resource Specialist presentation – live aquatics
- Topic 2 – Water Conservation
Activity Options: Common Water (WET, 249)
The Long Haul (WET, 273)
- Topic 3 – Water Cycle/Forms of Matter
Activity Options: Incredible Journey (WET, 155)
A Drop In The Bucket (WET, 257)
Blue Planet (WET, 125)
Molecules in motion (WET, 33)
- Topic 4 – Watershed/Pollution
Activity Options: Sum of the Parts (WET, 283)
A-maze-ing Water (WET, 231)
Seeing Watersheds (WET, 187)
- Topic 5 – Trash/recycling
Activity Options: Green Jeopardy
There is No Away (WET, 453)
- Topic 6 – Watershed Specific Topic
(i.e. water safety, flooding, stormwater, wastewater, wetlands)
Activity Options: Super Bowl Surge (WET, 405)
Stormwater (WET, 395)
Make a Mural -YOUR watershed (WET, 515)
- Other Water Festival Appropriate Project WET Activities:
Germ Busters (WET, 57)
Healthy Habits (WET, 63)
H2Olympics (WET, 13)
Water Crossings (WET, 487)
On Track with Hydration (WET, 95)
Humpty Dumpty (WET, 335)

Miscellaneous: Large group presentation– skit/game show/performance; art, music, writing?

Sponsors/Partners

State environmental agency
State health agency
Soil and water conservation district
Water supply/wastewater utility
US Forest Service/Park Service/Army Corps of Engineers
State/ School/County Science Coordinator
Science teachers
Scouts
Local volunteer groups (environmental/watershed)

Promotion

- Write a letter of invitation to governor/mayor/local representatives etc. several months in advance
- Media – TV, radio, newspapers, magazines
 - Mid day weather report from the festival?
 - Radio station live broadcast from festival?
 - Collect news clippings into a media packet and send to donors

Detailed Checklist

6 months prior to festival

- Meet with Water Festival Coordinator

4 months prior to festival

- Site confirmed/rain plan
- School board ok'd attendance and transportation
- Schools confirmed
- Letters of acceptance/rejection sent if necessary
- Presenters contacted
- Presenters trained (Project WET workshop) if necessary

2 months prior to festival

- Meet with Water Festival Coordinator
- Schools confirmed (contact info, student numbers, special needs etc.)
- Presenters confirmed (activity assigned)
- Volunteers confirmed (job assigned) – greeter, water station, check on presenters, press, timekeeper, photographer, on-site presenter evaluations etc.
- Back up activity planned
- Water access at site (spigot/hose)
- Bathrooms
- Drinking water/cups/water bottles
- Plan for lunch/food – kids (large buckets with teacher names)
- Plan for lunch/food – presenters
- Media invite
- State representatives/mayor etc. invite
- T-shirts/backpacks ordered
- Supplies purchased
- Rain plan
- Nametags – presenters/volunteers/kids
- Tents/tables/chairs
- Electricity needed?
- Signs/balloons/station signs
- Timekeeper
- Photographer
- First aid station
- Recycling station
- Bus parking plan
- Contact press/state representatives etc.
- Create packet for teachers/presenters
 - Map
 - Schedule
 - Directions
 - Photo release
 - Instructions

- Request for contact info
- Get contact info for everyone
- Supplies- tents, tables, chairs, etc.

Week before Festival

- Packet to teachers
- Directions, instructions, map, and schedule to presenters
- Check on facility – water, electricity etc.
- Contact media/representatives

Day of Festival

- Registration Table – greeter/nametags
- Orange vest for coordinator?
- Whistle for station change
- Water station set up
- First Aid station set up
- Recycling station
- Bus parking
- Presenter lunch station set up
- Tents and signs posted
- Signs/balloons for location
- Have go-to bag on site
 - Map
 - Schedule
 - Contact info
 - Scissors
 - Tape
 - Markers

Post Festival

- Thank you' s to presenters/volunteers
- Thank you and information to teachers
 - Student and teacher evaluations
 - Project WET information (workshop date)
- Press release
- Report to county board etc.
 - Request for continuing education credits for teachers attending WET workshop

Misc. Thoughts

- Teacher resource area near buses or lunch area?
- At/around lunch: bubbles/mascot/art?
- Inspiring quotes/facts on path
- Water Festival Logo?

Sample letters and forms

- Letter to County Board of Education
- Letter of invitation to state representatives etc.
- Presenter Invitation
- Teacher/school invitation
- Letter of Regret to Teachers
- Letter of Acceptance (congratulations!)
- On site evaluation of presenters (More Waves, 87)
- Presenter Evaluations (More Waves, 88)
- Teacher Evaluations (89)
- Student Evaluation
- Thank you letter- presenters/volunteers
- Thank you letter – schools
- Press Release
- Report to County Board of Ed/Science Curriculum. Director for State/Project WET/all funding sources etc.