

STEP OUT!

OCT 09

ENVIRONMENTAL EDUCATION NEWSLETTER


HAWKE'S BAY
REGIONAL COUNCIL

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Fundraising fundamentals



Many schools need to raise funds to continue their work or carry out special projects. There are a lot of grants out there that are ready to give you money if you provide them with the right information. For some, seeking funding is one of the most difficult tasks, but it doesn't need to be.

The most important step in successful fundraising is to have a plan. You need to take time to develop a plan and establish a time line.

As well as a plan, you need a team of people who can help make decisions. This team could be made up of students, board of trustee members, the principal, other teachers or parents. Once you have set a time line, you should break down the tasks into manageable pieces.

Before you start filling out application forms, your team needs to agree on the following:

- What is the goal of your fundraising? Write a sentence or two that describes your purpose.
- Is fundraising really necessary or could you look for donations of service or equipment instead?
- Who is likely to benefit from the fundraising; who is your target group?

- Is there anyone else who needs to be consulted before you start fundraising?
- Set a budget. How much is the whole project going to cost?
- Develop the time line: how much money do you need by when?
- Make a list of the non-monetary items that you need and items that you already have and who can provide them.
- Identify the potential benefits for sponsors. Are you going to print or display their logo anywhere or can they advertise at your venue?
- Make a list of your potential sponsors and decide how much money you need from each one. Remember that this should be relevant to your budget. Once you identify potential sponsors, you should add their closing dates to your time line.

The most important step in successful fundraising is to have a plan.

It is easier to raise funds for a specific project than operating costs.

Welcome to the new Step Out!

Welcome to the first issue of Step Out! This is replacing the much loved Lunchbox publication.

The Hands on Hawke's Bay group (local environmental education professionals who contribute to the publication) decided that it was time for a revamp! What do you think? All constructive feedback, suggestions and ideas for future issues are welcome! Email Emily@hbrc.govt.nz

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Keep in touch..

Come join us for a great day out at the Pakowhai Picnic on Sunday 29 November, 11am to 2pm. Pakowhai Country Park is a valuable community asset. During the picnic you can see for yourself the current state of the park, and get a sneak peek of possible future plans.

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DISASTER AWARENESS WEEK: GET INVOLVED!



Disaster Awareness Week is 11-17 October this year, the first week of Term 4. There are some exciting activities for your students, to help them, and others, become more aware and prepared.

'Get Ready Get Thru' poster competition

Student task: to design a poster to encourage their community to be prepared for a Civil Defence emergency.

- Design must be completed by one of your students (parental help would be great).
- The theme should focus on what families or schools need to do to be prepared.
- Poster should be A4 or A3 size with student name, age and school on the back.
- During the last week of October, have the school vote on the best poster from each age range (5-8, 9-12, 13-17)
- Send your winning entries to the regional council by 31 October, attn: CD Manager

Action Reaction interactive website game

Your students are invited to log onto <http://interactive.actionreaction.co.nz/game.php> and play the Action Reaction game. Students fill out their name, age and email address to enter. The student in each age range with the most points will win a prize.

'Get Ready Get Thru' activity

Look in your local paper during the week of 11-17 October. Activity is based on the 'What's the Plan Stan' match the survival items activity.

Age group winners of these three activities will receive some great prizes (5-8, 9-12, and 13-17) including an iPod, t-shirts, torches and more. Remember, you could be anywhere!



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NZAEE conference 2010: now open for registrations

The New Zealand Association for Environmental Education (NZAEE) invites you to "Taking the Next Steps: Te Ahu Whakamua", the association's biennial conference from 19 to 22 January 2010. We are at the mid-point of the United Nations Decade of Education for Sustainable Development 2005 – 2014 and, under the theme, "Taking the Next Steps: Te Ahu Whakamua" the conference will reflect on what has been achieved since the start of the decade and explore opportunities for the remainder.

This is an opportunity to take stock of where we are, and to explore ideas and make plans for how we head into the future. Conference attendees will have the opportunity to meet others working in education, communities, business or governance, and to share their knowledge and experiences in encouraging behaviour change to mitigate human impact on the planet.

The organising committee has put together a varied and thought provoking programme including keynote speakers, panel discussions, presentations, workshops, poster sessions and field trips. With a great social programme and a pre-conference research symposium, this conference is a must for all those involved in education for sustainability. We look forward to you joining us in Hawke's Bay for an informative,

inspirational and rewarding conference.

Keynote speakers include Metiria Turei, co-leader of the Green Party, Phil Smith, the current president of the Australian Association for Environmental Education, Dr David Chapman from Massey University College of Education, John Minto a leading figure in the anti apartheid movement in the 1970s and 80s, Roger Maaka, Professor of Maori and Indigenous Studies, Eastern Institute of Technology and Megan Hunt, Young Environmental Leader from Central Hawke's Bay College!

Do you have a project or initiative that you would like to promote at the NZAEE conference? We would love to have some local posters to show off at one of the informal networking sessions during day 2 of the conference. The posters need to be A1 size; either portrait or landscape format. The presenters must be available for the question and answer session within the conference programme.

REGISTRATIONS ARE NOW OPEN

Early bird registrations close **27 November 2009**. Log onto www.nzaeeconference2010.co.nz for more information about the conference programme, to check out the awesome field trips, and to register.

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Term Four Action Dates:

Earth Overshoot Day: Sept/Oct
www.footprintnetwork.org

Disaster Awareness Week: 11-17 October
www.whatstheplanstan.govt.nz

World Food Day: 16 October www.fao.org/wfd

International Day for Eradication of Poverty
17 October www.worldvision.org.nz

Reptile Awareness Day: 21 October
www.sylvandellpublishing.com/SpecialDays

Schools for 350 Action Day: 23 October
www.350.ogr.nz/schools

International Mountains Day: 11 December
www.fao.org/mnts/intl_mountain_day_en.asp

International Year of Astronomy: 2009
www.astronomy2009.org.nz

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Slim Your Wasteline walks

7 November 2009 / 13 February and 13 March 2010
at Omarunui landfill



Back by popular demand, 'Slim Your Wasteline' walks are an opportunity to learn about waste disposal and get some exercise at Omarunui landfill. So why not register for the two hour behind-the-scenes, guided walk of this 188 hectare, environmentally accredited landfill site. The tour includes daily landfill operations, construction of the new stage, wetlands, gas flare and leachate pond. You will also be treated to spectacular views of the Heretaunga Plains.

To participate you must register with Sport Hawke's Bay. The tour begins at 9.30am, lasting approximately two hours. Please arrive 10 minutes before the start time. **To register, contact Sport Hawke's Bay on (06) 845 9333.**

6 Sponsorship and funding opportunities: great places to start

Name of grant	Funding amount	Closing date	For more info contact:
Keep Napier Beautiful grants (for Napier residents only)	\$500 or less	Ongoing	Ken Aldred on creative.napier@xtra.co.nz 835 9448 or 021 187 2677
Local Environmental Action Fund	\$500 or less	Ongoing	leaf@hbrc.govt.nz or www.hbrc.govt.nz keyword search "LEAF"
Global Education Fund	\$2,000 and \$15,000	31 March and 31 October	www.globaleducationfund.org.nz
Project Crimson	Various	1 March	www.projectcrimson.org.nz or 04 471 3271
Where There's Water Grant	\$1,000 to \$10,000	15 May	www.waternz.org.nz/wherethereswater.html or phone 04 472 8925
Matauranga Kura Taiao Fund	Various	Nga Whenua Rahui Committee meets three to four times a year, at which time applications to the fund are considered	www.doc.govt.nz Kaitakawaenga, Mike Mohi 0800 112 771 or Trevor Lambert 04 471 3107 email: kaitakawaenga@doc.govt.nz
Nature Heritage Fund	Various	10 February, 30 April, 31 July and 31 October	www.nhf.govt.nz , phone: 04 471 0726 email: NHF-Admin@doc.govt.nz
WWF Environmental Education Action Fund	Annual disbursement of the fund is \$50,000	1 April and 1 September	www.wwf.org.nz , phone: 04 499 2930 email: wbarry@wwf.org.nz

7 Examples of successful fundraising!

Guthrie Smith Arboretum (top)

Recently the Guthrie Smith Arboretum was granted funds from the Biodiversity Fund from Department of Conservation. They will use the funding to establish a representative collection of all the tree and shrub species to be found on the East Coast. This will add considerably to our local facilities for learning and preservation of endangered plants.

As a result of government strategies to achieve effective management of New Zealand's native plants and animals, two new funds were established in 2000. These were to enhance the management and biodiversity on private land. They are jointly administered by D.O.C. and the Ministry for the Environment and there are normally two application dates per year.

Taikura Rudolf Steiner School (below)

Early in 2009 Taikura Rudolf Steiner School made a successful application to the Hawke's Bay Regional Council Local Environmental Action Fund (LEAF). They used this money to set up a native tree and plant nursery. Every student is involved in the nurturing of these trees. The younger students do the propagating and the older ones do the planting and maintenance for the young trees. Many of the trees that the students are growing will be planted along the Maraetotara River. Keep up the great work Taikura Rudolf Steiner School!



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FUNDING APPLICATION CHECKLIST

Funding applications typically requires the following information:

- INTRODUCTION** - to your organisation, its staff and volunteers, services provided, community served, numbers.
- LEGAL FORM** - are you an incorporated society or charitable trust? Do you have an umbrella organisation willing to receive money on your behalf? Are you registered for GST?
- THE PROBLEM** - outline the problem your project seeks to address. **Enclose any needs analysis, evidence or statistics.**
- OBJECTIVES** - these should be specific, achievable and able to be evaluated.
- PROCEDURE** - who will implement the project, how and with what?
- EVALUATION** - explain how you intend to measure whether the project was worthwhile.
- BUDGET** - list all items of anticipated income and expenditure, including staff salaries and administration costs. Note any other sources of funding that you have approached for this project, and when you expect a response. State how much the organisation is providing. Attach professional quotes.
- REQUEST** - ask for a specific amount of money that is realistic in terms of the project budget and of the size of the grant usually made by the funding body. In many cases it will be less than the total expenses identified in the budget.
- REFEREES** - list two or more referees from outside your own organisation who understand the project and support it.
- OTHER INFORMATION** - attach any letters of support and other materials that support your case such as media releases, annual reports, brochures, annual accounts etc.

For more detailed information check out www.community.net.nz keyword search fundraising and then look for Community Resource Kit.

(From Seizing the Moment II: Turning Community Ideas into Action).

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Project Lantern

WWF's Earth Hour has created a new learning resource called Project Lantern, designed to give children from New Zealand and all around the globe the chance to show their vote for saving the earth from runaway climate change.

The project encourages children to make a paper lantern, decorating it with words and images that express care for the environment and asking world leaders for action by making the statement, "I Vote Earth because..."

Handcrafted lanterns from schools around New Zealand will be collected by WWF and used in a public display in Wellington. They will then be sent to Copenhagen for the crucial UN climate summit in December 2009, where lanterns from around the world will be paraded in the town centre reminding leaders that the fate of future generations is at stake.

Making a lantern is child's play! Parents, teachers, after-school groups and children - we've produced easy step-by-step guides for how to make your own lantern and send it back to WWF New Zealand by 20 November 2009.

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