



5.22.07 AI 11e

To: CSWEA Executive Committee
From: Eric R. Lecuyer, Executive Director
RE: SOP Amendments, Student Paper & Design Competition and SJWP Participation
Date: May 12, 2007

The Executive Committee has previously discussed the funding and protocols for CSWEA's participation in the Student Paper and Student Design Competition as well as the Stockholm Junior Water Prize competition. In order to clarify and memorialize these procedures, the following SOP Sections are proposed:

23.0 Stockholm Junior Water Prize

CSWEA encourages the WI and MN Sections to participate in WEF's Stockholm Junior Water Prize each year. (IWEA provides a nominee from the state of Illinois). The CSWEA Public Education Committee and the WI and MN Section Public Education Committee Chairs shall identify SJWP winners from their respective states. It shall be the responsibility of the CSWEA Public Education Chair shall forward all necessary information to the WEF contact on the State Section winners.

23.1 State Sections shall be responsible for all expenses related to travel, judging and selection of the State Section Winners.

23.2 In 2005, CSWEA entered into the following three year agreement with WEF that runs through 2008:

RE: Cooperative Understanding to Organize the Stockholm Junior Water Prize

This is a letter of cooperative understanding between the Water Environment Federation (WEF) and the [Member Association]. It seeks to clarify each organization's role and responsibilities towards organizing the U.S. Stockholm Junior Water Prize (SJWP). By signing and returning a copy of this letter, the [Member Association] commits to work cooperatively with WEF towards making the SJWP a highly recognized, serious and prestigious award for youth. Minimal roles and responsibilities are outlined below for the three year period 2006 - 2008.

BACKGROUND

Since its inception in 1997 as an international award, WEF has facilitated the U.S. SJWP. In 2001, a state competition was incorporated where state winners were selected and sponsored by MAs. MA sponsorship of the state SJWP has been essential to the success of the program. WEF recognizes its role to support MA needs for the SJWP in order for all to be successful. WEF encourages MAs to take ownership of the state SJWP and mold it to the state setting while, at the same time, working within the framework of the national competition. This cooperative understanding is meant to increase understanding of each organization's role and strengthen commitment toward common goals.

The Stockholm International Water Institute (SIWI), through an Agreement of Cooperation, has appointed WEF as the U.S. national organizer for the period 2006-2008. ITT Industries and The Coca-Cola Company have also signed a

Letter of Agreement to support the U.S. SJWP for the same time period. This cooperative understanding confirms MAs as the state SJWP sponsors for the same time period 2006-08.

WEF ROLES & RESPONSIBILITIES

WEF will organize the national SJWP competition including promotion and marketing to the International Science and Engineering Fair (ISEF) affiliates and other appropriate science organizations and educators including other water environment organizations. All materials will be available to the MAs for promoting the state competitions.

WEF will solicit electronic research paper entries for the state competition through the www.StockholmJuniorWaterPrize.org websites and return entries to the MA following the announced deadline.

WEF, and the host MA, will organize an on-site competition and sponsor all on-site expenses for the student winner and their science teacher from each state. In the case of a team, up to three students sponsorship will be considered based on budgetary considerations. Expenses include all hotel, meals, and special activities once participants arrive in the host city. Volunteers will meet students at the airport and a system of volunteer coaches will be established to insure a successful experience.

WEF will manage all liability documents to include participation authorization, affidavits of insurance, informed consents, publicity rights, photography, copyright transfers, etc., as deemed appropriate by WEF management and attorneys.

WEF will appoint a national nominating committee consisting of at least 10 water quality experts from different disciplines, with appropriate education, to review all papers and determine the U.S. SJWP winner. U.S. SJWP laureates will be invited to sit on the panel and interview students at the national competition for youth participation, where possible.

WEF will sponsor the U.S. winner to Stockholm, Sweden to participate in the international competition and other awards as announced in the fall of each year.

MA ROLES & RESPONSIBILITIES

The MA will form a SJWP committee or assign the program to a sub-committee to fulfill the roles and responsibilities. Young professionals will be encouraged to consider leadership roles in this youth program.

The MA will publicize its participation in the SJWP in its own publications and as possible to the general press and public.

The MA will appoint a state nominating panel of water quality experts from different disciplines to review papers, interview students at science fair exhibitions, or on the phone, where needed. MAs are encouraged to include previous state laureates in the judging process, if possible. The nomination's panel will select a winner and report to WEF headquarters by the requested deadline.

The MA will call the student state winner and science teacher to congratulate them and let them know that they are being sponsored to attend the national competition.

The MA will contact the school to make an awards presentation before the student travels to the national competition and send press releases to local media.

The MA is responsible for making flight arrangements and purchasing tickets for the state winner, and the science teacher, to travel to the national competition.

MAs may have WEF make flight arrangements through its travel agency. This option is preferred because it insures timely arrangements are made at the lowest possible fares and that the student's arrival is coordinated with the hosts for airport greetings. WEF will pay the travel agency fee of \$35 per ticket. The MA will be invoiced for the fare.

Yes/No

As needed, the MA is encouraged to engage sponsors to cover costs for travel to the national competition. WEF will, if necessary, provide assistance in finding state financial sponsors.

RESPONSE NEEDED BY FEBRUARY 1, 2006

In order to coordinate the state and national competitions, as well as communicate and provide tools to the MA volunteer leaders, please return a copy of the signed letter, with the appointed SJWP committee or subcommittee chair's contact information, by February 1, 2006. If you have any questions about the content of this cooperative

understanding, or would just like to discuss it further, please contact Lorraine Loken, WEF's senior manager of public education, at 703-684-2487, or email lloken@wef.org.

A

/S/ Bill Bertera

William Bertera
Executive Director

/S/ Robert S. Trotter

[MA President's Name]
President

[Member Association]

12-15-2005

Date

MA SJWP Committee or Subcommittee Chair Appointed:

Patti Craddock

651-690-0400

Email: pcraddock@craddockconsulting.com

ELECTRONIC COPY: MA President Elect, MA Vice President, MA SJWP Team Leaders 2005, MA Staff, WEF SJWP Committee, WEF Board of Trustees

23.3 The CSWEA Executive Committee shall budget annual for the funds required for travel reimbursement for each State Section SJWP winner and the Science Teacher to attend the National SJWP Competition. State Sections are responsible for funding any travel of the State Section SJWP winner to Section meetings or CSWEA meetings, including the Annual Meeting, in the event that the Section chooses to have winner present at those meetings.

24.0 Student Paper Competition

CSWEA's participation in the WEF Student Paper Competition is encouraged each year and it shall be the responsibility of the CSWEA Students and Young Professional Committee to manage these competitions.

24.1 The Chair of the S&YP Committee shall communicate with each of the State Section S&YP Committees and distribute the rules and regulations of the competition each year to all potential institutions of higher education that may produce participants and promote participation.

24.2 State Sections shall provide any needed funding for students from their Section to attend the CSWEA Student Paper Competition, including the costs for travel, meals and up to \$100 for one night of lodging. Complimentary Student registration will be provided by CSWEA to any event, such as the Annual Education Seminar or Annual Meeting at which the CSWEA Student Paper Competition is conducted.

24.3 CSWEA shall budget each year for the reasonable travel expenses of the CSWEA Student Paper Competition Winner to attend WEFTEC and compete in the WEF Student Paper Competition. In addition, CSWEA shall provide a \$250.00 cash scholarship award to the CSWEA Student Paper Competition Winner.

24.4 The abstract from the winning paper will be published in Central States Water, the magazine and the full paper will be posted on the Associations website.

24.5 CSWEA may seek sponsorship funds to support the Student Paper Competition participation and scholarship awards.

25.0 Student Design Competition

CSWEA's participation in the WEF Student Design Competition is encouraged each year and it shall be the responsibility of the CSWEA Students and Young Professional Committee to manage these competitions.

25.1 The Chair of the S&YP Committee shall communicate with each of the State Section S&YP Committees and distribute the rules and regulations of the competition each year to all potential institutions of higher education that may produce Student Design Teams and promote participation.

25.2 State Sections shall provide any needed funding for Student Design Teams from their Section to attend the CSWEA Student Design Competition, including the costs for travel, meals and up to \$100 for one night of lodging. Complimentary Student registration will be provided by CSWEA to any event, such as the Annual Education Seminar or Annual Meeting at which the CSWEA Student Design Competition is conducted.

25.3 The winning team of the Student Design Competition will receive a Scholarship Award of \$300.00 along with a matching \$300.00 to be awarded to the winning team's Student Chapter, by CSWEA.

25.4 CSWEA shall budget each year for the reasonable travel expenses of the Winning CSWEA Student Design Team to attend WEFTEC and compete in the WEF Student Design Competition. CSWEA shall pay for the Design Team's student registration at WEFTEC.

25.5 The design summary from the winning design competition will be published in Central States Water, the magazine and the full design narrative will be posted on the Associations website to the extent practical.

25.6 CSWEA may seek sponsorship funds to support these Student Design Competition participation and scholarship awards.