



SCOPE OF WORK FOR 2015

General comments:

The Forest Preserve District of Cook County and University of Illinois Extension identities will be included on all agreed upon deliverable partnership events and activities. Both partners will review and approve curricula used for shared programs. In addition, field trips organized by University of Illinois Extension of Cook County will be led jointly with the Forest Preserve staff.

Dates & Deliverables:

January 2015 – December 2015

Trainings for volunteers to work with the Forest Preserve District:

- a. **Registration begins for MN and MG classes.** This opportunity will be marketed throughout our school district contacts in Cook County.
- b. **MASTER NATURALIST (MN) TRAINING.** In order to increase teacher and public awareness of the nature centers and to encourage greater use of the Forest Preserve as a classroom, University of Illinois Extension Master Naturalist volunteers will be recruited and provided with 48 hours of training in July 2015. This timing is to accommodate potential teacher trainees, but will not be limited to teachers. CPDU's will be offered for this training. Applications will be posted on the Cook County Extension website: <http://web.extension.illinois.edu/cook/mn/> .
- c. **c 2015 MASTER GARDENER (MG) TRAINING.** In order to increase the pool of volunteers at Little Red Schoolhouse and Sand Ridge Nature Centers, University of Illinois Master Gardener training will be held primarily at Little Red Schoolhouse & Sand Ridge Nature Centers on Fridays, dates TBD. Since date TBD, applications are being accepted on the Cook County Extension website: <http://web.extension.illinois.edu/cook/cooksouthmg/>
- d. UIE will offer an abbreviated or accelerated version of the Master Gardener training that can be offered to staff.

Note: For Volunteer training, FPDCC Staff will be present for orientation first day and to meet & greet (an hour or so); also for parts of classes that will assist Naturalist or Maintenance with a common vision of the gardens and volunteer activities.

January 2014 – December 2015

Fieldtrips for 300 CHILDREN TO FPDCC.

THEME: ENJOYING, EXPLORING AND UNDERSTANDING THE WONDERS OF THE FOREST PRESERVES

- a. Recruit partners and work with FPDCC to plan programs. These trips will be jointly planned by FPDCC staff and Extension staff.

- i. Date TBD Extension and FPDCC brainstormed goals & activities.
 - ii. Date TBD, Extension FPDCC site visit scheduled for the Southern half of county to determine field trip locations. It is expected Northern sites will be visited in April.
 - iii. Programing will center on the theme – Enjoying, Exploring and Understanding the Wonders of the Forest Preserves. Extension and FPDCC will jointly develop content with a focus on CCSS (Common Core State Standards) for reading and math and NGSS (Next Generation Science Standards).
 - iv. When possible, we will target a 2 hour on-site minimum time frame. (We’d like to see these field trips extended if possible, 2 hours is the bare minimum; time at the preserves should substantially outweigh time spent on the bus)
 - v. Extension will recruit, schedule, handle logistics and paperwork, provide buses, and provide field trip insurance.
 - vi. We will target middle school (5th-8th grade), but other grade levels may be included.
 - vii. Field trips will be advertised through quarterly brochure and web site
 - viii. Extension will provide pre-trip session in the form of a site visit or lesson plan. Examples may be found on University of Illinois Extension “A Walk in the Woods” website <http://urbanext.illinois.edu/woods/>. This explores the wonders of a walk in the woods and includes state educational learning objectives.
 - ix. When possible, the group size will be small (approx. 25) and split into smaller groups that rotate among stations to conduct engaging hands-on activities.
 - x. Field trips will be conducted by Extension staff, MG/MN volunteers and FPDCC Naturalists.
- b. **Date TBD Bring 200 youth to the FPDCC.** Field trips will be marketed to community groups such as, 4-H youth groups or other youth groups, and faith based organizations, as well as Wild Indigo Nature Exploration
 - c. **Date TBD Bring 300 youth to the FPDCC.** Field trips will be marketed to schools throughout Cook County to schedule trips for approximately eight school groups (25 youth per trip).
 - d. **Date TBD** Extension will provide programs at 18 FPDCC locations/events. The Extension Mobile Science Lab (MSL), a colorful, inviting vehicle will provide an inviting backdrop for picnickers or FPDCC special events participants to engage in activities focused on the theme – Enjoying, Exploring and Understanding the Wonders of the Forest Preserves. A combination of 18 events such as:

- i. FPDCC Special events: Extension activities will be provided at special events booked by Forest Preserve staff. When feasible this programming will involve the MSL.
 - e. **Date TBD, a menu of offerings will be created.** The menu will focus on subthemes related to Biodiversity and Environmental Scene Investigation (ESI) or Crime Scene Investigation (CSI) and may include but will not be limited to: evidence of local wildlife; Forest soils as nature’s compost bin; Productive plants for nurturing wildlife; Every track tells a story; How to prepare for an enjoyable experience: safe hiking tips, avoiding poison ivy, minimizing insect issues; Keeping your watershed clean; Sampling water quality; etc.
 - f. Logistics: MSL will carry equipment, folding tables and chairs. FPDCC will put up EZ up tents, for shade, so the diesel bus is not run on site (diesel exhaust). FPDCC will provide trail maps of that site for the bus, and other FPDCC literature. Extension may request the sharing of equipment from FPDCC Naturalist program for programs held in conjunction with FPCC
- b. ASSIST FPCC WITH DEVELOPING CAMPING SESSIONS AND COMMUNICATIONS SO THAT CAMPER'S CAN ENJOY, EXPLORE, AND UNDERSTAND THE EXPERIENCE AND NATURE**
 - a. University of Illinois Extension will work with FPDCC and Extension staff to develop a camping 101 curriculum to be delivered by FPCC Naturalist at nature centers for first time campers.
 - i. Facilitate Pre-camping session – what to expect your first time camping
 - ii. Healthy & delicious camp cooking – Beyond S’mores
 - iii. Prepare a FPCC Camping Activity Backpack
- c. SIX OR MORE TEACHER TRAININGS WILL BE OFFERED TO NATURE CENTERS.** Each year, Extension holds teacher professional development workshops with CPDU credits offered by FPDCC. At least 6 of these will be held at nature centers.
 - a. Workshops at Nature Centers for teachers relating to the theme used for school and camp field trips: Enjoying, Exploring and Understanding the Wonders of the Forest Preserves. Teachers will get a chance to conduct some of the activities their students can do and learn about the features of each site. These will be co-taught by Extension and FPDCC. Extension will process all registration
- d. January – December 2015 PROVIDE 12 PUBLIC PROGRAMS AT NATURE CENTERS.**
 - a. Provide a description of the programs to J. Chelsvig who will survey the nature centers to get dates and times to request for Extension programs to be offered in the fall and spring. Topics include Butterfly Gardens, Herbs, and Native Plants.
 - b. Extension will deliver at least 12 programs at nature centers for the public. One or more will be held at each of the six centers: Crabtree (Barrington), Schoolhouse (Willow Springs), Sand Ridge (South Holland), Sagawau

Environmental Learning Center (Lemont), River Trail (Northbrook) Trailside Museum (River Forest).

- c. In addition we will offer to schedule WORM COMPOSTING WORKSHOPS at each of the Nature Centers.
- e. **Date TBD ADAPTIVE GARDENING PROGRAM CONSULTATION SERVICES FOR LITTLE RED SCHOOLHOUSE.** In March, review and provide suggestions for adaptive demonstration garden for individuals with special needs. Provide marketing contacts and one or more hands-on activity for FPDCC Nature is Accessible event. Provide FPDCC staff training date TBD at an offsite Adaptive Gardening workshop for staff of special needs facilities. Continue consultation throughout the year as needed.
- f. **Dates TBD WORKSHOPS FOR FPCC STAFF**
 - a. **Conservation 101 for FPCC staff outside of Resource Management and particularly Maintenance staff, so that employees can have a better understanding of the natural areas that the FPCC protects and restores.** These workshops will be offered at 3-5 locations – could one of these classes offer a Conservation 101 or FPCC Mission and Conservation Goals 101, or perhaps a basic plant ID talk and walk (perhaps one on invasive plants), and perhaps some classes related to operations philosophy. All full time employees would be encouraged to take these classes. We will offer CEUS for these classes.

Note: FPCC will advertise these classes internally and add them to the schedule of other classes currently offered (CPR, defensive driving, tree id, etc.) Schedule pending date confirmation by Forest Preserve staff.

2015 Partnership Budget

| Salaries & Wages | FPDCC | UIE | Total |
|--|-------------------|-------------------|-------------------|
| Extension Hort Educator (35% FPDCC,65%UIE) | \$ 27,689 | \$ 51,423 | \$ 79,112 |
| Extension Hort Educator (35% FPDCC,65%UIE) | \$ 23,597 | \$ 43,823 | \$ 67,420 |
| Extension STEM Educator (35% FPDCC,65%UIE) | \$ 20,972 | \$ 38,948 | \$ 59,920 |
| Extension STEM Educator (35% FPDCC,65%UIE) | \$ 36,168 | \$ 67,170 | \$ 103,338 |
| Extension Program Coordinator (100%) | \$ 36,173 | | \$ 36,173 |
| Extension Program Coordinator (50% FPDCC, 50% UIE) | \$ 20,850 | \$ 20,850 | \$ 41,700 |
| Extension Program Coordinator (50% FPDCC, 50% UIE) | \$ 18,086 | \$ 18,086 | \$ 36,173 |
| Office Support Specialist (Secretary) (30% FPDCC, 70% UIE) | \$ 12,892 | \$ 30,080 | \$ 42,972 |
| Total Salaries | \$ 196,427 | \$ 270,380 | \$ 466,807 |
| Fringe Benefits | | | |
| 42.94% | \$ 84,346 | \$ 116,101 | \$ 200,447 |
| Total Personnel | \$ 215,514 | \$ 280,773 | \$ 542,749 |
| Supplies & Training | | | |
| Educational Supplies | \$ 5,500 | \$ 2,500 | \$ 8,000 |
| Master Naturalist Teaching Manuals -30 Trainees | \$ 2,000 | \$ 1,125 | \$ 3,125 |
| Outdoor Adventures Curriculum -300 Youth | \$ 2,000 | \$ 2,000 | \$ 4,000 |
| Incentives for Youth | \$ 3,000 | \$ 2,000 | \$ 5,000 |
| Teaching Institute - 15-25 Participants | | \$ 1,500 | \$ 1,500 |
| Lab Coats for Youth - 300 | \$ 6,000 | \$ 1,200 | \$ 7,200 |
| Marketing Materials | \$ 1,000 | \$ 1,000 | \$ 2,000 |
| Total Supplies | \$ 19,500 | \$ 11,325 | \$ 30,825 |
| Travel - In-State (.56/MILE @ 200 per staff) per month | \$ 4,486 | \$ 4,922 | \$ 9,408 |
| Services/Other Direct Costs | | | |
| Field Trips - | \$ 2,000 | \$ 1,000 | \$ 3,000 |
| Insurance for Field Trips | \$ 500 | \$ 500 | \$ 1,000 |
| Meals for Field Trips (per diem breakfast/lunch) | | \$ 1,650 | \$ 1,650 |
| Duplicating; Handouts/Recruitment Materials | \$ 2,500 | \$ 2,500 | \$ 5,000 |
| Postage | \$ 500 | \$ 1,000 | \$ 1,500 |
| Camping Materials for Special Event (2) | \$ 2,500 | \$ 2,500 | \$ 5,000 |
| Consultant Fee for Camping, Camp Materials for special event (2) | \$ 2,500 | \$ 5,500 | \$ 8,000 |
| Total Services | \$ 10,500 | \$ 14,650 | \$ 25,150 |
| Total Direct Costs | \$ 250,000 | \$ 301,942 | \$ 592,390 |
| 24.0% Facilities & Administrative Costs | | \$ 142,174 | \$ 142,174 |
| Grand Total Costs | \$ 250,000 | \$ 444,116 | \$ 734,564 |