

## Attachment A (Part I & Part II)

# REAP Conservation Education Program Part I—Midterm and Final Report Form

*Please submit this completed form, along with Part II, via e-mail to Ross Harrison.  
If you include other documents, if possible please paste them at the end of this report rather than  
as a separate attachment.*

**Grant Recipient (organization name):** University of Northern Iowa

**Project Title:** Teaching Teachers and Future Teachers Solid Waste Alternatives

**Report Prepared by:** Susan Salterberg

**Project Number:** 07-02

**Date Submitted:** January 17, 2007

**Check one:**

xx\_\_Midterm report (covering July 2006-Dec. 2006 activities) **DUE: Jan. 15, 2007**

\_\_Final report (covering Jan. 2007-June 2007 activities) **DUE: July 15, 2007**

Note: Your Final Project Billing Form and documentation will be due to Kathleen Moench of the DNR and Ross Harrison on **August 31, 2007**. See Grant Agreement, Attachment B.

### 1) Objectives and activities

The REAP CEP Board expects all work outlined in your original proposal to be completed. At a minimum, briefly explain activities completed to date for the following, as well as the percent of total work completed to date. Include what is going well, and explain. Also include challenges, and explain. Add other objectives as you deem appropriate.

- 1) Market workshop
- 2) Market mini-workshops
- 3) Plan and coordinate all workshops
- 4) Conduct workshops and mini-workshops
- 5) Expose students to waste issues
- 6) Evaluate all workshops

<b>EXAMPLE</b>	<b>Percent completed to date</b>
<p><b>#1:</b> Market REAP CEP and workshops (i.e., public communications)</p> <p><b>Activities:</b></p> <ol style="list-style-type: none"><li>1) Seven news releases published in: Iowa Reading Association, Iowa Middle Level Educators and Iowa Recycling Association newsletters as well as in the Creston, Clear Lake, Dubuque and Davenport newspapers.</li><li>2) Two workshop announcements published in Iowa Environmental Council listserv and in Iowa Conservation Education Council newsletter</li></ol> <p><b>Additional explanation:</b> The releases sent to local newspapers generated a lot of inquiries, and subsequent registrations from teachers. I will definitely do this again. The challenge is to get more middle school teachers enrolled, as they are the target audience, but seem to be more pressured than el ed teachers with NCLB requirements.</p>	80%
<p><b>#1: Market workshop</b> <b>See Attachment A for copy of news release and a list of ways that the workshop has been publicized.</b></p> <p><b>Additional explanation, if needed:</b></p>	90%
<p><b>#2: Market mini-workshops</b></p> <p><b>Activities:</b></p> <ol style="list-style-type: none"><li>1) Working with a regional Iowa Reading Association group to speak in</li></ol>	80%

<p>spring 2007 to about 60 association members.</p> <ol style="list-style-type: none"> <li>2) Working with the state Iowa Reading Association to speak in April to annual conference attendees. (I submitted three call for presentations and was invited to give all three presentations.)</li> <li>3) Worked with two conference coordinators on speaking at their educator conferences in October, 2006.</li> </ol> <p><b>Additional explanation, if needed:</b></p>	
<p><b>#3: Plan and coordinate all workshops.</b></p> <p><b>Activities:</b></p> <ol style="list-style-type: none"> <li>1) Ordered many books for educators for the mini-workshops. Instead of giving \$22 of books to each educator, UNI CEEE gave and plans to give approximately \$14 of books and handouts to educators who attend conference sessions. The hope is to reach about 235 educators, rather than the goal listed in the grant proposal of 150 educators. So far, that seems to be going very well.</li> <li>2) Worked with Kristin Simon, recycling educator from the East Central Iowa Council of Governments in Cedar Rapids, to plan logistics and what information needs to be shared at the mini-workshops.</li> <li>3) Identified dates and sites for Beginning workshop (Prairiewoods and Grant Wood AEA on Jan. 19 &amp; 20, April 19).</li> <li>4) Identified several partners/speakers, including Kristin Simon, who will give the teachers a tour of the Cedar Rapids-Linn County Landfill.</li> <li>5) Secured financial support from Solid Waste Agencies, some of whom are paying registration fees for teachers. Approximately 11 SWAs have committed to partnering with UNI CEEE to date. Requested brochures from many of these partners, which will be given to registrants at the workshop.</li> <li>6) Worked with Continuing Education on registrations, and arranged many of the free registrations. The workshop will be limited to 35 educators, and 32 are enrolled.</li> <li>7) Worked with partners to enhance waste reduction education in Iowa, including presenting to a group of Master Conservationist course members at a session in Williamsburg, Iowa, networking with Iowa colleagues and trying to keep waste reduction in the minds of waste colleagues.</li> <li>8) Ordered books for the WR workshop.</li> <li>9) Set up listserv for the Waste Reduction Course and communicated with participants.</li> <li>10) Revamped many aspects of the Waste Reduction Course.</li> </ol> <p><b>Additional explanation, if needed:</b></p>	50%
<p><b>#4: Conduct workshops and mini-workshops.</b></p> <p><b>Activities:</b></p> <ol style="list-style-type: none"> <li>1) Two presentations at Iowa Talented and Gifted Conference, Oct. 9, 2006: 42 in attendance at 'Seamstress Agatha' and 'Landfill Designer Bob' Help Students Learn Environmental Concepts; 69 in attendance at Discover the Secret Life of Shoes—and Receive a Free Book, Too!</li> <li>2) Three presentations at Regional Middle Level Educators Conference, Oct. 11-12, 2006: 14 in attendance at 'Seamstress Agatha' and 'Landfill Designer Bob' Help Students Learn Environmental Concepts;</li> </ol>	75%

<p>and 12 total in attendance at Discover the Secret Life of Shoes—and Receive a Free Book, Too!</p> <p>Note: We were overwhelmed with the interest at the ITAG conference, and disappointed in the interest/participation at the Middle Level Educators Conference. A lesson learned at the latter conference may be to not schedule the presentation for early morning of the first day of the conference. (We actually had 4 presentations planned, but the 8 a.m. one had no one show.) The Friday of this conference may be better attended than Thursdays conference. In addition, the room for the presentation was in the far back corner of the facility, so teachers would have to intentionally attend that session. But, another factor is that these conferences and sessions seem to generate random levels of success.</p> <p><b>Additional explanation, if needed:</b></p>	
<p><b>#5: Expose students to waste issues.</b></p> <p><b>Activities:</b> No known activities to date.</p> <p><b>Additional explanation, if needed:</b></p>	
<p><b>#6: Evaluate all workshops.</b></p> <p><b>Activities:</b> No activity to date.</p> <p><b>Additional explanation, if needed:</b></p>	

2A) Are there changes in the direction of your project (i.e., something different than outlined in your grant proposal)?

Yes       No

2B) If yes, please explain the changes and the reason for them:

*Note: Any major changes must be approved by the Board as soon as possible.* Contact Ross Harrison to determine whether board approval is needed for your proposed changes.

3A) Is the project on schedule?     Yes       No

3B) If no, please explain:

4A) For midterm only: Are matching funds coming in for your project as anticipated and as outlined in your proposal?     Yes       No

4B) If no, please explain:

For midterm reports, go to Question 9.

**5) Final report only: Please describe the contributions of third parties and of your organization to this project. List the contributors and their estimated financial contribution. Explain each contribution, if a non-cash contribution.**

<b>Name of organization</b>	<b>Cash contribution</b>	<b>Matching contribution (non-cash)</b>	<b>Explanation, if non-cash</b>
Example: Iowa Talented and Gifted Assoc.		\$500	Provided 10 hrs. of assistance reviewing curriculum materials valued @ \$20/hr.
<b>TOTALS:</b>			

**6A) Final report only. Please provide at least one concrete example of how your project met one or more of the environmental education goals listed below.**

- Understand environmental processes and systems (such as the earth as a physical system, the living environment, humans and their societies, and/or environment and society)
- Develop skills for understanding and addressing environmental issues
- Understand personal and civic responsibility
- Develop lifelong learning skills such as critical thinking, questioning and analysis skills
- Understand that human well-being is tied to environmental quality
- Understand and forge connections with their immediate surroundings
- Conserve and protect Iowa’s resources

(Example: The “Project X” helped students develop skills for understanding and addressing environmental issues, understand personal and civic responsibility and forge connections with their immediate surroundings. This was made possible through service-learning projects. Nearly all of the 260 students involved with Project X devoted a combination of around 10,000 hours on service-learning projects in their communities...from picking up litter and establishing recycling programs to selling used books and giving money earned to a charitable cause working on humanitarian and environmental causes.)

**6B) Final report only. Testimonials from people influenced through your project help the CEP Board substantiate the need for this program. Please provide one but no more than three testimonials that address one or more of the environmental education goals listed in 6A. If possible, include identification information such as name, grade and subject taught, school and city. If you provide this information, you are responsible to secure written permission from the person quoted for use of the testimonial by REAP CEP.**

(Example: “My reactions ... were feelings of reward as I witnessed all my students (even the students who are toughest to keep on task and to keep motivated), totally involved and excited to perform a positive service for others. I will definitely do the...research and reporting project next year, along with another project related to waste management with my seventh graders.”—Margaret Hogan, 7<sup>th</sup> grade, Dyersville-Beckman High School, Dyersville)

**7A) Final report only. (Please read Questions 7A, 7B and 7C before responding.)**

**Please summarize your project in three or fewer pages. This summary should include the following (including the headers), in the order shown below. Your honesty and frankness will be appreciated, and will help strengthen environmental education in Iowa.**

- **Project title and Project number:**
- **Organization’s name, contact person, website, phone and e-mail:**

- **Project's purpose and targeted audience:**
- **Reflect on your project, providing a self-assessment. At a minimum, answer the following questions: Did your project go as planned? Explain what went well and why. Explain what you would do differently if you did the project again, and why.**
- **Please list the most relevant outputs,<sup>1</sup> and explain, if necessary.**
- **Please list the outcomes,<sup>2</sup> and explain, if necessary. Be sure to include the outcomes outlined in your grant proposal.**
- **Were there any negative outputs or outcomes, and/or concerns about the accuracy of your evaluation data, which you did not list above? If so, please identify the most relevant ones and explain.**
- **Identify your one to three most effective marketing tools (i.e., conferences, e-mails, flyers, news releases in local papers), describe your use of them, and why they were effective.**
- **At least one but no more than three photo(s) of activities in jpeg format.**

**7B) The REAP CEP Board wants to share your successes and lessons learned with other environmental educators. However, they respect your wishes to not share on the web potentially sensitive information that you may not want readily accessible to others. With this in mind, may the summary you have written (as well as the photos submitted) for 7A be published on the REAP CEP website?**

Yes  No (If no, please see 7C.)

**7C) If no, please omit the sections and/or revise the above summary for publication on the web. Include the revised section below. Note: The primary audiences for iowaee.org's website are formal and non-formal educators, who may be able to learn from your experiences—both positive and negative.**

**Please carefully write and review your summary to ensure it is in publishable format.**

**8) Final report: Please include attachments, including a copy of your evaluation form(s), your complete evaluation results, and a minimum of one photo in jpeg format. Some of this information may be published on the web, along with your project summary. Please clearly mark any attachments you do NOT want included on the website.**

**9) Mid-term and final reports: Include a completed Project Expenditure Summary with your mid-term and final reports. (See next page.)**

**10) Other comments?**

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<sup>1</sup> Measurements of production, such as number in attendance at a workshop.

<sup>2</sup> What important things happen as a result of the project, such as a documented change in behavior or new concepts learned.

## Part II—REAP CEP Project Expenditure Summary

For your *mid-term and final reports*, please submit this completed form, along with Part I, via e-mail to Ross Harrison.

For your *final report*, please also submit the Final Project Billing Form as a hard copy to Kathleen Moench at the DNR within 60 days of project completion. See Grant Agreement, Attachment B.

**Grant Recipient (organization name):**

**Project Title and Number:**

**Check one:**

Midterm Project Expenditure Summary (covering July 2006-Dec. 2006 activities) **DUE: Jan. 15, 2007**

**Note:** The mid-term expenditure report may be close estimates of REAP CEP expenses to date. This is not an official auditing document. **Do not include non-REAP CEP expenditures** in the table below. E-mail to Ross Harrison.

Final Project Expenditure Summary (covering Jan. 2007-June 2007 activities) **DUE: July 15, 2007**

**Note:** The Final Project Expenditure Summary is not an official auditing document, though should accurately reflect project expenses. Do not include non-REAP CEP expenditures. E-mail to Ross Harrison.

Budget Line Item (A)	Approved Budget (B)	This Period Expenses (C)	Year-to-date Expenses (D)	Remaining Balance (B-D) E
1. Personnel (Salary and Fringe)	5056	2039	2039	3017
2. Travel	1152	289	289	863
3. Supplies	2975	2346	2346	629
4. Other	640	129	129	511
5. Indirect costs	982	403	403	579
6. Total	10,805	5206	5206	5599

**Note:** *Changes in the proposed budget that deviate from any line item by 10% or more must be approved before the expenditure occurs.* Contact Ross Harrison to request changes. He may approve small changes and subsequently inform the REAP CEP Board. The Board may request additional information, and may or may not negotiate a revision to the contract to allow for expansion or modification of services. If a revision is granted, no increase in the total amount of the grant award shall occur. Once approved, the DNR director or the REAP CEP coordinator will provide a written amendment to the agreement.

## **Attachment A Marketing Efforts**

**News releases:** The release below was by UNI Marketing and Public Relations sent to media in the following communities: Marengo, Mount Vernon, Belle Plaine, Iowa City, Williamsburg, Vinton, Cedar Rapids, Waterloo, Waverly, Cedar Falls, Des Moines and Mason City.

A similar version was released to the media by solid waste/recycling education coordinators in Dubuque, Linn and Johnson counties.

**News items in newsletters and listservs:** Those that published information about the workshop included the 4Rs, Iowa Conservation Education Council, Iowa Environmental Council, and the Iowa Association of Naturalists' mailserv.

**Prepared brochure and placed it on-line** at [www.uni.edu/ceee/wastereduction](http://www.uni.edu/ceee/wastereduction). For the first time ever, created an on-line registration form at <http://www.uni.edu/continuinged/programs/career/wastereduction/interest/>.

**E-mail:** I sent more than 100 e-mails to schools, inviting teachers to participate in the waste reduction workshops. In addition, I sent e-mails advertising both workshops to former participants in the waste reduction workshops, and to those who expressed interest in the past but could not attend.

**Conference presentations:** Marketed workshops at conference presentations and through a follow-up listserv announcement to conference session participants.

10/4/06

FOR IMMEDIATE RELEASE

Contact:

Susan Salterberg, UNI Center for Energy & Environmental Education, (319) 273-2573  
Vicki Grimes, University Marketing & Public Relations, (319) 273-6728

### **UNI offers two waste reduction graduate credit workshops for teachers**

CEDAR FALLS, Iowa -- Waste Reduction: Addressing the Overlooked "R," a one-hour University of Northern Iowa graduate credit course, will be held just north of Cedar Rapids in January and April of 2007, while an advanced version of that course, Service Learning: Moving "Reduce, Reuse and Recycling" Beyond the Classroom, will be held in November, 2006 and April, 2007, just west of Iowa City.

A limited number of free registrations will be available to kindergarten through 12th grade teachers for both courses, thanks to the support of local solid waste agencies, says course instructor **Susan Salterberg**, UNI Center for Energy & Environmental Education. A \$50 fee will be charged to those not receiving a free registration.

The Waste Reduction: Addressing the Overlooked "R" course will be held from 6 to 9 p.m. Friday, Jan. 19, and from 8:30 a.m. to 5 p.m. Saturday, Jan. 20. The follow-up workshop will be

held Thursday, April 19, from 6 to 9:30 p.m.

The Service Learning: Moving "Reduce, Reuse and Recycling" Beyond the Classroom, will be held Friday, Nov. 3, from 6 to 9 p.m.; Saturday, Nov. 4 from 9 a.m. to 5 p.m.; and Saturday, April 14, from 9 a.m. to 12:30 p.m.

Go to [www.uni.edu/ceee/wastereduction/workshops.htm](http://www.uni.edu/ceee/wastereduction/workshops.htm) for information, or contact **Susan Salterberg**, instructor, for details at (319) 337-4816, (319) 273-2573 or [salterberg@uni.edu](mailto:salterberg@uni.edu). The courses are offered through Science Education and the Center for Energy and Environmental Education in the College of Natural Sciences.

UNI is able to offer the graduate credit, free books and lesson plans, and to the service-learning participants, grant funds to conduct a service project. The credit, resources and grant funds will be made available through funding support from the Resource Enhancement and Protection Conservation Education Program and the Iowa Department of Natural Resources Solid Waste Alternatives Program. Other supporters include solid waste agencies, landfills and the East Central Iowa Council of Governments. ###



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## News

410 East Washington Street, Iowa City, IA 52240 Ph: (319) 356-5000

### News Releases

# IOWA CITY LANDFILL AND RECYCLING CENTER SPONSORS TEACHERS

Monday, October 16, 2006 - 10:39:00 AM

**Originating Department:** Engineering  
**Contact Person:** Jennifer Jordan  
**Contact Number:** 319-887-6160

The Iowa City Landfill and Recycling Center is pleased to offer sponsorship to a limited number of teachers from Johnson County who would like to attend a one graduate credit-hour workshop offered by the University of Northern Iowa. The two-part workshop, "Waste Reduction: Addressing the Overlooked R", will be held in Hiawatha at Prairiewoods Retreat Center in January and April of 2007. The workshop targets middle school language arts, science, social studies, math and TAG, but is adaptable to K-12th grades and will be held from 6 to 9 p.m. Friday, Jan. 19th, and from 8:30 a.m.-5 p.m. Saturday, Jan. 20th. The follow-up workshop will be held Thursday, April 19th from 6-9:30 p.m.

The course, which includes a tour of the Cedar Rapids-Linn County Landfill, is offered through science education and the Center for Energy and Environmental Education (CEEE) in the College of Natural Sciences. UNI is able to offer graduate credit and materials valued at \$75 to each participant through grants from the Resource Enhancement and Protection Conservation Education Program (REAP CEP) and the Iowa Department of Natural Resources Solid Waste Alternatives Program (DNR SWAP). Access to additional information concerning the program, may be obtained at <http://www.uni.edu/ceee/wastereduction/workshops.htm>, or, contact Susan Salterberg, instructor, at 319-337-4816, 319-273-2573 or [salterberg@uni.edu](mailto:salterberg@uni.edu).