

LEBANON COUNTY HIGH SCHOOL ENVIROTHON RULES & PROCEDURES

(Updated 01/2023, K H)

- 1) All schools must register with the Lebanon County Conservation District (LCCD) to participate in the Envirothon program. Registration fees are subject to change and are listed on the registration form.
 - All schools must register using the registration form provided in Excel format to participate.
 - Registration forms must be emailed to the Envirothon Coordinator, by the registration deadline, in Excel format (no PDFs) and
 - A hard copy must be mailed with the registration fee to the LCCD .
- 2) All teams must either be from a public or private high school, physically based within Lebanon County, or a Lebanon County home school system.
- 3) **Each High School may enter eight (8) teams in grades 9-12.**
 - Teams must consist of three to five (3-5) members in order to participate at the county competition. However, **teams must consist of five (5) members in order to participate and advance to the state level.**
 - If a team consisting of less than five members participates in the county competition and wins, the same school must have team members available from a second team to complete the five members. That team must consist of the original winning members and the required additional members. If additional team members from the same school are not available, the winning team must forfeit the state competition. In the case of a forfeit, the second place team will advance to the state competition.
 - No student may participate in more than one county Envirothon level per year.
 - All members and alternates must represent the same educational unit in the same county. In the event that one or more registered members from a team cannot attend the Envirothon, the advisor is permitted to make substitutions that day.
- 4) **Home Education** students may form their own team specifically for participation in the Envirothon and must petition the county conservation district for recognition to participate.
 - Home school students must be residents of Lebanon County. Lebanon County home school students may choose to participate at the school where they reside or with the home school unit.
 - All team members and alternates must participate in the same county event in order to participate at the state level (no all-star teams). In the event that one or more registered members from a team cannot attend the Envirothon, the advisor is permitted to make substitutions that day.
 - Eight (8) teams may participate countywide. Four (4) from the east (Cornwall-Lebanon, ELCO, & Lebanon City School Districts) and four (4) from the west (Northern Lebanon, Annville-Cleona, & Palmyra School Districts).
- 5) Alternates are prohibited from attending the county competition. However, they may be used to replace a registered member who is unable to attend.
- 6) Team members are chosen by the Envirothon Advisor and may include teams of all one grade level or mixed grades. We encourage advisors to teach the material as part of the curriculum and test students on their understanding of the material.
- 7) If team members are changed after the registration has been submitted to the LCCD:
 - It is the responsibility of the advisor to provide a complete (including all contact information: name, address, phone, and email) and updated registration form upon arrival on the day of the event.
 - If your team wins and an updated registration form has not been provided, the names on the original registration form (or no names) will be provided to the newspaper/media.
 - It is not the responsibility of the LCCD to seek out this information.

- 8) Teams will rotate through five (5) stations: Aquatics, Forestry, Soils & Land Use, Wildlife, and Current Issue. The Current Issue theme changes annually.
- Each team must participate in all five stations.
 - Please note this is a team effort. Every member on the team must participate!
 - All teams must begin and end the competition in their assigned stations as listed in the event brochure. Advisors may **NOT** move teams around.
- 9) Tests may emphasize hands-on interaction; including identification, site evaluation, and problem-solving, as well as multiple-choice, matching, and fill-in the blank.
- Advisors are encouraged to keep your study materials and maintain an “Envirothon Library”.
- 10) Each school will have an advisor accompany them to the event. Additional advisors are permitted. All advisors must provide a signature from a school administrator verifying the school has copies of the following up-to-date clearances in accordance with the state law:
- Pennsylvania State Police Criminal History Clearance
 - Child Abuse History Clearance
 - FBI Fingerprint
 - **ALL CLEARANCES MUST BE VERIFIED OR RECEIVED BY LCCD TWO WEEKS PRIOR TO THE EVENT!**

ALL ADULT CHAPERONES, school nurses, and/or any adult helpers (adult = age 18 and over) must have clearances verified as above or submit copies of the clearances to the Envirothon Coordinator to attend the Envirothon.

- All chaperones, school nurses, and/or adult helpers must be included on the registration form.

Advisors are permitted to tour the stations on their own. **HOWEVER, ONCE THE COMPETITION BEGINS, ADVISORS & GUESTS MAY NOT INSTRUCT OR ASSIST THE TEAM IN ANY WAY! QUESTIONABLE INTERACTION WITH YOUR TEAM MAY BE CAUSE FOR DISQUALIFICATION.**

- Parents and principals are encouraged to attend the awards ceremony, please ask parents to arrive no earlier than lunch (otherwise clearances will be needed).
 - No guests permitted on the testing circuit without prior approval granted.
 - It is the responsibility of the advisors to ensure their teams follow the rules and use appropriate behavior. Rule breaking and misbehavior could lead to disqualification. **Please review the rules with your students.**
- 11) No backpacks, purses, or “extras” are permitted on the testing circuit! **This includes cell phones, “Smart” watches, Fitbits, etc.** Leave all extra belongings in the bus or vehicles. **THE USE OF CELL PHONES, CAMERAS, OTHER ELECTRONIC DEVICES AND REFERENCE MATERIAL BY STUDENTS IS STRICTLY PROHIBITED DURING THE ENVIROTHON AND WILL BE CAUSE FOR DISQUALIFICATION!**
- Any exceptions due to medical, religious, and/or other reasons must be presented in writing (email) to the Envirothon coordinator two weeks prior to the event for review.
- 12) Instruction, testing, and scoring will be conducted by cooperating agencies and volunteers. **Judges’ decisions and scores are final on all events.**
- The winning team will be the team with the highest cumulative total points for the five stations.
 - In the event there is a tie, a pre-determined test and/or question by the Envirothon Coordinator will determine the winning team.
 - All participants will be recognized with a certificate.
- 13) Students should be dressed for the outdoors and prepared for the elements: bugs, poison ivy, rain, heat, ticks, etc.
- 14) **All teams must provide their own chaperone, pencils, clipboards, and lunch.** Lunch may be provided as a courtesy to all if a sponsor is secured.
- 15) Advisors should be aware **and** prepared for their students’ medical needs.

- 16) To avoid potential conflicts and meet increased child safety regulations, advisors may be asked to escort students from other schools to the bathroom during competition. Advisors should stay on site and assist as needed.
- 17) An advisor meeting will be held to review changes/problems, share ideas, learn from guest speakers, etc. Check your agenda for the time and location. All advisors are expected to attend.
- 18) Any funding awarded to the winning Lebanon County team via the Lebanon County Conservation District for the state competition will be used towards on campus registration only. If your team chooses to stay off campus, this funding will be forfeited.
- 19) Envirothon rules and procedures are subject to change.

*If it is found that a student does not follow the above rules their team will be disqualified.
If an advisor does not follow the above rules their team(s) will be disqualified.*

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Thank you for your cooperation and helping to make our event a success!