



# HAMILTON COUNTY ENVIRONMENTAL SERVICES



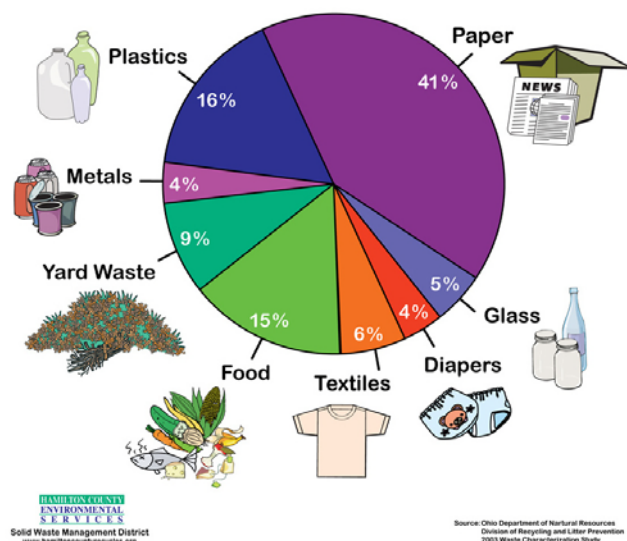
## SOLID WASTE TRAVEL REIMBURSEMENT PROGRAM 2009-2010

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.

### What's in Ohio's Garbage?



### Application Procedure

1. Pre-requisite: your school must have an active school-wide recycling/composting program and register for the District's Gold Level Recycling Assistance Program (RAP). Contact [Keebler Holley](#) at 946-7736 for more information about RAP.
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

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*Please note: The travel reimbursement program does not cover student fees. For more information, visit our website at [www.hamiltoncountyrecycles.org](http://www.hamiltoncountyrecycles.org). Choose from these exciting selections.*

**IMAGO Earth Center**, Price Hill, Ohio, [www.imagoearth.org](http://www.imagoearth.org)  
Chris Clements, 513-921-8455

**Rowe Woods, Cincinnati Nature Center**, Milford, Ohio, [www.cincynature.org](http://www.cincynature.org)  
Registrar, 513-831-1711

**Hummel Heritage Farm**, Sparta, IN (near Lawrenceburg), [www.hummelheritagefarm.org](http://www.hummelheritagefarm.org)  
Chris Ferguson, 513-821-2011

**Greenacres**, Indian Hill, Ohio, [www.green-acres.org](http://www.green-acres.org)  
Andy DeLay, 513-891-4227 X226

**LaBoiteaux Woods Nature Center**, College Hill, Ohio. [www.cincinnatiiparks.com](http://www.cincinnatiiparks.com)  
Bettman Natural Resources Center, 513-321-6070

**California Woods Nature Preserve**, California, Ohio, [www.cincinnatiiparks.com](http://www.cincinnatiiparks.com)  
Bettman Natural Resources Center, 513-321-6070

**Trailside Nature Center**, Clifton, Ohio, [www.cincinnatiiparks.com](http://www.cincinnatiiparks.com)  
Bettman Natural Resources Center, 513-321-6070

## SELECTED TOURS

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**Rumpke Landfill Tour**, Colerain Township, [www.rumpke.com](http://www.rumpke.com)  
[Sara Cullin](#), 513-741-2617

**Cincinnati Paperboard**. Fairfax, Ohio, [www.caraustar.com](http://www.caraustar.com)  
Don Macbeth, 513-871-7112 X3021

**Rumpke's Material Recovery Facility (MRF)**, St. Bernard, Ohio, [www.rumpke.com](http://www.rumpke.com)  
Anne Gray, 513-242-4401 X7164 (For grades 9 – 12 only. Due to mechanical upgrades the MRF will be closed for tours until early 2010)

## **REQUIREMENTS FOR A SUCCESSFUL TRIP**

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*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 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).

**Field trips are limited to not more than two per school per year.**

**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:



**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. Field trips are limited to two per school per year.
- 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.

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**