

# **CONNECTICUT ENVIROTHON**

## **POLICY and PROCEDURE MANUAL**

CTESC Connecticut Envirothon Steering Committee  
Revised August 2009

### **Introduction**

The mission of the Envirothon is to promote environmental awareness, knowledge, and active personal stewardship among high school students through education and team competition. The CT Envirothon Steering Committee works to continually improve the program and to increase student participation.

To ensure that the program effectively supports that mission and to convey its approach to the program, the Connecticut Envirothon Steering Committee has recorded policies and procedures which will be posted on the Connecticut Envirothon website ([www.ctenvirothon.org](http://www.ctenvirothon.org)) for reference by all teams, advisors, volunteers, sponsors, and committee members. At the field day event, teams found in violation of these policies by the Proctor Committee of the CTESC may be penalized or disqualified.

### **Section One: PARTICIPATION IN THE CONNECTICUT ENVIROTHON PROGRAM**

1. Participation in CT Envirothon is open to students in Grades 9 through 12 or the equivalent home-school ranking.
2. Any organization may register one team consisting of at least five students from the same school.
3. A team registration fee determined by the Steering Committee is required.
4. Teams are led by one or more advisors who may be teachers, parents or community members.
5. Depending on the registration numbers each year, the CT Envirothon may allow a school or organization to field a second team. Each team must register separately and is considered as a separate team.
6. Schools having a separate curriculum in Vocational Agriculture or Vocational Technology may send a team representing that program.
7. Teams may bring additional students to the Training Workshops held during the school year depending on space available as determined by the station leader.
8. Transportation is the responsibility of each participating team.

### **Section Two: PARTICIPATION IN THE CT ENVIROTHON FIELD DAY EVENT**

#### **Teams and Alternates**

1. A team consists of the five competing members and up to two alternate members.
2. If a school fields two teams, two members of the second team may be designated as alternates for the first team.
3. Two members of the first team may also be designated as alternates for the second team.

4. In the case of a last minute emergency absence from a registered five member team with no designated alternates, that team may compete with a minimum of four team members. (See Section Three #8, Canon Envirothon Policy.)
5. If less than four members of a team are available, they will be assigned to a “Wild Card Team.”
6. Alternates will be assigned to a Wild Card Team with alternates from other schools. Wild Card Teams may compete, but are not eligible to place or win.

### **Competition**

1. At the competition, all students will wear the official CT Envirothon T-shirt
2. Name tags or other items with their school name will not be permitted during the competition
3. Teams must be accompanied to the event by an adult team advisor.
4. Advisors may not travel with their teams during the competition. Separate activities will be provided for the advisors, usually a CEU Credit Workshop.
5. Team placement will be determined by the highest cumulative total points scored.
6. The decisions of the Judges are FINAL on all events.
7. The competition will be conducted by the Connecticut Envirothon Steering Committee and cooperating agencies.

### **Code of Conduct**

1. Students may not use any notes, study guides or electronic devices including cell phones during the field testing component of the event.
2. Students may not use any electronic devices during the oral presentation component of the event.
3. All tobacco products, drugs, and alcohol are prohibited during the entire competition and all Envirothon program activities such as workshops.
4. Rules applicable to the local venue will also be followed.
5. Advisors are responsible to ensure that teams display proper conduct during the competition and at the host facility.

### **Section Three: PARTICIPATION IN THE CANON ENVIROTHON**

1. Team members and alternates on registered teams competing to win the CT Envirothon must be available and willing to represent the state of CT at the Canon Envirothon held in July or August following the CT Envirothon.
2. Advisors will submit their roster of team members and alternates seven days prior to the CT Envirothon certifying that these students are available to attend the Canon Envirothon. If necessary, last minute changes to the team roster can be made before or at check in on the day of the CT Envirothon Competition.
3. After the Connecticut Competition, students on the teams placing first, second and third will be required to complete a form signed by both student and parent/legal guardian confirming the student's availability to attend the Canon Envirothon. This form must be received by the CTESC within one week (7 days) after the CT Envirothon Competition.

4. After the deadline for receipt of these availability forms, the CTEESC shall certify a team to represent CT at the Canon Envirothon. Under normal circumstances, this will be the five member team placing 1<sup>st</sup> in the CT Competition. (Prompt action will allow the CTEESC to obtain the most advantageous pricing for airline travel to the Canon event)
5. In the event that exceptional circumstances arise AFTER the CT Envirothon event, preventing a member of the Certified Team from attending the Canon Envirothon, the team advisor must immediately notify the CTEESC of the emergency.
6. The CTEESC may approve the emergency substitution of a previously designated alternate for that school. This emergency substitution must also be approved by the Canon Envirothon Executive Committee.
7. If more than two of the original five members on the first place team are unavailable to attend the Canon Envirothon, the CTEESC will certify the 2<sup>nd</sup> place team or the next ranking eligible team.
8. According to Canon Envirothon Policy, teams attending the Canon Envirothon with less than five members are not eligible to place or receive scholarship funds.

#### **Section Four: FUNDING OF TRAVEL TO CANON ENVIROTHON**

1. The CT Envirothon will fund the registration and a portion of the travel expenses for the team to attend the Canon Envirothon. This amount will be established each year based on the cost of travel and the current financial position of the CT Envirothon.
2. The winning team is expected to raise the balance of the funds required from their school district, foundations, business or private sources.
3. The team means five students and one or two advisors/chaperones. Both male and female chaperones are required if the team has both male and female students.
4. CT Envirothon does not encourage, or provide funding for, alternate students to attend the Canon Envirothon.

The Policies and Procedures of the Connecticut Envirothon are subject to change and we expect them to evolve. Please send suggestions to [ctenvirothon@snet.net](mailto:ctenvirothon@snet.net) for consideration by the Connecticut Envirothon Steering Committee.