



HAMILTON COUNTY ENVIRONMENTAL SERVICES

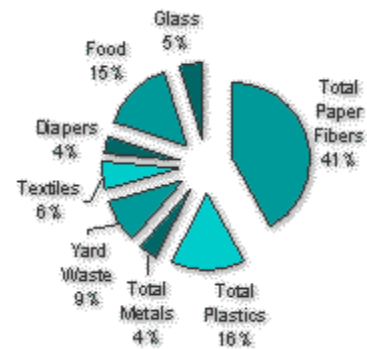


SOLID WASTE TRAVEL REIMBURSEMENT PROGRAM 2009-2010

Enhance your solid waste management education efforts in the classroom with a field trip. Transportation reimbursement is available for selected programs and tours related to recycling, composting, landfills and other relevant issues. These field trips should engage students in real world issues about the environment to help change what each one puts into the garbage can.

The Hamilton County Solid Waste Management District (District) was created in 1988. Today, the District works as a partner with schools, businesses, communities, residents and the waste industry to encourage solid waste education through reducing, reusing, recycling, and composting.

Americans produce 154 million tons of garbage a year, enough to fill the New Orleans Superdome, top to bottom, twice a day, 365 days a year. Although more than half of this could be recycled, Americans currently recycle only about 10% of their waste. Solid waste management districts strive to solve problems of land waste and wasted resources.



Application Procedure

1. Pre-requisite: your school must have an active school-wide recycling/composting program and register for the District's Recycling Assistance Program. Visit www.hamiltoncountycycles.org or contact Keebler Holley at 946-7736.
2. Contact your intended destination and bus service for available dates and quotes.
3. Complete the 2009-2010 travel reimbursement application.
4. Attach a recycling unit including 2 lesson plans and 1 school recycling/composting promotional activity (a minimum of 3 hours of class time is required).
5. Submit your application to the District by mail or fax at least 3 weeks prior to your trip.
6. Qualified applicants will receive confirmation by mail on a first come, first serve basis.

SELECTED PROGRAMS

Please note: The travel reimbursement program does not cover student fees. For more information, visit our website at www.hamiltoncountyclecyles.org. Choose from these exciting selections.

IMAGO Earth Center, Price Hill, Ohio, www.imagoearth.org
Chris Clements, 513-921-8455

Rowe Woods, Cincinnati Nature Center, Milford, Ohio, www.cincynature.org
Registrar, 513-831-1711

Hummel Heritage Farm, Sparta, IN (near Lawrenceburg), www.hummelheritagefarm.org
Chris Ferguson, 513-821-2011

Greenacres, Indian Hill, Ohio, www.green-acres.org
Andy DeLay, 513-891-4227 X226

LaBoiteaux Woods Nature Center, College Hill, Ohio. www.cincinnatiiparks.com
Bettman Natural Resources Center, 513-321-6070

California Woods Nature Preserve, California, Ohio, www.cincinnatiiparks.com
Bettman Natural Resources Center, 513-321-6070

Trailside Nature Center, Clifton, Ohio, www.cincinnatiiparks.com
Bettman Natural Resources Center, 513-321-6070

SELECTED TOURS

Rumpke Landfill Tour, Colerain Township, www.rumpke.com
Lindsey Yoder, 513-741-6765

Cincinnati Paperboard. Fairfax, Ohio, www.caraustar.com
Don Macbeth, 513-871-7112 X3021

Rumpke's Material Recovery Facility (MRF), St. Bernard, Ohio, www.rumpke.com
Anne Gray, 513-242-4401 X7164 (For grades 9 – 12 only)

REQUIREMENTS FOR A SUCCESSFUL TRIP

Once approved, all details are the responsibility of the recipient.

Contact your destination:

- Tentatively schedule a date and time (arrival and departure) for your trip.
- Verify student fees. (This reimbursement is for transportation only.)
- Discuss specific learning outcomes. Over 50% of your trip must be solid waste related.

Schedule your bus:

- Tentatively schedule a date and time for your bus.
- Verify bus fee.
- District will cover up to \$255 of bus cost.

Rescheduling:

- In the event your trip needs to be re-scheduled for any reason, it is **your** responsibility to notify all parties. The reimbursement program will not cover cancellation fees.

Evaluation:

- Following your trip, return the evaluation so the District can better measure the importance of this type of solid waste education.

New Programs:

- Requests to include a new program must include an agenda for approval. A request will not be considered without an agenda.
- The program must contain a significant amount of solid waste education to be eligible.
- The reimbursement is for transportation costs only; student fees are not covered.

Invoicing:

- Invoice the District, on school letterhead, for the cost requested in the application. Attach a copy of the bill.
- Complete and return the county vendor form (included in confirmation packet).

Education:

- Attach at least two lesson plans. The goal of the unit is for your students to gain knowledge about solid waste, recycling, and or composting so they can make an informed decisions about actively participating at school, home, and in the community. Litter prevention activities do not qualify.
- Complete the unit (at least 3 hours) of solid waste education in the classroom.
- Distribute and review "Get A Bin" brochure to all your students (included in confirmation packet).
- Administer the Eco Pre and Post Questionnaire and return to the District (included in confirmation packet).

What is the Solid Waste Management District?

The Hamilton County Solid Waste Management District is an organization, established by state law, responsible for ensuring that the County achieves state mandated goals for recycling and waste reduction. Since its inception, the District has been successful in this charge. Moreover, it has developed programming which has delivered substantial value to the communities of Hamilton County.

The District implements recycling and waste reduction programs targeted to three main audiences: residents, businesses, and schools. The District is funded through a fee attached to every ton of waste disposed in Hamilton County landfills. Whether you know it or not, chances are, you participate in some activity which is either District sponsored or funded.

2009-2010 TRAVEL REIMBURSEMENT APPLICATION

Teacher Name: _____

School Name: _____ School District: _____

Address: _____

Zip Code: _____ Phone (S) _____ (H) _____

Fax: _____ E-Mail Address: _____

Number of Students Participating: _____ Grade: _____

Subject: _____

Destination, Contact Name & Phone: _____

Location of Field Trip (Name & Address): _____

Program Title: _____

Date of Trip: _____

Primary Solid Waste Issue Addressed:

Recycling

Composting

Landfill Management

Expected Learning Outcomes: How does this fit into your curriculum? _____

How will this trip educate your students about solid waste issues? _____

Brief outline of preparation and follow-up for your trip. Attach solid waste unit. The unit must be at least two lesson plans and one school recycling promotional activity with a minimum of 3 classroom contact hours.

Does your school have an active school wide recycling or composting program? Yes _____ No _____

Who is the recycling coordinator you will work with to conduct your school recycling promotion activity?

How many Buses? _____ Total Cost: _____

Cost to Solid Waste District (up to \$255/bus): _____ Cost to School _____

Contact name and number for person responsible for ordering bus if other than yourself:

For Office Use Only
Purchase Req? _____
Invoice? _____



**Reimbursement Check List
(Check Each Box)**

- I have read the recipient responsibilities and understand I must make all the arrangements.
- I understand at least 3 classroom hours, in addition to the field trip, must be devoted to Hamilton County solid waste education issues. This content is to be presented by the applicant. Programs conducted by or sponsored by the Solid Waste Management District do not qualify.
- I agree to distribute/review the *Get A Bin* brochure with all participating students. (These will be included in your confirmation packet.)
- I understand the reimbursement only covers transportation expenses, up to a maximum of \$255 per bus. Student fees, late cancellation charges, or any other expenses are not covered.
- I have completed the application (pages 4-5) including lesson plans, the principal's signature, cost, etc.
- I will ensure that my school completes the HCDOES vendor form. (This form is provided with your confirmation packet.)
- I will ensure that the Solid Waste Management District receives an original invoice from my school. (Sample invoice is provided with your confirmation packet.)
- I understand that a minimum of three weeks is required for processing. Applications received less than three weeks prior to the trip will **not** be considered.
- I have indicated who the reimbursement check should be made out to (School or School District) and verify the Vendor Registration Form matches this entity.

Total Amount Requested _____

Teacher Signature

Date

Principal Signature

Date

**Return to: Cher Mohring, Hamilton County SWMD
250 William Howard Taft Road, Cincinnati, OH 45219
Questions? 513-946-7737 FAX 513-946-7779
(Only return pages 4 & 5)**

PLEASE MAKE A COPY AND KEEP FOR YOUR OWN RECORDS