

DISTRICT PROGRAMS

Your support and assistance with district programs is vital! The paid staff can do a great deal, but your assistance can mean the difference between an ordinary program and a very successful program.

To illustrate the work involved in carrying out one simple program, a step-by-step guide for an Arbor Day Celebration is shown below.

A general guide to District Programs will follow.

Arbor Day

This is an annual observance that is not participated in by all districts. Use records of past events to guide your preparation for such an event or call on a staff member with experience in conducting Arbor Day observances. Typically, such an observance will involve planting one or more trees in a public place such as a school, church, or park.

- Determine degree of participation by the District
- Set date for observance
- Select site for observance
- Select target audience
- Contact target audience
 - Draft letter to target audience
 - Make copies, fold, stuff envelopes, affix address labels
 - Affix postage, deliver to postal mailing point
- Draft promotional material(s)
- Make copies, fold, stuff envelopes, affix address labels
- Compile comments/edits
- Prepare final draft for general distribution
 - Prepare database for producing mailing labels
 - Make copies, fold, stuff envelopes, affix address labels or type addresses
 - Affix postage, deliver to postal mailing point
- Prepare listing of sites to be visited and appropriate routing for efficiency
- Secure permission to post promotional materials
- Post the materials (remove the materials after the event)
- Determine tree species and number needed
- Purchase tree(s) for planting
- Contact Extension or SC Forestry for planting tools
- Secure a speaker
 - Make phone contact first
 - Confirm with appropriate correspondence (map to site, date, time, etc.)
- Determine if refreshments will be needed

- Secure needed refreshments
- Deliver refreshments to site
- Clean up after refreshments
- Develop handout materials for distribution during event
 - Mail copies
 - Deliver to site
- Hand out the copies as appropriate during event
- Confirm the speaker by phone immediately prior to the event
- Photograph the event
- Draft a news release (seek approval if required)
 - Make copies, fold, stuff envelopes, affix address labels or type addresses
 - Affix postage, deliver to postal mailing point or hand deliver
- Clip copies of the printed story and distribute as required
- Draft appropriate correspondence to:
 - Sponsors
 - Speaker
 - Those assisting
- Draft thank you letters for support/participation
- Make copies, fold, stuff, affix labels, mail

Clinics

A clinic is just a mini-workshop. A clinic generally is geared to one topic such as pond management, beaver control, wildlife habitat establishment, installing waterbars, or drip irrigation. Clinics are targeted to a specific audience. Usually the district will receive a request from an individual or group for information or the district will see a need to share information on a timely subject or program.



Carolina Coastal Adventure

This workshop for high school students is generally a follow-up for the students who attended the Youth Workshop at Clemson. The students gain knowledge about our coastal environment by participating in hands-on activities. They study the beach and marsh habitat and collect marine samples on a DNR research trawler.

Earth Day

Earth Day is celebrated in many districts. Participating in this global environmental observance may provide an opportunity for the district to spread its conservation message. Your involvement could be as simple as photographing the event for news releases and the annual report to completely organizing the event, manning an exhibit, or giving a presentation to a group.

Envirothon

This is a team competition for high school students in which they are tested in the areas of soils, water, forestry, wildlife and a current topic such as recycling or groundwater. Any high school in the state will be eligible to register through their conservation district for this statewide competition. You may be involved with recruiting or training the team.

Essay contest

This annual writing competition is for grades 5-9. The topics include soil, water, forestry, and wildlife. Your responsibility may range from distributing essay fliers, to visiting schools, putting together a judging panel, and handing out the awards. This program will vary from district to district.

Farm-City

This observance is an excellent opportunity for the district to join with the agricultural and business communities to promote conservation and to celebrate the partnership of the two. You may be asked to prepare a meeting, including organizing speakers, planning meal functions, arranging transportation and tour sites. Whether you are part of the planning or not, your presence at the functions is evidence of the district's support of both business and agriculture.

Goodyear contest

This contest is an annual competition and is an excellent way to evaluate your district's activities for the previous year. The Goodyear Tire Company sends a basic evaluation form and the DNR sends a supplementary form both of which must be completed, reviewed by the district board, signed, and then submitted to DNR-LWCD for judging.

Poster contest

Sponsored for grades K-4 plus special education classes, this contest is conducted annually and culminates with the state winners being recognized by having their poster displayed at the State Museum. Rules fliers are distributed each year with the current topic and due dates for submission of entries. Photos and news releases are critical to continued success within the district.

Recognition programs

These vary from district to district. Recognition of accomplishments, whether it is youth, board members or some segment of the public or one of your area land users, is a win-win situation. It shows the person or persons that you recognize and appreciate their work. It may also motivate others to become active in conservation. News releases should be prepared on all recognition meetings.

SCACD committees

Each commissioner is asked to serve on one of the South Carolina Association of Conservation Districts' standing committees. SCDNR employees may serve as staff advisor to one or more of these committees. As advisors they may send notices out to the membership, take minutes, and provide follow-up in the form of a completed document from that committee to submit to the policy positions paper published each year. Your job is to attend the meetings and provide the committee with your insight and knowledge.

Seminars

The district may conduct seminars on various natural resources-related topics. Commissioners should be involved in the planning, coordination and implementation phases of these projects. A seminar may be considered a "more- in- depth" clinic and may serve to provide information on more than one topic.

Soil Stewardship

This annual program sponsored through NACD incorporates both religious and educational aspects of natural resources management. A district may be involved in distributing the materials to churches and/or schools as well as holding dinners and tours to promote the event.

State Fair

Districts may be involved in assisting the State Association, NRCS and DNR in planning and staffing the conservation booths at this annual event held in October. Specific information will be related to you through the Partnership.

State conferences

These conferences are held throughout the year in partnership with SCACD, USDA Natural Resources Conservation Service, and the Land, Water and Conservation Division of DNR. All commissioners should attend. This is the only opportunity that you have to meet with your fellow commissioners from around the state. It is an excellent time for exchanging ideas, renewing old friendships and also finding out what is happening on the national conservation scene. This is also the business meeting for the SCACD. All business is voted on at these meetings.

Teacher workshop

Sponsored by the district, these programs are held on a county and multi-county basis. Commissioners should be involved in various aspects of this district program including the planning, coordination and implementation. These courses are open to all teachers in the specific conservation district(s) that is/are sponsoring the workshop. Depending on how the program is set up, a teacher may receive recertification and/or graduate credit.

Youth Workshop

This annual event for rising sophomores, juniors and seniors is held at Clemson University and focuses on soils, water, forestry and wildlife conservation. Conservation Specialists serve as counselors throughout the week-long workshop. You, as a commissioner, can assist in getting delegates to attend by taking advertising fliers to the schools, writing articles promoting the workshop for the local paper, speaking to youth groups or individuals regarding the workshop, and selecting the final applicants from your district. Invite your delegates to a board meeting after they have attended the workshop. This will give you an idea of how the workshop is being conducted and what the young people are learning. A short slide set will be available from DNR to aid delegates in their presentation.

