

**Waushara County Watershed Lakes Council, Inc.  
PO Box 634, Wautoma, WI 54982  
Environmental Education Program**

**Program and Funding**

This Program is the Waushara County Watershed Lakes Council, Inc (WCWLCI) Environmental Education Program, and it replaces the WCWLCI Environmental Studies Scholarship. While the name should remain for the foreseeable future it can be changed at any Council Meeting by a two-thirds vote of the Council members present, in good standing with present fiscal year's dues paid, and voting.

Starting in fiscal year 2012, organizations, groups, and individuals can apply to this program for funding awards to help pay for environmental education activities for Waushara County residents. First award payment would be in fiscal year 2012 (by July 31, 2012).

After the WCWLCI Environmental Education Program's Endowment reaches a minimum value of \$10,000.00, program awards will be paid (in-part or in-full) from the endowment's earnings. Prior to the endowment reaching this value, all program awards will be paid from the WCWLCI general fund.

Each fiscal year, the Environmental Education Program Committee will determine the number and value of program awards. The total amount available for awards will be the expected earnings of the endowment for the fiscal year, except that a minimum total of \$250.00 will be available each award period. If the earnings amount is less than \$250.00, the difference will be taken from the WCWLCI general fund.

In a fiscal year when the total awards made are less than the total award funds available, the excess funds will be added to the Environmental Education Program Endowment's principle.

All expenses associated with the Program (except for actual award(s)) will be paid from the WCWLCI General Fund.

**Application, Award Dates, and Distribution of Funds**

By October 1 of each year, the WCWLCI Vice-President will place a notice in at least two local publications (as of this date, the Argus and the Resorter), informing Waushara County residents that the program is available and that they should contact the WCWLC for information. The deadline for receiving completed applications is January 1.

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The Environmental Education Program Committee will determine the awards and their amounts by March 1. The WCWLCI Vice-President will inform applicants of their award status by March 15.

The WCWLCI Treasurer will distribute the awards by March 31. Any award that is unable to be distributed or is returned will be added to the Environmental Education Program Endowment's principle.

If the fiscal year's Environmental Education Program Endowment Fund's earnings are not yet available, the affected award(s) will be paid from the WCWLCI general fund. The general fund will be reimbursed when the endowment fund's earnings become available.

### **Application Form**

The application will include the following:

1. A contact person with contact information.
2. A brief description of the activity for which the funding is being requested, including items such as participants, location, and dates.
3. The amount of the request.

### **Application Processing**

When an application is received, the WCWLCI Vice-President will briefly review the program description to ensure it is an Environmental Education activity for Waushara County residents. If it does not appear to be such an activity, the WCWLCI Vice-President may reject the application or contact the applicant for clarification. If, after clarification, the activity is not an Environmental Education activity for Waushara County residents, it will be rejected. Before the first meeting of the Environmental Education Program Committee, the WCWLCI Vice-President will notify each group, organization, and individual if their application was rejected or accepted, and let them know the approximate processing and notification dates.

After January 1 (application due date), the WCWLCI Vice-President will convene the WCWLCI Environmental Education Program Committee. The Committee will determine what awards are to be provided and the amount of each award by March 1. The Committee can gather additional information on the activities as needed to make their award decisions. In the case of multiple awards, they do not need to be the same amounts.

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Before March 15, the WCWLCI Vice-President will notify each group, organization, and individual of the status of their application.

**Distribution of Award(s)**

Before March 15, a copy of the application of any applicant receiving an award will be given to the WCWLCI Treasurer. The applications of applicants not receiving awards will remain with the WCWLCI Vice-President.

The WCWLCI Treasurer will distribute the award(s) before March 31.

**Endowment**

The WCWLCI Environmental Studies Scholarship endowment will be renamed to the Environmental Education Program endowment.

The endowment principle is expected to increase, through investment earnings and future donations from the WCWLCI and other interested parties. Endowment investing and reporting will be under the direction of the WCWLCI Treasurer. The WCWLCI should consider placing the endowment in a separate foundation so that it is maintained, in perpetuity, only for Environmental Education Program activities.

The endowment fund's principle will not be used for awards or any other purpose. The endowment fund's earnings will not be used for awards until the fund reaches a value of at least \$10,000.00, but will be added to the endowment fund's principle. Any Program awards prior to the fund reaching \$10,000.00 will be paid from the WCWLCI general fund.

In a fiscal year when the fund's earnings do not cover the minimum total awards of \$250.00, funds will be added from the WCWLCI general fund to reach the minimum total of \$250.00.

In any year in which the total awards are less than the amount available, the excess funds will be added to the Environmental Education Program endowment fund's principle.

Environmental Education Program endowment fund earnings will only be used for Environmental Education Program awards or to increase the endowment principle.

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**Environment Education Program Committee**

The WCWLCI Environmental Studies Scholarship Committee will be renamed the Environmental Education Program Committee. It is a three person (one WCWLCI Board member and two non-Board members) standing committee. Members serve three-year terms. The WCWLCI President appoints the Board members, with the consent of the WCWLCI Board of Directors.

If a non-Board member cannot be found to serve, a Board member may be appointed in the non-Board position. If a member is unable to complete a term, a new member shall be appointed by the WCWLC President to complete the term.

The WCWLCI Vice-President will be chair, without vote, and will act as Committee contact person, sending out notices and applications, collecting and maintaining documents, calling meetings, reporting to the Council, announcing awards, and any other activities necessary to the Committee's function.

Each fiscal year, prior to the Committee's first meeting for the fiscal year, the WCWLCI Treasurer will determine the expected endowment fund's earnings for the fiscal year. Based on expected funds available, the Committee will have the authority to set the number of awards and their amounts. The minimum total amount available in a year is \$250.00.

**Approval and Change**

This document was accepted, and its provisions implemented, through two-thirds majority vote of Council members present at the Waushara County Watershed Lakes Council, Inc.'s meeting on November 12, 2011. Its provisions can be changed at a Council meeting by a two-thirds vote of members present, in good standing with present fiscal year's dues paid, and voting. Notification of change follows the notification of change procedures for the WCWLCI By-Laws.

Revised:  
11/12/2011  
2/9/2019