
Contract for Services: Envirothon Coordinator

Between

Association of Illinois Soil and Water Conservation Districts (AISWCD)
&
DeWitt County Soil and Water Conservation District

Agreement Type Contract for services to coordinate and administer the Illinois Envirothon state competition.

Recipient DeWitt County SWCD
5920 Revere Rd.
Clinton, Illinois 61727
Phone: 217-935-2181 (Ext. 3)
Email: Sondra.Baker@il.nacdnet.net

Agreement Period:

The period of performance covered by this Agreement shall be retroactive to September 1, 2019 and through August 31, 2020.

Conditions:

The DeWitt County Soil & Water Conservation District, herein referred to as the "Recipient" agrees to remain in good membership standing with the AISWCD and to act as the administering SWCD for the Illinois Envirothon state competition. AISWCD will provide financial assistance to meet the scope of work outlined. The Recipient will assist AISWCD in assuring that only SWCDs in good standing participate in the Illinois Envirothon state competition. This contract can only be modified if both parties mutually agree to do so in writing.

Assistance Amount: \$8,100

The AISWCD will provide an amount totaling \$8,100 to the Recipient for purposes of staff work hours, travel, and related expenses incurred in the administration of the Illinois Envirothon state competition. This agreement and all other expenses including team awards, volunteer t-shirts, camp rental, team meals, snacks, those expenses directly related to the competition (except volunteer travel, lodging other than at the camp, and set-up day meals), will be borne by the AISWCD's Envirothon Fund.

Payment:

Payment for services will be issued by the AISWCD to the Recipient in six (6) equal installments by the 10th of the month to begin on March 1, 2020; provided all deadlines have been met and all products have been received by the appropriate party.

Scope of Work:

Recipient will identify one employee as the primary contact for the National Envirothon Program for Illinois. That employee shall serve as the lead Envirothon Coordinator for the Illinois Envirothon state competition and will be responsible for the overall administration and management of the Illinois Envirothon state competition. The scope of work shall include but shall not be limited to the following deliverables;

- Develop and present a comprehensive budget that is cost neutral,
- Assure timely communication with council level Envirothon Coordinators and that all necessary information for the State Envirothon is provided to them.
- Coordinate with key partners such as AISWCD and Illinois FFA to ensure the greatest level of cooperation and partnership,
- Preparations for the competition that include but are not limited to; registration, volunteers, judges, and development of competition materials,
- Seek grants, donations and sponsorships for the Illinois Envirothon Program to pay all related expenses and make the program cost neutral,
- Oversee the set up and execution of the competition,
- Manage post-competition activities that specifically includes but is not limited to; notify the National Envirothon of the Illinois Envirothon competition winners, make the necessary arrangements for the winning school to attend the National Envirothon, provide a final report which shall include quantifiable benefits (i.e. number of students and teachers served at LUC and state levels), and furnish copies of materials that were developed for and used during the Envirothon program during the agreement period.
- Collect dates for all council level Envirothon competitions and submit to the Illinois Envirothon Website, Illinois FFA and National Envirothon. Dates and locations for all local / LUC level competitions will be provided to the AISWCD and the Illinois FFA state office by February 1 of each year.
- Administer the Website for Illinois Envirothon
- The Recipient will assist AISWCD in assuring that only SWCDs in good standing participate in the State and National Envirothon.

Financial Responsibility:

Expenses will be submitted to AISWCD with corresponding documentation as expenses are incurred. The Recipient will seek approval for any expenses that are not ordinary or customary to holding the competition, prior to any expenditure. Donations, registration and sponsorship payments will be submitted to AISWCD on a weekly basis as funds are received for deposit into the AISWCD's Illinois Envirothon Account. This Agreement is subject to all applicable State and Federal statutory provisions, and State and Federal Grant Regulations.

Reporting Deliverables & Deadlines:

- I.** Envirothon Coordinator will submit to AISWCD compiled information from LOIs (Letter of Intent) by **January 31, 2020**.
- II.** Envirothon Coordinator will submit to AISWCD & Illinois FFA dates and locations for all local / LUC level competitions by **February 1, 2020**.
- III.** Envirothon Coordinator will notify all SWCDs, directly or through the AISWCD office, of FFA participation rules/requirements by **February 1, 2020**.
- IV.** Envirothon Coordinator will prepare and submit a brief, concise report describing progress and activities to date on the Envirothon to the AISWCD at quarterly board meetings.
- V.** Envirothon Coordinator will submit to AISWCD a brief, concise report summarizing the outcome, achievements and successes of the State Envirothon and shall include pictures and names of members of all teams, their teachers/chaperones and any awards they received. This will be furnished to the AISWCD in advance of its Annual Meeting.
- VI.** Envirothon Coordinator will participate, upon request, in presentations and meetings where appropriate, to share the successes and value of the Envirothon program.

AISWCD Responsibilities:

- AISWCD will provide funds from its General Fund for purposes of providing for the winning state team's registration and travel to the national competition. The amount will not exceed \$3,000, of which \$1,000 is designated for travel.
- AISWCD will provide monthly reports on income, expense and balance of the Illinois Envirothon account to help the coordinator manage the event budget.
- AISWCD will provide the Illinois Envirothon Coordinator with a list of SWCDs that are ineligible to participate in the event.
- AISWCD will provide on-site assistance and support for the set up and duration of the two-day event. Any travel or meal costs associated with this will not be borne by the Envirothon Fund.
- AISWCD will be responsible for any extra meals outside of the camp provided meals for their volunteers at no charge to the Illinois Envirothon.
- AISWCD will invite the Illinois Envirothon Coordinator to participate in AISWCD Education Committee meetings, and or serve on the Education Committee at the invitation of the committee chair.

Appropriation Contingency:

This Agreement is subject to all applicable State and Federal statutory provisions, and State and Federal Grant Regulations. The obligation of the AISWCD to provide financial compensation will cease immediately without any penalty, accelerated payment, or other recoupment mechanism being required by the Recipient if in any fiscal year the Illinois General Assembly or any other funding source fails to make an adequate appropriation or otherwise make available sufficient funding to cover the AISWCD's Agreement obligations. In the event that adequate appropriations fail the AISWCD will contact the administrative SWCD as soon as possible.

Offer and Acceptance:

I, the undersigned, as an authorized representative of the AISWCD, hereby offer these terms to the Recipient up to and not exceeding the specified amount, as defined on page 1 of this agreement, for support of the efforts contained in the Agreement.

AISWCD _____
Grant Hammer, Executive Director

Date

Recipient:

I, the undersigned, being authorized to take such actions, do hereby accept this Agreement and agree to all terms and conditions contained in the Agreement.

Chairman Myron Kaeley
DeWitt County Soil and Water
Conservation District

10-18-19
Date