







**Marion Soil and Water Conservation District (MSWCD)
Education and Outreach Committee Meeting
Tuesday, February 18th, 2025 11:00 am to 12:30 pm**

HB2560 requires that all Oregon public meetings held by a governing body of a public body, excluding executive sessions, must provide to members of the public an opportunity to access and attend the meeting by telephone, video or other electronic or virtual means. This meeting will be held by video conference and by telephone.

-  Link to Video Conference: [\(Zoom\) Meeting Link](#)
-  Meeting Call in Number: 1 (253) 215 - 8782
-  Meeting ID: 834 9712 8477 | Passcode: 316646
-  Staff Contact: Kassi Roosth, kassi.roosth@marionswcd.net

Agenda **DRAFT**

Chair: Call Meeting to Order, Agenda Changes & Approval

Item #	Topic	Presenter	Purpose	Time
1	Introductions	P. Hart	Procedure	3 min
2	Public Comment	P. Hart	Feedback	2 min
3	Review Minutes from November 19th	P. Hart	Discuss & Accept Minutes	2 min
4	Review Environmental Education Specialist and Outreach and Communications Specialist Job Positions	B. Sanchez	Develop recommendations to present to the Board	15 min
5	CLEAR Grant Request: McKay Highschool Environmental Science Club	K. Roosth	Develop recommendations to present to the Board	10 min
6	CLEAR Grant Request: Community Roots School	K. Roosth	Develop recommendations to present to the Board	10 min
7	CLEAR Grant Request: McKay Highschool Photography Class	K. Roosth	Develop recommendations to present to the Board	10 min
8	CLEAR Grant Budget for next Fiscal Year	K. Roosth	Develop recommendations to present to the Board	15 min



Marion Soil and Water Conservation District complies with the American with Disabilities Act (ADA) and does not discriminate based on race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. If special physical, language, or other accommodations are needed for this meeting, please advise the District Manager at 503-391-9927 as soon as possible, and at least 48 hours in advance of the meeting.

9	Discuss Marion SWCD's Role with Farmer's Market and Community Gardens	K. Roosth	Discussion	10 min
10	Set CLEAR Grant deadlines and E&O Committee Meeting Dates for 2025-26	K. Roosth	Discussion	10 min
	Meeting Adjournment	Chair		

Agenda Brief

Item #	Brief	Action
3	Review and accept meeting minutes from the November 19 th committee meeting.	Review/Accept
4	Review and provide feedback on the new Environmental Education Specialist and Communications and Outreach Specialist job description created by the District Manager.	Discuss and develop a recommendation to present to the board in March

CLEAR Grant Request: Mckay Highschool

Request: \$1,500

The CLEAR grant would support transportation costs for around 30 AP Environmental Science students and 3-4 adult chaperones to attend the Hatfield Marine Science Center and tour the facility. Students will investigate the water quality within our local watershed around McKay High School; investigate how that compares to an estuary system on the Oregon coast; See the benefits of wetlands and estuaries and the power restoration ecology has on our local habitat and environment; observe the types of jobs that are available to them as they transition into the professional workforce.

5

Develop recommendation to present to the board in March

Funds would also support the students to spend an overnight trip at the Mt. St. Helens Institute to investigate this important landscape that has a great impact on the surrounding environment; learn about sustainable land use and how to manage such an important local resource; learn why it is important that we continue to protect and manage public lands as public stakeholders.

The \$1,500 requested will go towards transportation and instructional fees.

6	CLEAR Grant Request: Community Roots School	Develop recommendation
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Request: \$3,508

to present to the board in March

The CLEAR grant would support around twelve fourth-grade students to participate in Wi-Ne-Ma Outdoor School on the Oregon Coast. Their fifth and sixth graders are paid for by the state of Oregon to attend, but this does not extend to their fourth graders. Funds would allow the fourth graders to attend for the first two days and one night and will receive the opportunity to learn about environmental stewardship and coastal ecosystem study. This includes: tide pool field study, a group project around traditional Siletz crafts and natural materials, animal track identification onsite, and how watersheds all impact the ocean ecosystem.

The \$3,508 requested will go towards the costs for their fourth-grade class attending. Each child was quoted at \$299.

\$350 in-kind match will be provided to support transportation fees.

CLEAR Grant Request: McKay Highschool Photography Class

Request: \$1,730

The CLEAR grant would support around 30-40 high school students to attend a field trip to the Detroit Ranger Station. Staff with the Forest Service will cover topics related to sustainable land use such as how the Forest Service works to uphold the variety of uses the Willamette National Forest provides to the public like recreation through fishing, hiking, exploration, and the ability to appreciate the wonderful biodiversity of plants, animals, different soil types, and different industries that support local economies.

7

Funds would also support a trip into the woods to learn about forest recovery after a wildfire event. They will go to an area 5 years after the Beechie Lionshead fire and then to an area that never burned. Students will be able to discuss and photograph those differences. The Ranger Station staff will inform the students about how they work to make recreation sites safe to reopen to the public. After this field trip, the students will be asked to share their experiences/reactions/opinions about sustainable land use, forest recovery after wildfires, and/or the Willamette National Forest by creating a unique work of art for the school-wide art show in May.

Discuss and develop a recommendation to present to the board in March

The \$1,730 requested will go towards transportation (\$850) and substitute teacher costs (\$880).

\$4,050 of in-kind match will be provided to contribute to supplies, materials, and instructional fees.

Develop a CLEAR grant budget for the next fiscal year. Determine if we want to increase the amount for the new budget.

FY 24-25 E&O Grants:

8

Previous Budget: \$40,000

- Total awards to date: \$30,913.68
- CLEAR – 6 grants awarded \$21,162.00
- Salmon Watch – 10 grants awarded \$9,751.68
- Funds available to award: \$9,086.32 (not including the \$6,738 of grant funds requested at this meeting.)

Discuss and develop a recommendation to present to the board in March

9

Determine MSWCD's role in supporting local farmer's markets and community gardens.

Discussion

Set CLEAR Grant Deadlines and Education and Outreach Committee meeting dates for 2025-26.

Proposed CLEAR Grant Application Due Date Deadlines:

10

- April 2nd 2025
- September 2nd 2025
- November 4th 2025
- February 3rd 2026
- April 7th 2026

Discussion

Proposed E&O Committee Meeting Times:
(Third Tuesday from 11:00a-12:30)

- April 15th 2025
- September 16th 2025
- November 18th 2025
- February 17th 2026
- April 21st 2026

**Meeting Minutes
Attendance**

Committee Members	Present/ Absent	Staff	Guests
Peggy Hart			
Darin Olsen			
Noah Justice			
Kassi Roosth			





Sarah Hamilton

Item #	Minutes	Action/ Vote Count
1		
2		
3		
4		
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10		



**Marion Soil and Water Conservation District (MSWCD)
Education and Outreach Committee Meeting
Tuesday, November 19th 2024, 11:00 am to 12:30 pm**

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1	Introductions	P. Hart	Procedure	3 min
2	Public Comment	P. Hart	Feedback	2 min
3	Review Minutes from September 17th	P. Hart	Discuss & Accept Minutes	2 min
4	CLEAR Grant Request: Yoshikai Elementary	K. Roosth	Develop recommendations to present to the Board	10 min
5	CLEAR Grant Request: North Salem Highschool	K. Roosth	Develop recommendations to present to the Board	10 min
6	CLEAR Grant Request: Oregon Garden	K. Roosth	Develop recommendations to present to the Board	10 min
7	CLEAR Grant Request: Pringle Creek Sustainable Living Center	K. Roosth	Develop recommendations to present to the Board	10 min
8	Environmental Education Specialist Position Review	B. Sanchez	Develop recommendations to present to the Board	30 min
9	Salmon Watch 2024 Updates	H. Keirstead	Informational	5 min
10	Salmon Watch Funding Updates	S. Ortiz	Informational	5 min



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Meeting Adjournment

Chair

Agenda Brief

Item #	Brief	Action
3	Review and accept meeting minutes from the September 17 th committee meeting.	Review/Accept

CLEAR Grant Request: Yoshikai Elementary

Request: \$1,000

4 The CLEAR grant would support transportation costs for around 78, 5th grade students to visit the Oregon Museum of Science and Industry (OMSI) in Portland. The intent of this field trip is to expand student knowledge and hands-on connections to a variety of scientific topics, including water conservation, pollution prevention, and human impacts on the earth. This is a Title 1 school, which suggests that for many students, this would be their only exposure to a facility such as

OMSI. During this event, students will gain knowledge about their impact, both locally and more broadly, on water quality and water conservation. The aim is for students to be able to help guide more strategic water uses in their current and future homes and environments. They should also be able to successfully identify human impacts on water quantity and quality, pollution, and broad topics such as climate change.

The \$1,000 requested will go towards transportation fees.

\$1,200 in-kind match will be provided in instructional fees.

Develop recommendation to present to the board in November

CLEAR Grant Request: North Salem High School

Request: \$5,000

5 The CLEAR grant would support around 150, 9th-12th grade students to learn about natural resources and conservation on field trips during the 2024-25 school year. Students enrolled in Biology, Natural History of Oregon, and members of the Environmental Club/Envirothon will be invited to participate. The outline of possible tentative Field Trips and locations include:
1) Willamette Mission State Park Service Learning (Aquatic Ecology)
2) Ankeny or Baskett Slough (Wildlife Conservation)

Develop recommendation to present to the board in November

- 3) Local Salem Parks Service Learning- possibly multiple dates (Urban Forestry)
- 4) Local Nurseries or Farms (Soil and Land Conservation)
- 5) Santiam Canyon (Forest Ecology)
- 6) Forest Inquiry Project at Silver Falls or Shellburg Falls- multiple dates (Forest Ecology)

During these events, students will conduct investigations into the natural environment and learn about how the land is managed and conserved for various purposes. Students will gain an appreciation for local natural areas, and learn how Scientists study these areas and how they are managed.

The \$5,000 requested will go towards substitute teacher costs (\$3,000) and transportation fees (\$2,000).

Overage of funds will be used to supply students with appropriate outdoor field gear and equipment that will support their learning activities.

\$3000 in-kind match will be provided to support transportation fees.

CLEAR Grant Request: Oregon Garden

Request: \$5,000

6

The CLEAR grant would support around 150,000 guests who visit the garden and 5,000 students in the Natural Resources Education Program to learn about composting. This includes the importance of recycling food and yard debris to reduce waste, caring about soil health by replenishing nutrients, different methods of composting, and empowering visitors to make informed decisions about these topics on their own through interactive displays. By expanding the Compost Demonstration Area, the Oregon Garden will be able to increase its educational capacity by facilitating additional educational workshops, collaborating with OFRI on the Natural Resources Education Program to incorporate compost into the curriculum, and providing more informative signage.

Discuss and develop a recommendation to present to the board in October

The \$5,000 requested will go towards a new interpretive sign (\$4,000) and composting equipment (\$1,000).

\$2,000 of in-kind match will be provided to contribute to the sign, staff hours, and equipment.

7

CLEAR Grant Request: Pringle Creek Sustainable Living Center

Discuss and develop a

	<p>Request: \$4,962</p> <p>The CLEAR Grant would support research, designing, and installing 8 signs that will be placed throughout the publicly accessible space in the PCC and will highlight the PCC’s key conservation and sustainability practices. The signage will be installed, and the self-guided tour. Potential sign topics include the creek and fish passage, native versus non-native/invasive species of plants, rain gardens/bioswales, pervious pavement, native trees, and sustainable agricultural practices (in orchards as well as in the main farm area).</p> <p>The signs will provide key highlights and include links/QR codes to the SLC website. The SLC will promote the tour and signs to the PCC, neighboring communities, and local partners, including at events and activities that SLC plans to hold in later 2025 and into the future.</p> <p>The \$4,962 requested will go towards 8 new interpretive signs. (2 large 24”x18” and 6 small 10”x12”)</p> <p>\$1,980 of in-kind match will be provided for 66 volunteer hours to research, design, order, advertise, and implement the signs.</p>	<p>recommendation to present to the board in October</p>
8	<p>Review and provide feedback on the new Environmental Education Specialist job description created by the District Manager.</p>	<p>Discuss and develop a recommendation to present to the board in October</p>
9	<p>Hear updates on the accomplished 2024 Salmon Watch field trips from MSWCD’s Communications and Education Specialist.</p>	<p>Overview</p>
10	<p>Hear updates on the Salmon Watch grants provided in 2024 from MSWCD’s Grants Coordinator.</p>	<p>Overview</p>

		Meeting Minutes Attendance	
Committee Members	Present/Absent	Staff	Guests
Darin Olson	Absent *	Brenda Sanchez	
Peggy Hart	Present	Sarah Hamilton	
Mark Fields	Absent	Tom Wilson	
Heath Keirstead	Present		
Kassi Roosth	Present		

*Darin Olson’s name appeared as a guest in the Zoom meeting but he was not present. See email at end of minutes for explanation.

Meeting started at 11:07 am.

Item #	Minutes	Action/ Vote Count
1	<p>Discussion: Mark Fields has been absent for months and no one can get in contact with him and his mail is being returned. Board will have a discussion about removing Mark Fields from the committee and add someone else. Discussion of how to include new people who have expressed interest in SWCD engagement.</p>	<p>Board recommendation: Peggy will bring the recommendation to the Board that Mark Fields be removed from the E&O Committee due to lack of attendance and inability to contact him, and to discuss a replacement Board member for the E&O Committee.</p>
2	<p>No public comment.</p>	
3	<p>Comment from Peggy Hart on minutes: clarification: re: change in amount of money going to the grants. Issue: in framing a recommendation to the Board when we are not completely informed about how the recommendation is going to be eventually. In this case, we changed the amount for the buses for Early College High School and we did that outside the public meeting. We have to frame it that we will include these contingencies. These meetings are public meetings and they must abide by the same rules that public board meetings go by. After an agenda has come out to the public, it now belongs to the public. So at the end of this meeting if you are communicating outside the meeting, it has to be included at the next meeting. Need to get those emails saved as a pdf and in file for record and included with the minutes when approved. If we do have. Any emails to individuals must be BCC'd to everyone on the committee. Decisions should not be made outside the public meeting. The committee can bring to the Board that the amounts had to be changed and the reason why. Attach the pdf of the email with the info about the bus amounts.</p> <p>Motion: Approve the minutes as amended with the pdf of the email about the Early College High School grant.</p> <p>Detail: Add a paragraph break and the word "Discussion" to the part of the motion. That starts</p>	<p>Keirstead moved, Roosth seconded. All in favor of approving the minutes with amendments described at left. (3:0)</p>

	<p>with Hart will accompany. And add a sentence that “The added pdfs will clarify the discrepancy between the amount approved and the amount that Peggy took to the board.” And add the pdf of the email discussion.</p>	
4	<p>Discussion of Yoshikai field trip to OMSI.</p> <p>Motion: Recommend to the Board to approve this grant request for funding in full. Keirstead moves, Roosth seconds. All in favor (3:0)</p>	<p>Motion: Recommend that the Board approve this grant request for full funding. (3:0) All in favor.</p>
5	<p>Discussion of North Salem HS Clear grant request – ecology field trips. Peggy Hart has some concerns about the lack of specifics. Keirstead and Roosth have experience with this teacher and have helped on the field trips she offers. This teacher offers ecology field trips to the students of North Salem High School every year and we have been funding them via CLEAR grants for multiple years.</p> <p>Motion: Recommend this repeat CLEAR grant recipient for full funding of this on-going, yearly ecological learning opportunities program with 6 potential field trip locations. Keirstead moves, Hart seconds. All in favor. (3:0)</p> <p>Discussion: Wilson suggests that Keirstead provide example handout from previous field trip.</p>	<p>Motion: Recommend that the Board fund in full this grant request from a repeat-recipient for a yearly program. Keirstead will include sample field trip handout. (3:0) All in favor.</p>
6	<p>Discussion of Oregon Garden CLEAR grant request. Hart thinks it is great. Roosth thinks it is a great resource for the District, especially for backyard composting. Keirstead likes it too.</p> <p>Motion: Recommend that the Board fund this CLEAR grant request in full. Roosth moves, Hart seconds. All in favor. (3:0)</p>	<p>Motion: Recommend that the Board approve this grant request for full funding. (3:0) All in favor.</p>
7	<p>Discussion of Pringle Creek Sustainable Living Center CLEAR grant request for signage. Concerns voiced by Peggy Hart about the amount of money these signs cost. Keirstead and Roosth would like Pringle Creek SLC to include a District staff person as part of the signage design committee. We can also recommend an increased budget for CLEAR grants for the next FY. Hart put \$1 as her recommended funding amount for this grant so we</p>	<p>Motion: Recommend that the Board fund this CLEAR grant in full, with the stipulation that a District staff person be on the sign design committee and that the District logo and a QR code to the MSWCD website be on the signs.</p>

could have this discussion. Hart thinks we should have a discussion at the next meeting about the budget and the outreach to community gardens.

(3:0) All in favor.

Keirstead moved to recommend the grant to the Board for funding in full. Hart seconded. Then Keirstead asked to retract that motion. All committee members were in favor of retracting that motion. (3:0)

Motion: Recommend to the Board to fund this request in full with the stipulation that a District staff person be on the sign design committee and that the District logo and a QR code to the MSWCD website be on the signs.

Keirstead moves, Roosth seconds. All in favor. (3:0)

Discussion–Hart would like to have a discussion in future about our relationship with community gardens and farmers markets. **Roosth will add to next meeting’s agenda.**

Communications and Education Specialist position was terminated October 31. Whether it will be exempt or not is to be determined.

8

- Hart suggests: Where it says CLEAR grant, would it be appropriate to add Salmon Watch?
- Sanchez: Salmon Watch is a sub-category of CLEAR so that is not necessary.
- Keirstead suggests: Take out “very high level of responsibility” as it is too subjective.
- Hart suggests: Add personnel to the safety handbook sentence.
- Roosth suggests: Adding a co-lead to Salmon Watch because it is a big effort. Roosth is willing to serve as co-lead
- Sanchez invites Committee Members to send grammatical/wordsmithing edits to her via email.

Suggestions provided to Sanchez.

Salmon Watch summary report –

9

We were able to provide **15 field trips** and serve **17 schools** and **831 students** in grades 3-12.

This took the efforts of **5 field trip coordinators** and **38 volunteers** who filled **98 volunteer shifts**.

We also rely on the generosity of:

- Our partners at Marion County Parks who allow us to use Packsaddle for these trips.
- Our partners at Oregon Department of Fish and Wildlife who teach at our volunteer training and provide the fish for dissection.
- Our partners at City of Salem, City of Keizer, and North Santiam Watershed Council who allowed staff to coordinate some of the trips.
- Our partners at Salem Environmental Education and City of Keizer who teach at our volunteer training and helped to update the curriculum this year.
- The Marion SWCD District Manager who allows MSWCD staff to coordinate this program for the community.
- The Marion SWCD Board of Directors who provide grants for substitutes and transportation so schools can attend.

Keirstead states that it's an honor to be part of this program and to help teach the next generation about the salmon with whom we share our waters.

Salmon Watch and CLEAR grant funds spent or requested to date submitted by Susan Ortiz and attached, below.

Adjourned at 12:26 pm

Marion Soil and Water Conservation District Environmental Education Specialist



Job Description

Our mission is to partner with people in support of thriving lands, clean water, and healthy habitats. We do this through planning, technical assistance, funding, and education.

Introduction

The Marion Soil and Water Conservation District (District) is a special district organized under Oregon Revised Statutes Chapter 568 and authorized to implement a broad range of conservation services and programs.

Position Overview

This is a full-time position which serves as the Environmental Education Specialist of the Marion Soil and Water Conservation District (District). The position acts on behalf of the District Manager and the Board of Directors (Board), within the authority delegated by the Board and this description.

An Environmental Education Specialist is dedicated to fostering environmental awareness and stewardship through educational programs. They design, implement, and evaluate educational initiatives that inform diverse audiences ranging from students and teachers to community members about environmental issues, conservation practices, and sustainable behaviors. This role involves developing curriculum, organizing workshops, leading field activities, and creating informational materials tailored to various age groups and knowledge levels. The Environmental Education Specialist collaborates with schools, nonprofits, government agencies, and local organizations to promote understanding of topics such as ecology, resource conservation, and resilient landscapes. By engaging people in hands-on learning and inspiring a connection to the natural world, they play a crucial role in advancing environmental literacy and encouraging proactive participation in conservation efforts.

The ideal candidate is highly creative, brings enthusiasm, a positive outlook, a collaborative spirit, and a strong commitment to conservation and the environment. At the District we believe that our greatest successes come from a combination of strong teamwork and individual initiative. Employees are expected to collaborate effectively with colleagues while also taking ownership of their specific roles. We value open communication, mutual respect, and a shared commitment to achieving our goals.

Core Job Duties with Percent of Annual Work Hours Dedicated to Job Duties

An estimated 85% of annual work hours (2080 hrs.) are dedicated to job duties, with up to approximately 15% allocated to support the balance of work and life through company-paid leave.

Education (65%)

- Manage, develop, organize, promote, and provide consultations on a range of educational programs aimed at informing the public about environmental issues and the importance of conservation in supporting thriving landscapes, clean water, and healthy habitats.
- This position will lead, with team support, the District's long-established educational programs, including Salmon Watch, an environmental education initiative for middle and high school students and our award-winning First Fridays.

- Collaborate with the Urban Conservationist to co-lead the "Little Habitat Project," an initiative designed to engage urban homeowners in creating backyard habitats. This project aims to inspire and educate residents about the importance of local ecosystems by transforming their backyards into valuable wildlife habitats.
- This position will work collaboratively with coworkers and teams to design, support, and coordinate specialized workshops for adults on conservation topics, including agricultural conservation, water quality, soil health, and streamside management.
- Inspire youth and adults to appreciate nature and its benefits by leading guided tours, designing outdoor activities, and developing engaging programs that promote both new and lasting interest in conservation.
- Collaborate with schools, nonprofits, and conservation organizations to strengthen the public's connection to nature and inspire people to take impactful actions for environmental protection.
- Enhance the district's educational capacity through analytical research, tailoring educational programs to meet the needs of the public, expanding the mission to underserved communities, increasing accessibility, and pursuing professional growth opportunities to maximize skills and acquire the latest educational methods.
- Create lesson plans and curate materials for the District's educational bins designed to bring environmental education to life for students throughout Marion County.
- Select content, create, and write captivating and inspiring educational pages for the District's website and bring insightful storytelling to attract more readers to the blog
- Coordinate and co-lead the annual Native Bulb and Plant Sales to promote the ecological benefits of native plants and generate funding for the District's Stan Vistica Scholarship, supporting students pursuing natural resource studies. Manage and oversee the scholarship application and selection process.
- Manage the District's Conservation Learning Education and Resource (CLEAR) grant program, using the District's Foundant Grant Lifecycle software to streamline internal grant administration, support applicants, and foster grant success through adaptive management of its objectives and processes.
- Join forces with the team to establish the District as a central resource for conservation information by collecting, creating, and storing up-to-date and meaningful digital and hardcopy resources for the District's informational library.
- Coordinate and co-lead volunteer coordination efforts by recruiting, training, and scheduling individuals for various events and initiatives. Ensure volunteers are effectively engaged and supported in their roles. Oversee the completion of required background checks and manage the sign-in process for all participants.
- Ensure a thorough and well-organized inventory of materials and resources for the District's educational programs through efficient sourcing and purchasing.

Organizational Support (10%)

- Support the District's strategic planning processes, including drafting reports for the Board of Directors as needed.
- Serve as an appointee to the District's Education and Outreach Committee, conducting duties in compliance with Oregon's Public Meeting Law and facilitating video conference meetings.
- Participate in weekly and quarterly staff meetings and co-lead the Education and Outreach Team to coordinate communication and outreach efforts.

- Assist with onboarding new employees by introducing them to the District's educational activities, materials, and resources.
- Collaborate with the Budget Officer to develop the annual educational program budget.
- Review and provide feedback on written documents, reports, and publications to ensure alignment with expertise and District goals.
- Serve on the Partner Grant review team, offering guidance to applicants and assisting with the District's Foundant Grant Lifecycle software.
- Utilize filing systems, databases, and document management tools to streamline administrative processes and manage records.
- Responsible for tracking educational program outputs and outcomes to meet performance measures.

Other Duties (5%)

- Complete other duties as assigned for the purpose of ensuring that the mission is achieved and for the efficient and effective functioning of the District.

Professional Development (5%)

- Proactively seek opportunities for professional growth and development, including training and conferences aligned with job responsibilities and the District's mission.
- Proactively engage in cross-training with colleagues for a better understanding of their job.

Experience, Knowledge, and Skills

Experience

- Proven experience in utilizing established concepts, practices, and methodologies to develop educational programs that engage both youth and adult learners, accommodating a variety of learning styles.
- Demonstrated ability to design and deliver impactful educational experiences that enhance environmental literacy for diverse audiences.
- Experienced in public speaking and instructional teaching, with the capability to deliver engaging educational content to in-person and virtual audiences.
- Hands-on experience in writing, editing, and developing educational content for different communication channels, including social media, blogs, websites, and newsletters, tailored to engage diverse audiences.
- Demonstrated ability to work independently, managing tasks and priorities with minimal supervision, while also excelling in collaborative settings by effectively contributing to team efforts, supporting coworkers, and fostering a cooperative and productive work environment.
- Experience collaborating with schools, nonprofits, conservation organizations, or specific demographic groups, with a particular focus on ecological education initiatives.
- Adept at using video conferencing platforms, including Zoom and Microsoft Teams.
- Experience organizing or supporting educational events, workshops, or public presentations, including logistics, promotional efforts, and follow-up engagement.
- Experienced with Microsoft Office 365, including Outlook, SharePoint, Word, Excel, Teams, and other online tools, with the ability to quickly learn new software as needed.

- Familiarity with video editing and design software such as Canva or InDesign is an advantage

Knowledge

- An understanding of environmental issues and conservation challenges is crucial for effectively delivering educational experiences that enhance environmental literacy and understanding the benefits of conservation is preferred.
- Knowledge of educational methods, including the design and implementation of effective curricula, educational events, and learning environments that enhance modern learning experiences, is a valuable asset.
- Knowledge of cultural differences and inclusive practices to ensure educational initiatives are respectful, accessible, and relevant to diverse communities.
- Familiarity with Oregon's flora and fauna is highly desirable
- A commitment to ongoing professional development is expected to stay knowledgeable with the latest environmental issues, conservation trends, educational trends, and research.

Skills

- This position requires proficiency in using a computer for email, video conferencing (using platforms such as Zoom or Teams), and document collaboration (via Google Docs or Microsoft Office). Additionally, it involves using a cell phone for personnel and public contact, quick messaging through text or Teams. or making calls when immediate responses are necessary. District laptop and cell phone provided.
- Strong ability to think ahead, take personal initiative, and effectively collaborate and coordinate with others.
- Excellent written and verbal communication skills are essential.
- Proficiency in languages other than English, such as Spanish and Russian, which are commonly spoken in the Willamette Valley, is a plus.
- Possess exceptional skills in organization, mindfulness, time management, multitasking, and setting clear priorities.
- Ability to work effectively with individuals from diverse racial, ethnic, and socioeconomic backgrounds, fostering a positive learning environment and promoting inclusivity by respecting and valuing diversity.
- Adaptable to new challenges and changing environments, with the ability to modify teaching methods to support the success of all individuals. Embraces innovative teaching strategies that engage people and inspire passion for learning.
- Skilled in analyzing situations to make informed decisions, identifying issues, and creating effective solutions.

Responsibilities and Effort

This specialized technical role offers a high level of autonomy and responsibility, focusing on providing expert insights and managing complex projects to advance the District's goals. Key responsibilities include coordinating tasks, conducting research, resolving challenges, and delivering impactful solutions while meeting deadlines, maintaining compliance with laws, policies, and standards, and fostering team skill development.

The position combines office and fieldwork, requiring adaptability and hands-on involvement. Field duties include equipment handling, moderate lifting, site visits on varied terrain, and community engagement. Periods of moderate to high pressure and occasional urgency are expected, demanding analytical skills, problem-solving, and resilience to balance ecological, community, and organizational

needs. Effective public interaction is central to this role, requiring all communication to be professional, respectful, and accessible. The position ensures compliance with the Americans with Disabilities Act for outreach events and materials and adherence to District policies, state and federal laws, and Oregon Government Ethics Law.

Qualifications

- A master's degree in a field relevant to this position or District operations, with at least two years of experience developing and delivering communications and outreach; or a bachelor's degree in a relevant field with three years of such experience; or an associate or technical degree in a relevant field with four years of such experience; or a high school diploma plus seven years of applicable work experience with progressive responsibility in communications and outreach development or delivery. Additional relevant personal and professional experience may be considered.
- Applicants will be required to operate a vehicle for District business and must hold and maintain a valid, acceptable Oregon driver's license.
- To be considered for employment, all applicants must successfully complete a pre-employment background check.

Working Conditions

- All employees work to foster and promote a workplace culture that emphasizes collaboration, innovation, accountability, compassion, respect, and a commitment to a diverse, inclusive environment.
- This role involves driving and travelling throughout Marion County and other parts of Oregon for training and conferences. District vehicles provided.
- This position works from a shared office space at 408 N 3rd Ave, Stayton, OR.
- The "classrooms" for this role vary widely, from riverside settings to college conference rooms and farm fields, requiring the individual to be highly adaptable and comfortable working across a diverse range of locations.
- Educational programs require off-site setup and you must be able to lift at least 35 pounds and for extended periods of time may be required to stand and walk, as well as stooping, squatting, bending, and kneeling.
- This position involves outdoor work, which may include environments such as dairies and farms; rivers, streams, and ponds; areas with dense vegetation or woodlands; and terrains that are steep, slippery, muddy, rocky, or otherwise hazardous.
- Work is performed both in the office and in the field, with potential exposure to pesticides, chemicals, dust, fumes, dirt, noise, heat, vibration, cold, and water. Personal protective equipment is provided as needed or upon request.

Position Details

- Full-Time, at will. Introductory Period is six months.
- Exempt (Fair Labor Standards Act Status)
- Flexible schedule of 40 hrs. a work week (arranged with District Manager) between 7:30 AM and 5:30 PM, Monday to Friday, including occasional weekends and evenings.
- This position reports to and is supervised by the District Manager. This position does not include any supervisory responsibilities.

Compensation and Benefits

- Starting Salary: Range D
- The District promotes a hybrid workplace model, offering flexible teleworking opportunities for most positions. Employees can establish their telework schedules by entering into an annual Telework Agreement with the District Manager.
- Comprehensive dental and health insurance, which includes medical, vision, and prescription coverage. Additionally, we provide a 125 Flexible Spending Account Plan for health and dependent care.
- The District provides sick leave, vacation leave, and ten paid holidays annually, along with two additional personal days (8hrs each day) per year.
- A \$20,000 life insurance policy.
- The District's retirement program includes a 457 Deferred Compensation Plan, Roth IRA, and 401(a) Employer Deferred Compensation Matching Program.
- Paid training and professional growth opportunities are available, subject to District Manager approval and if funds are available in the District's annual budget.

Equal Opportunity Employer and Provider

Marion Soil and Water Conservation District (SWCD) prohibits discrimination against its employees, applicants for employment, Directors, partners, customers, clients, contractors, and visitors on the basis of race, color, national origin, religion, sex, gender identity or expression, sexual orientation, disability, age, marital status, family/parental status, expunged juvenile record, performance of duty in a uniformed service, physical or mental, disability, citizenship, or any other characteristic protected by federal, state, or local law, regulation, or ordinance. Marion SWCD is prepared to make appropriate arrangements and/or accommodation for people with disabilities. If special physical, language, or other accommodation is needed, please contact the District Manager at 503-391-9927 as soon as possible, and at least 48 hours in advance of any needed accommodation.

HR Footnotes

Salary

- Per the District's Salary Table: Range D

Position History

- Education and Outreach position approved by the Board March 2004
 - Revised May 2009, January 2021
- Communication and Education Specialist created January 2021
 - Revised March 2023, eliminated October 2024
- Environmental Education Specialist position approved by the Board ? 2025

Job Level, Pay Equity Comparable Characteristics (CC) Factors, and Grouping

- | | |
|-------------------------|-----------------------------|
| • Job Level: D | • CC- Skills: 4 |
| • CC- Knowledge: 4 | • CC- Working Conditions: 2 |
| • CC- Effort: 4 | • CC Grouping: D |
| • CC- Responsibility: 4 | |

Marion Soil and Water Conservation District Communications and Outreach Specialist



Job Description

Our mission is to partner with people in support of thriving lands, clean water, and healthy habitats. We do this through planning, technical assistance, funding, and education.

Introduction

The Marion Soil and Water Conservation District (District) is a special district organized under Oregon Revised Statutes Chapter 568 and authorized to implement a broad range of conservation services and programs.

Position Overview

This is a full-time position which serves as the Communications and Outreach Specialist of the Marion Soil and Water Conservation District (District). The position acts on behalf of the District Manager and the Board of Directors (Board), within the authority delegated by the Board and this description.

A Communications and Outreach Specialist is essential to strengthening an organization's visibility, reputation, and public engagement. This role focuses on crafting compelling messages and promoting the District's conservation driven mission, goals, and services to diverse audiences through channels such as social media, press releases, newsletters, and public events. Responsibilities include developing and implementing outreach strategies, collaborating with team members, and cultivating strong connections with community members, media, and the public on environmental and conservation initiatives. The specialist also monitors public perception, responds to inquiries, and ensures consistent, brand-aligned communication that effectively showcases the District's achievements, programs, and impact. By enhancing awareness and fostering positive relationships, the Communications and Outreach Specialist plays a key role in driving community engagement and support for the District's conservation strategies.

The ideal candidate is highly creative, brings enthusiasm, a positive outlook, a collaborative spirit, and a strong commitment to conservation and the environment. At the District we believe that our greatest successes come from a combination of strong teamwork and individual initiative. Employees are expected to collaborate effectively with colleagues while also taking ownership of their specific roles. We value open communication, mutual respect, and a shared commitment to achieving our goals.

Core Job Duties with Percent of Annual Work Hours Dedicated to Job Duties

An estimated 85% of annual work hours (2080 hrs.) are dedicated to job duties, with up to approximately 15% allocated to support the balance of work and life through company-paid leave.

Digital and Print Communications (25%)

- Create engaging and impactful content across digital platforms, including social media posts, videos, podcasts, e-news, and blogs, to effectively reach target audiences. Collaborate with staff to ensure cohesive messaging.
- Manage social media livestreams and posts, actively monitoring and engaging with comments.
- Serve as the website administrator, overseeing content to ensure accuracy, timeliness, and

alignment with the District's mission. Provide guidance on tone, appearance, and user experience while collaborating with team members on content development.

- Develop and edit print and multimedia content, including videos, photographs, and digital graphics, using desktop publishing software.
- Supervise the graphic design and production of brochures, publications, and promotional materials, ensuring adherence to brand standards and maintaining high-quality, error-free results.
- Use photography and videography to document District events for use in various media, including the website, social media, printed materials, and special projects.
- Manage digital content and publications in compliance with Oregon's Public Records Retention guidelines and maintain the District's photo, audio, and video collection.
- Spearhead translation and transcription initiatives to ensure District events and materials are accessible to a diverse audience, fostering inclusivity and broad community engagement.
- Utilize analytic tools to track audience reach and engagement across communication channels.

Community Outreach (25%)

- Develop and implement outreach activities, awareness campaigns, and informational materials to promote conservation topics, increase public awareness, and support District initiatives.
- Represent the District at community events and meetings, assisting in the design, promotion, and coordination of festivals and outreach events.
- Collaborate with the team to plan specialized outreach events and create materials focused on project-based conservation topics.
- Oversee the development of the annual "Communication Calendar," which outlines the District's planned events for the year.
- Enhance outreach efforts by conducting strategic research, tailoring events to public needs, expanding the mission to underserved communities, improving accessibility, and pursuing professional development to adopt innovative outreach techniques.
- Establish and maintain relationships with community organizations, local leaders, and other partners to foster collaboration and support for conservation efforts.
- Plan, coordinate, and execute the District's annual outreach event to ensure broad community engagement and participation.
- Join forces with the team to establish the District as a central resource for conservation information by collecting, creating, and storing up-to-date and meaningful digital and hardcopy resources for the District's informational library.
- Coordinate and co-lead volunteer coordination by recruiting, training, and scheduling individuals for events and initiatives. Oversee volunteer engagement, manage required background checks, and ensure an organized sign-in process.
- Maintain an organized inventory of materials and resources for outreach activities, including efficient sourcing and purchasing.

Public Communications and Marketing (15%)

- Develop, edit, and distribute information on various topics to market and promote the District, its Strategic Plan, and conservation services, grants, and programs, enhancing visibility among diverse audiences.

- Conduct social indicator surveys to assess community needs, preferences, and satisfaction. Analyze data to identify trends, understand community perceptions and behaviors related to conservation, and provide actionable recommendations to inform decision-making and improve outreach strategies.
- Support communication needs for coworkers, the District Manager, and the Board of Directors, including coordinating and scripting public appearances and events as requested.
- Coordinate and edit the District's Annual Report in partnership with staff.
- Facilitate video conferencing through Teams and Zoom, managing the District's Zoom account, assisting with virtual meeting needs, maintaining cloud files, and ensuring proper use of conference room communication equipment. Stay informed on advancements in video conferencing technologies and best practices.
- Handle media inquiries, coordinate interviews, arrange event announcements, and direct requests to the appropriate spokesperson. Organize media coverage for special events.
- Oversee the design, selection, and procurement of promotional items and branded workwear to enhance brand recognition.
- Collaborate with advertisers to promote the District and its events.
- Coordinate the design and procurement of branded work apparel for staff, Directors, and volunteers.
- Oversee and energize the District's primary email, office@marionswcd, ensuring it serves as a public hub for communication, connection, and timely responses.
- Promote Board elections to encourage public engagement and interest in serving on the Board of Directors. Communicate election results internally.
- Design branded templates for District business, presentations, educational materials, and communications to maintain consistent branding.

Organizational Support (10%)

- Support the District's strategic planning processes, including drafting reports for the Board of Directors as needed.
- Serve as an appointee to the District's Education and Outreach Committee, conducting duties in compliance with Oregon's Public Meeting Law and facilitating video conference meetings.
- Participate in weekly and quarterly staff meetings and co-lead the Education and Outreach Team to coordinate communication and outreach efforts.
- Assist with onboarding new employees by introducing them to the District's communication channels, outreach activities, materials, and resources.
- Collaborate with the Budget Officer to develop the annual communications and outreach budget.
- Review and provide feedback on written documents, reports, and publications to ensure alignment with expertise and District goals.
- Serve on the Partner Grant review team, offering guidance to applicants and assisting with the District's Foundant Grant Lifecycle software.
- Utilize filing systems, databases, and document management tools to streamline administrative processes and manage records.
- Responsible for tracking communication and outreach outputs and outcomes to meet performance measures.

- Monitor seasonal climate and wildfire smoke conditions, issuing timely warnings to staff via email and text.

Other Duties (5%)

- Complete other duties as assigned for the purpose of ensuring that the mission is achieved and for the efficient and effective functioning of the District.

Professional Development (5%)

- Proactively seek opportunities for professional growth and development, including training and conferences aligned with job responsibilities and the District's mission.
- Proactively engage in cross-training with colleagues for a better understanding of their job.

Experience, Knowledge, and Skills

Experience

- Experienced in public relations principles, media relations, and how to interact with journalists, industry experts, social media advocates, and the public to manage messaging and public perception.
- Proven experience creating, scheduling, and managing content across multiple social media platforms with a track record of growing engagement and a follower base.
- Hands-on experience in writing, editing, and developing content for different communication channels, including social media, blogs, websites, newsletters, and press releases, tailored to engage diverse audiences.
- Experience planning and implementing communication or marketing campaigns, from initial concept to execution and performance evaluation.
- Demonstrated ability to work independently, managing tasks and priorities with minimal supervision, while also excelling in collaborative settings by effectively contributing to team efforts, supporting coworkers, and fostering a cooperative and productive work environment.
- Experience working with community organizations, partners, or specific demographic groups, particularly in outreach efforts aimed at building awareness and fostering participation.
- Adept at using video conferencing platforms, including Zoom and Microsoft Teams.
- Experience organizing or supporting outreach events, workshops, or public presentations, including logistics, promotional efforts, and follow-up engagement.
- Experienced with Microsoft Office 365, including Outlook, SharePoint, Word, Excel, Teams, and other online tools, with the ability to quickly learn new software as needed.
- Familiarity with video editing and design software such as Canva or InDesign is an advantage

Knowledge

- An understanding of environmental issues and conservation challenges is crucial for effectively delivering communications and outreach efforts that increase the public's awareness of the benefits of conservation and the District's mission.
- Knowledge of marketing techniques, including how to design and implement effective campaigns, advertisements, and promotions that align with the District's mission and goals.
- Familiarity with multimedia production techniques and creating visual content through tools like Adobe Creative Suite, Canva, or video editing software, to support storytelling and

enhance messaging.

- Knowledge of cultural differences and inclusive practices to ensure outreach and messaging are respectful, accessible, and relevant to diverse communities.
- Understanding of ethical standards and legal regulations related to communications, including copyright, privacy, and social media policies.
- A commitment to ongoing professional development is expected to stay knowledgeable with the latest environmental issues, conservation trends, and communication and outreach practices and techniques.

Skills

- This position requires proficiency in using a computer for email, video conferencing (using platforms such as Zoom or Teams), and document collaboration (via Google Docs or Microsoft Office). Additionally, it involves using a cell phone for personnel and public contact, quick messaging through text or Teams, or making calls when immediate responses are necessary. District laptop and cell phone provided.
- Excellent written and verbal communication skills are essential.
- Possess exceptional skills in organization, mindfulness, time management, multitasking, and setting clear priorities.
- Proficiency in languages other than English, such as Spanish and Russian, which are commonly spoken in the Willamette Valley is a plus.
- Strong ability to think ahead, take personal initiative, and effectively collaborate and coordinate with others.
- Flexible and responsive to new challenges and shifting environments, embracing innovative communication and outreach strategies to engage people and inspire a passion for conservation.
- Skilled in analyzing situations to make informed decisions, identifying issues, and creating effective solutions.
- Ability to work effectively with individuals from diverse racial, ethnic, and socioeconomic backgrounds, tailoring communication styles and creating purposeful outreach that fosters inclusivity by acknowledging and valuing diverse backgrounds.
- Skilled in capturing high-quality photographs and videos that effectively communicate messages, highlight key moments, and enhance visual storytelling is desirable.

Responsibilities and Effort

This specialized technical role offers a high level of autonomy and responsibility, focusing on providing expert insights and managing complex projects to advance the District's goals. Key responsibilities include coordinating tasks, conducting research, resolving challenges, and delivering impactful solutions while meeting deadlines, maintaining compliance with laws, policies, and standards, and fostering team skill development.

The position combines office and fieldwork, requiring adaptability and hands-on involvement. Field duties include equipment handling, moderate lifting, site visits on varied terrain, and community engagement. Periods of moderate to high pressure and occasional urgency are expected, demanding analytical skills, problem-solving, and resilience to balance ecological, community, and organizational needs.

Effective public interaction is central to this role, requiring all communication to be professional,

respectful, and accessible. The position ensures compliance with the Americans with Disabilities Act for outreach events and materials and adherence to District policies, state and federal laws, and Oregon Government Ethics Law.

Qualifications

- A master's degree in a field relevant to this position or District operations, with at least two years of experience developing and delivering communications and outreach; or a bachelor's degree in a relevant field with three years of such experience; or an associate or technical degree in a relevant field with four years of such experience; or a high school diploma plus seven years of applicable work experience with progressive responsibility in communications and outreach development or delivery. Additional relevant personal and professional experience may be considered.
- Applicants will be required to operate a vehicle for District business and must hold and maintain a valid, acceptable Oregon driver's license.
- To be considered for employment, all applicants must successfully complete a pre-employment background check.

Working Conditions

- All employees work to foster and promote a workplace culture that emphasizes collaboration, innovation, accountability, compassion, respect, and a commitment to a diverse, inclusive environment.
- This role involves driving and travelling throughout Marion County and other parts of Oregon for training and conferences. District vehicles provided.
- This position works from a shared office space at 408 N 3rd Ave, Stayton, OR.
- This role involves a wide variety of work settings, from riversides and conference rooms to farm fields, requiring a high level of adaptability and comfort in diverse environments.
- Communication and outreach events may require off-site setup and you must be able to lift at least 35 pounds and for extended periods of time may be required to stand and walk, as well as stooping, squatting, bending, and kneeling.
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- Full-Time, at will. Introductory Period is six months.
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- Starting Salary: Range D
- The District promotes a hybrid workplace model, offering flexible teleworking opportunities for most positions. Employees can establish their telework schedules by entering into an annual Telework Agreement with the District Manager.
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HR Footnotes

Salary: Per the District's Salary Table: Range D

Position History

- Education and Outreach position approved by the Board March 2004
 - Revised May 2009, January 2021
- Communication and Education Specialist created January 2021
 - Revised March 2023, eliminated October 2024
- Communications and Outreach Specialist position approved by the Board ? 2025

Job Level, Pay Equity Comparable Characteristics (CC) Factors, and Grouping

- | | |
|-------------------------|-----------------------------|
| • Job Level: D | • CC- Skills: 4 |
| • CC- Knowledge: 4 | • CC- Working Conditions: 2 |
| • CC- Effort: 4 | • CC Grouping: D |
| • CC- Responsibility: 4 | |

McKay High School Environmental Science Club

*Conservation Learning and Education
Resources (CLEAR) Grant*

McKay High School

Phillip Warner
2440 NE Lancaster Dr.
Salem, OR 97305

warner_phillip@salkeiz.k12.or.us
O: 503-399-3080

Phillip Warner

2440 NE Lancaster Dr.
Salem, OR 97305

warner_phillip@salkeiz.k12.or.us
O: 503-399-3080

Application Form

CLEAR Grant Instructions



Conservation Learning and Education Resources (CLEAR) Grant

The Marion SWCD Conservation Learning Education and Resources (CLEAR) Grant advances the mission of the District by providing funding to support conservation education and community events that promote natural resource conservation.

The mission of the Marion SWCD is "To protect, conserve and improve the quality of soil and water in Marion County through planning, technical assistance and education."

Thank you for applying for a CLEAR Grant.

This application process is required to submit a request for grant funding.

To be considered an application must be submitted on or before an Application Deadline.

- **September 4, 2024**
- **November 6, 2024**
- **February 5, 2025**
- **April 2, 2025**

For this granting cycle, the maximum dollar limit for requests is \$5,000 per application. Exceptions may be considered for excess transportation costs which must be documented in the budget section of the application. If funded, the amount awarded for a particular project or event will be determined by the District.

Applicants submitting request will be notified within 60 days after the application deadline.

It is suggested that applicants contact the CLEAR Grant program administrator to discuss their intended project prior to submitting their application.

Follow this link for the complete CLEAR Grant Instructions and Terms of Agreement

Instructions for Applicants:

- The application form must be filled out completely. Be specific as to project description and the conservation education component being addressed. *An acceptable signature is that of a representative who is authorized to speak for the organization and sign contracts on its behalf.*
- It is suggested that applicants contact the grant program administrator to discuss their intended project prior to submitting their application: Contact: Heath Keirstead - Natural Resource Educator at email: heath.keirstead@marionswcd.net or 503-949-4709
- Applications received by the posted deadlines will be considered.
- Applicants will be notified of the funding decision.
- The applicant must certify on the application that:
 - District funds will be used only for the purpose approved by the District and will not be used for lobbying, for attempts to influence voting or legislation, or for litigation of any kind.
 - The project / event will comply with the District's non-discrimination policy (at bottom of page).
 - The applicant agrees to be responsible for its own actions and for any damage or third party liability arising from the organization's activities related to its agreement with the District. It agrees to indemnify and hold harmless the District and its officers, directors, agents, and employees from any and all losses, claims, damages, and expenses resulting from, or arising out of, the acts or omissions of the applicant and its officers, directors, agents, and employees under the agreement.

Applicant Information

Eligible Organizations / Entities

To be eligible for CLEAR grant funding, the applicant entity must be one of the following:

1. Nonprofit organization
2. Education institution (public/private)
3. Government Agency
4. Community Organization
5. Neighborhood Association
6. Native American Tribe

Any entity who is a corporation, partnership, or who has an assumed business name is checked to ensure that they are registered with the Secretary of State Office in accordance with ORS Chapters 58, 60, 62, 63, 65, 67, 70, and 648.

Applicant Category*

Select the type of Organization / Entity

Educational Institution

Is your Organization a 501(c)3 as designated by the IRS?*

Yes

Organization Mission Statement

If your Organization has a Mission Statement, enter it here

Project Information

Project Name*

The name of the project is attached to each and every form within your process. This is the "identifier" for the request.

McKay High School Environmental Science Club

Start Date of Event or Activity*

05/05/2025

End Date of Event or Activity*

06/18/2025

Eligible Project Criteria

To be eligible for CLEAR Program funding, the project or event must meet these criteria:

- Advance the mission of the Marion SWCD "to protect, conserve and improve the quality of soil and water in Marion County."
- Address one or more the following resource areas:
 - Water Quality and Conservation
 - Soil Quality and Conservation
 - Sustainable Land Use
 - Natural Resource Education

The following are examples of projects / events that could be eligible for CLEAR funding:

1. Education of youth and/or adults on conservation issues.
 2. Demonstration projects and tours/signage
 3. Soil / Water conservation & pollution prevention education.
 4. Community events focused on improving the public's understanding of natural resource conservation.
-

Project Description*

The AP Environmental Science students are looking to take a class at the Hatfield Marine Science Center and tour the facility. The project will be twofold. One, to investigate the water quality within our own local watershed around McKay High School and then two, to investigate how that compares to an estuary system on the Oregon coast. The students will be able to see the benefits of wetlands and estuaries and the power restoration ecology has on our local habitat and environment. The students will also have the opportunity to observe the types of jobs that are available to them as they transition into the professional workforce and what pathways are open to them. The AP Environmental Science students are also looking to spend time at the Mt. St. Helens Institute. The students will be spending the night on Mt. St. Helens and be able to investigate an extremely important landscape that has a great impact on the surrounding environment. The students will learn about sustainable land use and how to manage such an important local resource. The students will also learn why it is important that we continue to protect and manage public lands as public stakeholders.

Project / Event Location - eligibility

Eligible Projects must be located within the Marion SWCD boundaries:

- The Marion SWCD covers all of Marion County, Oregon, except an area between Woodburn and Aurora
- See the link below for more information
 - [Link to District Map](#)

Project / Event Location

Where will the project be located or event be held?

Hatfield Marine Science Center in Newport/ Mt. St Helens Institute

Natural Resource Issue addressed*

The project or event must address one or more of the District's goals.
Select the main areas of focus for your project or event.

Water Quality and Conservation

Project Goals & Anticipated Outcomes*

The goals of this trip are to give the students a sense of what enters our local watersheds and the impact of that input. This will help to educate and enlighten students on the role of local watersheds within our environment and the role that we play in managing those resources. The students will also learn about how we manage natural resources and what sustainable land use looks like. For the students, it presents a great opportunity to see the impact that we can have on our environment and what is being done to address issues of water quality and conservation that are vital to our everyday lives. Hopefully, the project will help to enlighten and inspire students to become better stewards of their environment and possibly motivate students to want to become an active part of the process. It may also inspire students to look into a professional career that involves water quality and conservation and to see actual people in those roles.

Goal Measurement

Please explain how project goals will be measured.

Students will be asked prior to visiting the facilities and local watersheds what their expectations are for the courses and what they already know about the role of the different resources they will be investigating. After spending time in the field investigating local resources and watersheds, the students will be asked the same questions to measure what they have learned as well to engage in discussion with their fellow peers about their opinion of how we manage our watersheds and land. To engage students in a discussion on what they think we are doing well or what can be improved upon. Where do we find a healthy blend of empirical data through sound scientific gathering that helps to create positive public policy that benefits everyone in the community? Students will also have the opportunity to volunteer and engage in projects that further their own involvement in the process of water conservation and improved habitat in our local watersheds.

Geographic Area Served*

Please select whether or not your project will benefit residents within the Marion SWCD boundaries. Link to District Map

Projects that do not benefit residents within the Marion SWCD boundaries are not eligible for funding

Yes, this project will benefit residents within the Marion SWCD boundaries

Population Served*

Please provide the demographic breakdown of who this project will serve.

Include who the audience will be and the expected size of the audience, e.g. school grade, age group(s)

McKay High School Students

11th and 12th graders (ages 16-18)

Around 30 students plus 3-4 adult chaperones

Extent of Marion SWCD staff involvement in project/event*

Describe the extent of Marion SWCD staff involvement in the project/event, including planning stages.

Helping to answer questions about CLEAR Grant parameters

Funding

Project Budget Information

The maximum dollar limit for requests is **\$5,000 per application**. *Exceptions may be considered for excess transportation costs which must be documented in the budget section of the application.*

If funded, the amount awarded for a particular project or event will be determined by the District. *Administrative*

costs are not eligible, but may be included as "in-kind" services.

Applicants are welcome to submit applications for more than one project or event per fiscal year (Fiscal Year is July 1 - June 30)

- a. There is a maximum of \$10,000 per entity per fiscal year
- b. There is a maximum \$30,000 per entity per every 5 consecutive rolling years.

Budget Instructions

Fill in the following categories for requested grant funds, and any in-kind matching funds*.

Supplies / Materials - items purchased.

Instruction - development, planning, curriculum, entry fees, assembly costs, activity fees., and related costs

Substitute Teacher Cost - cost for substitute teacher(s) if needed.

Transportation - busing costs, and related

*In-kind matching funds for the project / event may include

- Staff and volunteer time
- Supplies and materials
- Travel (including busing)

In-kind may include both cash and non-cash contributions to the project / event.

Budget

Please fill in the following table for your budget.
if a line is zero, enter 0.

Budget Category	In-Kind / Matching Funds	Marion SWCD CLEAR Grant Funds
Supplies and Materials	\$0.00	\$0.00
Instruction, including fees	\$0.00	\$1,000.00
Substitute Teacher Cost	\$0.00	\$0.00
Transportation, i.e. busing	\$0.00	\$500.00
Budget Totals	0	1500

Funding Amount Requested from Marion SWCD*

The maximum dollar limit for requests is **\$5,000 per application**.

Exceptions may be considered for excess transportation costs which must be documented in the budget section of the application.

\$1,500.00

Total Project Budget*

\$1,500.00

Describe how the Funding Amount Requested will be used*

Describe how the CLEAR grant funds being requested will be utilized for this project / event.

CLEAR Grant funding will be used to support the AP Environmental Science explore their local environmental and see real world applications of environmental management and restoration. The funding will be used to pay for bus transportation to and from the facilities we are looking to visit and to also pay for facility and course fees.

Wrap-up Questions

How will Marion SWCD be recognized?*

The applicant agrees to provide public recognition of the District's participation, which may include: signage, mention on the applicant's website or newsletter, listing of the District as a sponsor on brochures, verbal announcement at the event, or in another form.

How will your organization / entity recognize Marion SWCD's funding contribution to this project?

Marion SWCD will be recognized in our school newsletter and through McKay social media accounts (@scotsmandaily).

Additional Information

Is there any additional information you would like to provide about this project?

You may write additional text or upload a supporting document.

We are seeking funding for the Environmental Science Club and AP Environmental Science class at McKay High School. Students in AP Environmental Science and the Environmental Science Club learn about the impact humans have on their natural world. This allows the students to think about and explore the many environmental issues facing our world today and the best way to solve those issues. Students explore issues that are both local and global. There are environmental issues facing every community and certain issues require more investment than others. This allows the students to think critically about the ways in which we

can tackle issues while still being under the constraints of funding. How do we go about solving issues when money is not limitless? How do we not only create awareness, but also provide purpose and action on environmental problems that seem larger than ourselves? With Marion SWCDs help, students will be able to see first hand real world solutions to real world problems.

Has your Organization / Entity previously received a CLEAR grant?*

Yes

If you previously received funding, state when the funding was received

10/10/2024

Certification of Applicant*

By checking the YES box you are certifying to the following:

- I certify that the information herein is true and accurate.
- I certify that my organization will abide by the terms outlined in the CLEAR Program Instructions.
- I certify that I understand that this application with any file(s) uploaded will become part of Marion SWCD's public records.
- I certify that if this application is approved for funding, my organization will provide the Marion SWCD with an IRS Form W-9 or copy of our IRS Non-profit Determination letter.
- I certify that I will abide by the Marion SWCD nondiscrimination policy (Marion SWCD is an equal opportunity employer, providing services to the public without regard to race, religion, color, sexual orientation, gender identity, national origin, mental or physical disability, marital status, age or other protected status or activity in accordance with applicable law.)

Yes, I certify the above is true

Note: Once you submit your application, you cannot edit the form. Please review your answers before submitting.

- You'll be notified if we have any questions regarding your application.
- Applications are reviewed by the Education Committee and if recommended for funding are forwarded to the Board for review and funding approval.

Thank you!

P.S. After you submit this application, check your email for the submission confirmation.

Administrative Use

For Administrative Use Only

Has a Form W-9 or IRS Letter of Determination been submitted?

For a school, the Form W-9 may be under the School District. Please check with Brenda or Susan if there are any questions regarding this question.

Yes

Prior Awards - Current Year*

Has the Applicant been awarded any other District Grant funds this fiscal year?

Yes

Prior Awards - Current Year - Amounts

If yes, list the total amount awarded this fiscal year

\$5,000.00

Prior Awards - Previous Years

Has the Applicant been awarded CLEAR, LAP, or SPG funds in the past?

Yes

Prior Awards - Previous Years

List the fiscal year and amount of previous award(s)

2024-2025 - \$5,000 - \$1800 Salmon Watch, \$3,200 CLEAR

2023-2024 - \$1,120 Salmon Watch

2022-2023 - \$0

2021-2022 - \$0

2020-2021 - \$0

Total received = \$6,120

Is applicant eligible for maximum regular funding for this application?

Is applicant eligible for the maximum regular funding for this application? OR is applicant eligible for the amount requested, if in excess of maximum due to transportation costs?

The maximum is \$10,000 per year and \$30,000 for 5 consecutive rolling fiscal years.

No

Does the funding request include any unallowed expenses?

CLEAR does not fund major construction projects or tools and equipment for construction projects.

If yes, please explain what expenses are not allowed, and contact the applicant to advise the to revise their request.

NA

Administrator Notes/Comments

Are there any other notes or comments regarding this application?

Eligible for up to \$5,000 for the remainder of the 2024-2025 FY

Due Diligence Checklist (ADMIN ONLY)

Have you done the following?

- Ran a charity check
- Confirmed they are eligible to receive grants based on their tax status
- Confirmed they have submitted all outstanding final reports
- Verify that they have not exceeded funding limitation; \$10,000 per year and \$30,000 in the 5 fiscal year rolling maximum
- Checked all file uploads

Yes

File Attachment Summary

Applicant File Uploads

No files were uploaded

Outdoor School for our fourth graders

*Conservation Learning and Education
Resources (CLEAR) Grant*

Community Roots School

Alyssa Burge
229 Eureka Ave
Silverton, OR 97381

burge_alyssa@silverfalls.k12.or.us
O: 503-874-4107

Alyssa Burge

7927 Grandview Heights
Scotts Mills, OR 97375

burge_alyssa@silverfalls.k12.or.us
O: 714-357-9569

Application Form

CLEAR Grant Instructions



Conservation Learning and Education Resources (CLEAR) Grant

The Marion SWCD Conservation Learning Education and Resources (CLEAR) Grant advances the mission of the District by providing funding to support conservation education and community events that promote natural resource conservation.

The mission of the Marion SWCD is "To protect, conserve and improve the quality of soil and water in Marion County through planning, technical assistance and education."

Thank you for applying for a CLEAR Grant.

This application process is required to submit a request for grant funding.

To be considered an application must be submitted on or before an Application Deadline.

- **September 4, 2024**
- **November 6, 2024**
- **February 5, 2025**
- **April 2, 2025**

For this granting cycle, the maximum dollar limit for requests is \$5,000 per application. Exceptions may be considered for excess transportation costs which must be documented in the budget section of the application. If funded, the amount awarded for a particular project or event will be determined by the District.

Applicants submitting request will be notified within 60 days after the application deadline.

It is suggested that applicants contact the CLEAR Grant program administrator to discuss their intended project prior to submitting their application.

Follow this link for the complete CLEAR Grant Instructions and Terms of Agreement

Instructions for Applicants:

- The application form must be filled out completely. Be specific as to project description and the conservation education component being addressed. *An acceptable signature is that of a representative who is authorized to speak for the organization and sign contracts on it's behalf.*
- It is suggested that applicants contact the grant program administrator to discuss their intended project prior to submitting their application: Contact: Heath Keirstead - Natural Resource Educator at email: heath.keirstead@marionswcd.net or 503-949-4709
- Applications received by the posted deadlines will be considered.
- Applicants will be notified of the funding decision.
- The applicant must certify on the application that:
 - District funds will be used only for the purpose approved by the District and will not be used for lobbying, for attempts to influence voting or legislation, or for litigation of any kind.
 - The project / event will comply with the District's non-discrimination policy (at bottom of page).
 - The applicant agrees to be responsible for its own actions and for any damage or third party liability arising from the organization's activities related to its agreement with the District. It agrees to indemnify and hold harmless the District and its officers, directors, agents, and employees from any and all losses, claims, damages, and expenses resulting from, or arising out of, the acts or omissions of the applicant and its officers, directors, agents, and employees under the agreement.

Applicant Information

Eligible Organizations / Entities

To be eligible for CLEAR grant funding, the applicant entity must be one of the following:

1. Nonprofit organization
2. Education institution (public/private)
3. Government Agency
4. Community Organization
5. Neighborhood Association
6. Native American Tribe

Any entity who is a corporation, partnership, or who has an assumed business name is checked to ensure that they are registered with the Secretary of State Office in accordance with ORS Chapters 58, 60, 62, 63, 65, 67, 70, and 648.

Applicant Category*

Select the type of Organization / Entity

Educational Institution

Is your Organization a 501(c)3 as designated by the IRS?*

Yes

Organization Mission Statement

If your Organization has a Mission Statement, enter it here

Rooted in our local community, we learn in an authentic Montessori environment- growing as conscientious and joyful learners, inspired to lead in the world community

Project Information

Project Name*

The name of the project is attached to each and every form within your process. This is the "identifier" for the request.

Outdoor School for our fourth graders

Start Date of Event or Activity*

05/06/2025

End Date of Event or Activity*

05/07/2025

Eligible Project Criteria

To be eligible for CLEAR Program funding, the project or event must meet these criteria:

- Advance the mission of the Marion SWCD "to protect, conserve and improve the quality of soil and water in Marion County."
- Address one or more the following resource areas:
 - Water Quality and Conservation
 - Soil Quality and Conservation
 - Sustainable Land Use
 - Natural Resource Education

The following are examples of projects / events that could be eligible for CLEAR funding:

1. Education of youth and/or adults on conservation issues.
2. Demonstration projects and tours/signage
3. Soil / Water conservation & pollution prevention education.
4. Community events focused on improving the public's understanding of natural resource conservation.

Project Description*

This year, our 4-6th grade classroom (we are a public Montessori mixed-aged classroom) is invited to attend Outdoor School at Wi-Ne-Ma Outdoor School on the Oregon Coast. Our fifth and sixth years are paid for by the state of Oregon to attend, but this does not extend to the fourth graders in our classroom community. We have asked if our fourth graders could attend for the first two days and one night, to be fund-raised for by our class. We are asking for the funds to support their attendance in this incredible opportunity, centering on environmental stewardship and coastal ecosystem study. During those first two days, our class is scheduled to participate in a tide-pool field study, a group project around traditional Siletz crafts and natural materials, animal track identification on site, and more. We would really like our fourth years to be included in this learning, as they are already so passionate about environmental stewardship and are learning so much in this area, including how our watersheds all impact the ocean ecosystem. Each child was quoted \$299 to attend for the 2-day, 1-night trip. We would love to secure funding for all twelve of our fourth graders to attend.

Project / Event Location - eligibility

Eligible Projects must be located within the Marion SWCD boundaries:

- The Marion SWCD covers all of Marion County, Oregon, except an area between Woodburn and Aurora
- See the link below for more information
 - [Link to District Map](#)

Project / Event Location

Where will the project be located or event be held?

The project will be held on the Coast, though it is directly providing education for Marion County residents.

Natural Resource Issue addressed*

The project or event must address one or more of the District's goals.

Select the main areas of focus for your project or event.

Water Quality and Conservation

Project Goals & Anticipated Outcomes*

We want our fourth grade students to be further educated and inspired to take care of our watersheds and ocean life. We have been raising salmon with the Oregon Department of Fish and Wildlife for years, and with that, studying habitat loss, the effects of pollution and toxic chemical use on freshwater habitats, how native plants positively impact water temperatures, erosion, and water quality, and more as it relates to our local watershed, and eventually, the ocean. Our class is a very tight group, and we would love for our fourth grade community members to have access to this expanded education at Outdoor School. It is so powerful to experience this kind of hands-on learning.

Goal Measurement

Please explain how project goals will be measured.

If all of our fourth graders are able to attend, success will be measured by their engagement and participation in the learning. Though we only leave 90 minutes from the coast, some of them say they have never or only rarely visited. Very few have ever experienced tide-pools up close, or have been immersed in a new habitat with experienced guides. Giving them that opportunity will be with them for a lifetime.

Geographic Area Served*

Please select whether or not your project will benefit residents within the Marion SWCD boundaries. Link to District Map

Projects that do not benefit residents within the Marion SWCD boundaries are not eligible for funding

Yes, this project will benefit residents within the Marion SWCD boundaries

Population Served*

Please provide the demographic breakdown of who this project will serve.

Include who the audience will be and the expected size of the audience, e.g. school grade, age group(s)

All of these children are between the ages of 9-10. Roughly half qualify to receive free/reduced school lunch, and have many different ethnic and cultural backgrounds.

Extent of Marion SWCD staff involvement in project/event*

Describe the extent of Marion SWCD staff involvement in the project/event, including planning stages.

We will not need assistance in the planning, as it is being taught and facilitated by the camp's nature educators, including former OSU graduate students.

Funding

Project Budget Information

The maximum dollar limit for requests is **\$5,000 per application**. *Exceptions may be considered for excess transportation costs which must be documented in the budget section of the application.*

If funded, the amount awarded for a particular project or event will be determined by the District. *Administrative costs are not eligible, but may be included as "in-kind" services.*

Applicants are welcome to submit applications for more than one project or event per fiscal year (Fiscal Year is July 1 - June 30)

- a. There is a maximum of \$10,000 per entity per fiscal year

- b. There is a maximum \$30,000 per entity per every 5 consecutive rolling years.

Budget Instructions

Fill in the following categories for requested grant funds, and any in-kind matching funds*.

Supplies / Materials - items purchased.

Instruction - development, planning, curriculum, entry fees, assembly costs, activity fees., and related costs

Substitute Teacher Cost - cost for substitute teacher(s) if needed.

Transportation - busing costs, and related

*In-kind matching funds for the project / event may include

- Staff and volunteer time
- Supplies and materials
- Travel (including busing

In-kind may include both cash and non-cash contributions to the project / event.

Budget

Please fill in the following table for your budget.
if a line is zero, enter 0.

Budget Category	In-Kind / Matching Funds	Marion SWCD CLEAR Grant Funds
Supplies and Materials	\$0.00	\$0.00
Instruction, including fees	\$0.00	\$3,508.00
Substitute Teacher Cost	\$0.00	\$0.00
Transportation, i.e. busing	\$350.00	\$0.00
Budget Totals	350	3508

Funding Amount Requested from Marion SWCD*

The maximum dollar limit for requests is **\$5,000 per application**.

Exceptions may be considered for excess transportation costs which must be documented in the budget section of the application.

\$3,508.00

Total Project Budget*

\$3,858.00

Describe how the Funding Amount Requested will be used*

Describe how the CLEAR grant funds being requested will be utilized for this project / event.

The entirety of the funding will go toward the fourth graders' tuition for 2 days and 1 night at Outdoor School.

Wrap-up Questions

How will Marion SWCD be recognized?*

The applicant agrees to provide public recognition of the District's participation, which may include: signage, mention on the applicant's website or newsletter, listing of the District as a sponsor on brochures, verbal announcement at the event, or in another form.

How will your organization / entity recognize Marion SWCD's funding contribution to this project?

We would LOVE to let the camp know that part of our funding was provided by MSWCD, and of course, our large parent community in our weekly parent newsletters.

Additional Information

Is there any additional information you would like to provide about this project?

You may write additional text or upload a supporting document.

Thank you very much for considering our request!

Has your Organization / Entity previously received a CLEAR grant?*

Yes

If you previously received funding, state when the funding was received

We have received two CLEAR grants in the past for environmental education in our on-campus Outdoor Classroom (2023) and for environmental education field trips, which we have used already this school year (2024-2025).

Certification of Applicant*

By checking the YES box you are certifying to the following:

- I certify that the information herein is true and accurate.
- I certify that my organization will abide by the terms outlined in the CLEAR Program Instructions.
- I certify that I understand that this application with any file(s) uploaded will become part of Marion SWCD's public records.
- I certify that if this application is approved for funding, my organization will provide the Marion SWCD with an IRS Form W-9 or copy of our IRS Non-profit Determination letter.
- I certify that I will abide by the Marion SWCD nondiscrimination policy (Marion SWCD is an equal opportunity employer, providing services to the public without regard to race, religion, color, sexual orientation, gender identity, national origin, mental or physical disability, marital status, age or other protected status or activity in accordance with applicable law.)

Yes, I certify the above is true

Note: Once you submit your application, you cannot edit the form. Please review your answers before submitting.

- You'll be notified if we have any questions regarding your application.
- Applications are reviewed by the Education Committee and if recommended for funding are forwarded to the Board for review and funding approval.

Thank you!

P.S. After you submit this application, check your email for the submission confirmation.

Administrative Use

For Administrative Use Only

Has a Form W-9 or IRS Letter of Determination been submitted?

For a school, the Form W-9 may be under the School District. Please check with Brenda or Susan if there are any questions regarding this question.

Yes

Prior Awards - Current Year*

Has the Applicant been awarded any other District Grant funds this fiscal year?

No

Prior Awards - Current Year - Amounts

If yes, list the total amount awarded this fiscal year

\$0.00

Prior Awards - Previous Years

Has the Applicant been awarded CLEAR, LAP, or SPG funds in the past?

Yes

Prior Awards - Previous Years

List the fiscal year and amount of previous award(s)

2024-2025: \$0

2023-2024: CLEAR \$1,700 + CLEAR \$2,000 + Salmon Watch \$280.04

2022-2023: \$0

2021-2022: \$0

2020-2021: \$0

Total: \$4,030.04

Is applicant eligible for maximum regular funding for this application?

Is applicant eligible for the maximum regular funding for this application? OR is applicant eligible for the amount requested, if in excess of maximum due to transportation costs?

The maximum is \$10,000 per year and \$30,000 for 5 consecutive rolling fiscal years.

Yes

Does the funding request include any unallowed expenses?

CLEAR does not fund major construction projects or tools and equipment for construction projects.

If yes, please explain what expenses are not allowed, and contact the applicant to advise the to revise their request.

Administrator Notes/Comments

Are there any other notes or comments regarding this application?

Due Diligence Checklist (ADMIN ONLY)

Have you done the following?

- Ran a charity check
- Confirmed they are eligible to receive grants based on their tax status
- Confirmed they have submitted all outstanding final reports

- Verify that they have not exceeded funding limitation; \$10,000 per year and \$30,000 in the 5 fiscal year rolling maximum
- Checked all file uploads

Yes

File Attachment Summary

Applicant File Uploads

No files were uploaded

Ansel Adams and the Complications of Sustainable Land Use

Conservation Learning and Education Resources (CLEAR) Grant

McKay High School

Phillip Warner
2440 NE Lancaster Dr.
Salem, OR 97305

warner_phillip@salkeiz.k12.or.us
O: 503-399-3080

Allie Esperanza

2440 NE Lancaster Dr
Salem, OR 97305

esperanza_allie@salkeiz.k12.or.us
O: 541-279-9277
M: 541-279-9277

Application Form

CLEAR Grant Instructions



Conservation Learning and Education Resources (CLEAR) Grant

The Marion SWCD Conservation Learning Education and Resources (CLEAR) Grant advances the mission of the District by providing funding to support conservation education and community events that promote natural resource conservation.

The mission of the Marion SWCD is "To protect, conserve and improve the quality of soil and water in Marion County through planning, technical assistance and education."

Thank you for applying for a CLEAR Grant.

This application process is required to submit a request for grant funding.

To be considered an application must be submitted on or before an Application Deadline.

- **September 4, 2024**
- **November 6, 2024**
- **February 5, 2025**
- **April 2, 2025**

For this granting cycle, the maximum dollar limit for requests is \$5,000 per application. Exceptions may be considered for excess transportation costs which must be documented in the budget section of the application. If funded, the amount awarded for a particular project or event will be determined by the District.

Applicants submitting request will be notified within 60 days after the application deadline.

It is suggested that applicants contact the CLEAR Grant program administrator to discuss their intended project prior to submitting their application.

Follow this link for the complete CLEAR Grant Instructions and Terms of Agreement

Instructions for Applicants:

- The application form must be filled out completely. Be specific as to project description and the conservation education component being addressed. *An acceptable signature is that of a representative who is authorized to speak for the organization and sign contracts on its behalf.*
- It is suggested that applicants contact the grant program administrator to discuss their intended project prior to submitting their application: Contact: Heath Keirstead - Natural Resource Educator at email: heath.keirstead@marionswcd.net or 503-949-4709
- Applications received by the posted deadlines will be considered.
- Applicants will be notified of the funding decision.
- The applicant must certify on the application that:
 - District funds will be used only for the purpose approved by the District and will not be used for lobbying, for attempts to influence voting or legislation, or for litigation of any kind.
 - The project / event will comply with the District's non-discrimination policy (at bottom of page).
 - The applicant agrees to be responsible for its own actions and for any damage or third party liability arising from the organization's activities related to its agreement with the District. It agrees to indemnify and hold harmless the District and its officers, directors, agents, and employees from any and all losses, claims, damages, and expenses resulting from, or arising out of, the acts or omissions of the applicant and its officers, directors, agents, and employees under the agreement.

Applicant Information

Eligible Organizations / Entities

To be eligible for CLEAR grant funding, the applicant entity must be one of the following:

1. Nonprofit organization
2. Education institution (public/private)
3. Government Agency
4. Community Organization
5. Neighborhood Association
6. Native American Tribe

Any entity who is a corporation, partnership, or who has an assumed business name is checked to ensure that they are registered with the Secretary of State Office in accordance with ORS Chapters 58, 60, 62, 63, 65, 67, 70, and 648.

Applicant Category*

Select the type of Organization / Entity

Educational Institution

Is your Organization a 501(c)3 as designated by the IRS?*

Yes

Organization Mission Statement

If your Organization has a Mission Statement, enter it here

The Salem-Keizer Public School's mission statement is to ensure that all students graduate prepared for a successful life.

Project Information

Project Name*

The name of the project is attached to each and every form within your process. This is the "identifier" for the request.

Ansel Adams and the Complications of Sustainable Land Use

Start Date of Event or Activity*

04/01/2025

End Date of Event or Activity*

04/30/2025

Eligible Project Criteria

To be eligible for CLEAR Program funding, the project or event must meet these criteria:

- Advance the mission of the Marion SWCD "to protect, conserve and improve the quality of soil and water in Marion County."
- Address one or more the following resource areas:
 - Water Quality and Conservation
 - Soil Quality and Conservation
 - Sustainable Land Use
 - Natural Resource Education

The following are examples of projects / events that could be eligible for CLEAR funding:

1. Education of youth and/or adults on conservation issues.
2. Demonstration projects and tours/signage
3. Soil / Water conservation & pollution prevention education.
4. Community events focused on improving the public's understanding of natural resource conservation.

Project Description*

During the month of April, the photography students at McKay High School will be studying Ansel Adams and his extensive photographs of Yosemite National Park. Ansel Adams had very strong feelings about the preservation of the wild places he loved and was disturbed by the intrusions of modern additions (like paved roads) within Yosemite. This will lead us through discussion on the creation of National Parks & Forests and the complicated topic of sustainable land use.

In the middle of April, we will take a field trip to the Detroit Ranger Station. Once we have arrived, the staff will cover a number of topics related to sustainable land use such as how the Forest Service works to uphold the variety of uses the Willamette National Forest provides to the public like recreation through fishing / hiking / exploration / and the ability to appreciate the wonderful biodiversity (plants, animals, different soil types), and different industries that support local economies. They will explain to the students that sustainability can look very different to a lot of different people. They will relay that the real beauty of public land management is that the Forest Service tries to look at all aspects of what the community values in the landscape to sustain not only the forest but also the people within and around it.

After this, we will make a trip into the woods to learn about forest recovery after a wildfire event. We will go to an area 5 years after the Beechie Lionshead fire and then to an area that never burned. Students will be able to discuss and photograph those differences. The Ranger Station staff will inform the students about how they work to make recreation sites safe to reopen to the public by removing dangerous trees, working to monitor and survey habitats that burned at high severity that will hopefully lead to restoration work, and replanting forest areas with tree seedlings by the millions.

After this field trip, the students will be asked to share their experiences/reactions/opinions about sustainable land use, forest recovery after wildfires, and/or the Willamette National Forest by creating a unique work of art for the school-wide art show in May.

Project / Event Location - eligibility

Eligible Projects must be located within the Marion SWCD boundaries:

- The Marion SWCD covers all of Marion County, Oregon, except an area between Woodburn and Aurora
- See the link below for more information
 - [Link to District Map](#)

Project / Event Location

Where will the project be located or event be held?

Detroit Ranger Station and surrounding forests

Natural Resource Issue addressed*

The project or event must address one or more of the District's goals.

Select the main areas of focus for your project or event.

Sustainable Land Use

Project Goals & Anticipated Outcomes*

1. Provide a group of diverse low-income students the opportunity to explore and photograph the Willamette National Forest (the majority of these students have never been to Detroit, Oregon or the surrounding forests before).
2. Educate these same students about Ansel Adams, his disdain for the human-centric upgrades to his favorite National Park and the way this ties into the complicated topic of sustainable land use here in Oregon
3. Educate these same students on forest recovery after a wildfire event
4. Inspire a new generation of young Oregonians to respect and admire the beautiful wild spaces that Oregon offers

Goal Measurement

Please explain how project goals will be measured.

The students who participate in this project will have a variety of related assignments designed to measure their knowledge and challenge them. They will analyze not only Ansel Adams' photographs but his values related to the preservation of natural resources/wild spaces and sustainable land use. They will reflect on their own values and form their own opinions.

The students who participate in this project will spend hours afterwards going over the photos they have taken, editing the best ones, and using them to each create as least one piece for the McKay Art Show. They will be encouraged not only to share their photos but also to creatively share their experiences/reactions/opinions about sustainable land use, forest recovery after wildfires, and/or the Willamette National Forest. They might try doing a photo transfer onto wood. They might do a side-by-side diptych with a burned forest and one that is unburned. They might use paint pens to write something over the top of a photo.

For all of these things the students will receive grades and experience peer critique/discussion.

Geographic Area Served*

Please select whether or not your project will benefit residents within the Marion SWCD boundaries. Link to District Map

Projects that do not benefit residents within the Marion SWCD boundaries are not eligible for funding

Yes, this project will benefit residents within the Marion SWCD boundaries

Population Served*

Please provide the demographic breakdown of who this project will serve.

Include who the audience will be and the expected size of the audience, e.g. school grade, age group(s)

This field trip will serve 30-40 high school students in grades 10-12. 80% of the student population at McKay qualifies for free or reduced lunch. The student population is also extremely diverse and in the group attending this trip, only about 15% will be white.

Extent of Marion SWCD staff involvement in project/event*

Describe the extent of Marion SWCD staff involvement in the project/event, including planning stages.

I sent an email to Susan Ortiz to run the idea by her.

Happy to have any help you want to offer but there isn't any additional planned involvement with Marion SWCD staff at this time.

Funding

Project Budget Information

The maximum dollar limit for requests is **\$5,000 per application**. *Exceptions may be considered for excess transportation costs which must be documented in the budget section of the application.*

If funded, the amount awarded for a particular project or event will be determined by the District. *Administrative costs are not eligible, but may be included as "in-kind" services.*

Applicants are welcome to submit applications for more than one project or event per fiscal year (Fiscal Year is July 1 - June 30)

- a. There is a maximum of \$10,000 per entity per fiscal year
- b. There is a maximum \$30,000 per entity per every 5 consecutive rolling years.

Budget Instructions

Fill in the following categories for requested grant funds, and any in-kind matching funds*.

Supplies / Materials - items purchased.

Instruction - development, planning, curriculum, entry fees, assembly costs, activity fees., and related costs

Substitute Teacher Cost - cost for substitute teacher(s) if needed.

Transportation - busing costs, and related

*In-kind matching funds for the project / event may include

- Staff and volunteer time
- Supplies and materials
- Travel (including busing)

In-kind may include both cash and non-cash contributions to the project / event.

Budget

Please fill in the following table for your budget.
if a line is zero, enter 0.

Budget Category	In-Kind / Matching Funds	Marion SWCD CLEAR Grant Funds
Supplies and Materials	\$2,070.00	\$0.00
Instruction, including fees	\$1,980.00	\$0.00
Substitute Teacher Cost	\$0.00	\$880.00
Transportation, i.e. busing	\$0.00	\$850.00
Budget Totals	4050	1730

Funding Amount Requested from Marion SWCD*

The maximum dollar limit for requests is **\$5,000 per application**.

Exceptions may be considered for excess transportation costs which must be documented in the budget section of the application.

\$1,730.00

Total Project Budget*

\$5,780.00

Describe how the Funding Amount Requested will be used*

Describe how the CLEAR grant funds being requested will be utilized for this project / event.

The CLEAR grant funds will be used to pay for the cost of one bus and the four substitute teachers it will require to cover classes in the absences caused by our teacher chaperones.

Wrap-up Questions

How will Marion SWCD be recognized?*

The applicant agrees to provide public recognition of the District's participation, which may include: signage, mention on the applicant's website or newsletter, listing of the District as a sponsor on brochures, verbal announcement at the event, or in another form.

How will your organization / entity recognize Marion SWCD's funding contribution to this project?

A verbal announcement will be made at the McKay Art Show where the student work inspired by this project will be shown. Your logo will go into classroom slides as well as the visuals used during the Art Show event.

Additional Information

Is there any additional information you would like to provide about this project?

You may write additional text or upload a supporting document.

Has your Organization / Entity previously received a CLEAR grant?*

Yes

If you previously received funding, state when the funding was received

Another teacher at McKay (Philip Warner) has received funding several times this school year but I have not.

Certification of Applicant*

By checking the YES box you are certifying to the following:

- I certify that the information herein is true and accurate.
- I certify that my organization will abide by the terms outlined in the CLEAR Program Instructions.
- I certify that I understand that this application with any file(s) uploaded will become part of Marion SWCD's public records.
- I certify that if this application is approved for funding, my organization will provide the Marion SWCD with an IRS Form W-9 or copy of our IRS Non-profit Determination letter.
- I certify that I will abide by the Marion SWCD nondiscrimination policy (Marion SWCD is an equal opportunity employer, providing services to the public without regard to race, religion, color, sexual orientation, gender identity, national origin, mental or physical disability, marital status, age or other protected status or activity in accordance with applicable law.)

Yes, I certify the above is true

Note: Once you submit your application, you cannot edit the form. Please review your answers before submitting.

- You'll be notified if we have any questions regarding your application.
- Applications are reviewed by the Education Committee and if recommended for funding are forwarded to the Board for review and funding approval.

Thank you!

P.S. After you submit this application, check your email for the submission confirmation.

Administrative Use

For Administrative Use Only

Has a Form W-9 or IRS Letter of Determination been submitted?

For a school, the Form W-9 may be under the School District. Please check with Brenda or Susan if there are any questions regarding this question.

Yes

Prior Awards - Current Year*

Has the Applicant been awarded any other District Grant funds this fiscal year?

Yes

Prior Awards - Current Year - Amounts

If yes, list the total amount awarded this fiscal year

\$6,115.62

Prior Awards - Previous Years

Has the Applicant been awarded CLEAR, LAP, or SPG funds in the past?

Yes

Prior Awards - Previous Years

List the fiscal year and amount of previous award(s)

2024-2025: CLEAR (pending) \$1,500 + CLEAR \$3,200 + Salmon Watch \$1,415.62 = 6,115.62 (this leaves \$3,884.38 available this fiscal year)

2023-2024: Salmon Watch \$1,120

2022-2023: \$0

2021-2022: \$0

2020-2021: \$0

Total with amount pending = \$7,235.62

Is applicant eligible for maximum regular funding for this application?

Is applicant eligible for the maximum regular funding for this application? OR is applicant eligible for the amount requested, if in excess of maximum due to transportation costs?

The maximum is \$10,000 per year and \$30,000 for 5 consecutive rolling fiscal years.

No

Does the funding request include any unallowed expenses?

CLEAR does not fund major construction projects or tools and equipment for construction projects.

If yes, please explain what expenses are not allowed, and contact the applicant to advise the to revise their request.

Administrator Notes/Comments

Are there any other notes or comments regarding this application?

McKay High school has \$3,884.38 available, and this application is for \$1,700 - so they have adequate space under the grant cap to award both grant requests submitted.

Due Diligence Checklist (ADMIN ONLY)

Have you done the following?

- Ran a charity check
- Confirmed they are eligible to receive grants based on their tax status
- Confirmed they have submitted all outstanding final reports
- Verify that they have not exceeded funding limitation; \$10,000 per year and \$30,000 in the 5 fiscal year rolling maximum
- Checked all file uploads

Yes

File Attachment Summary

Applicant File Uploads

No files were uploaded

Education & Outreach Grants





FY 24-25 E&O Grants

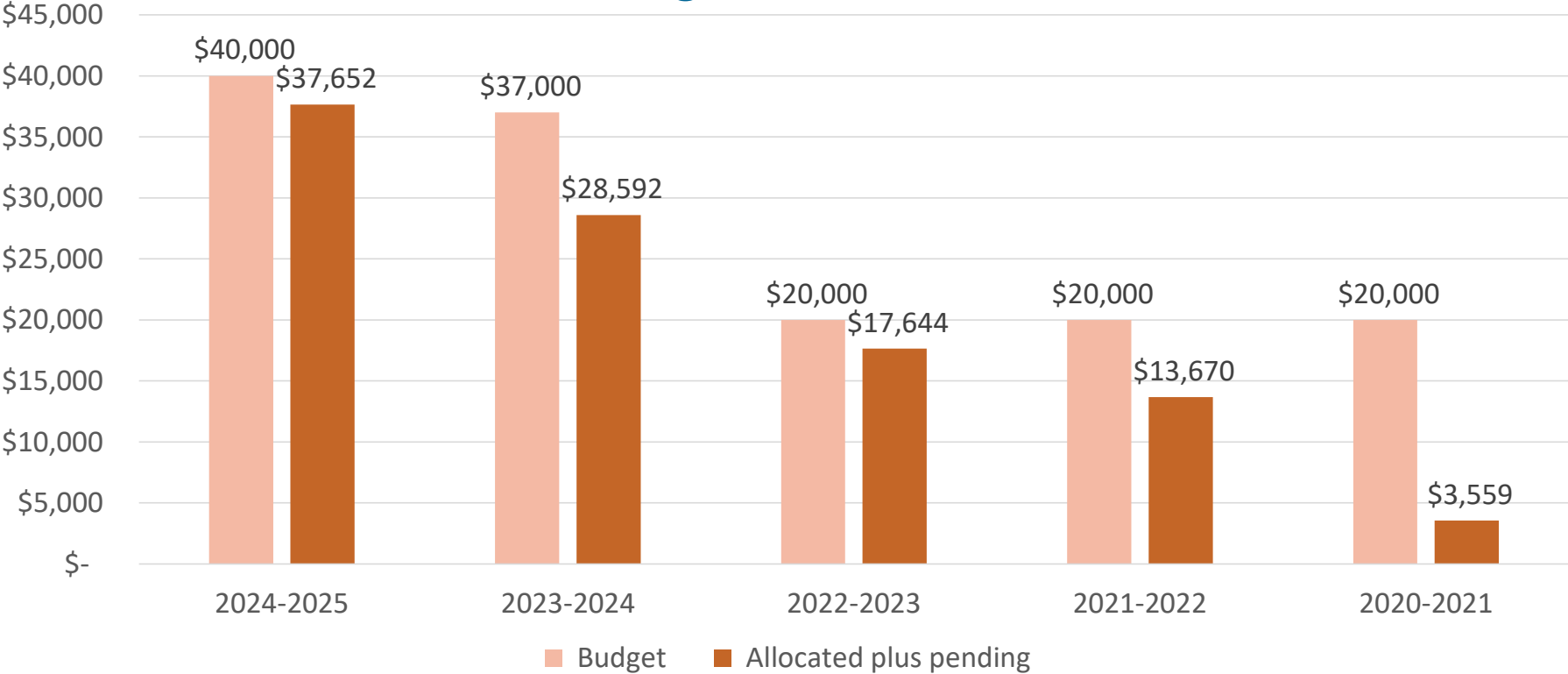
Budget: \$40,000

- Total awards to date: \$30,913.68
 - CLEAR – 6 grants awarded \$21,162.00
 - Salmon Watch – 10 grants awarded \$9,751.68
- Funds available to award: \$9,086.32



Education & Outreach Grants

Budget v. Award



2020-2021 – COVID Pandemic

CLEAR Grant Program

	Application Due Date	E&O Committee Meeting	Award Date / Board Meeting
		Third Tuesday of every other month	1st Wednesday of the month
	Deadline: First Wednesday of the Month		
Summer	Wednesday, September 4, 2024	9/17/2024	10/2/2024
Fall	Wednesday, November 6, 2024	11/19/2024	12/4/2024
Winter	Wednesday, February 5, 2025	2/18/2025	3/5/2025
Spring	Wednesday, April 2, 2025	4/15/2025	5/7/2025
	Deadline: two weeks prior to Committee Meeting		
Proposed Schedule			
Summer	Tuesday, September 2, 2025	9/16/2025	10/1/2025
Fall	Tuesday, November 4, 2025	11/18/2025	12/3/2025
Winter	Tuesday, February 3, 2026	2/17/2026	3/4/2026
Spring	Tuesday, April 7, 2026	4/21/2026	5/6/2026
	Application Details:		
	Applications completed in Foundant		
	Review:		
	First: Grants Coordinator, E&O staff		
	Second: E&O Committee		
	Review / Recommend Applications E&O Committee		
	Submit final recommendation to Board for approval to fund		