



SUSTAINABLE. ENVIRONMENTAL.
AWARENESS.

S.E.A.

Hospitality Management/Sustainable Tourism
Special Event Program Plan Portfolio



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Meet the Team

Facilitation and Management

Abe Conner
Rory Maxwell
Miri Gubler
Ashley Black

Marketing

Patrick Romero
Anna Evans

Diversity

Rachel Bergman
Jack Lin

Financial

Kory Sheen
Mitch von Puttkammer

Operations

Gabby Olsen
Catelyne Carattini

Risk Management

Jackie Fuhrman
Katie Kelsey

Evaluation

Cam Chasse
Daisy Xu



Mission, Vision, and Values

Mission

It is the S.E.A. mission to provide environmental education to the Boys & Girls Club of Murray by taking them to the Loveland Living Planet Aquarium. They will be taught issues relating to sustainability in order to enhance their scope of environmental awareness on a global scale and learn how to decrease their carbon footprint as citizens and future travelers.

Vision

Our vision is that Hospitality Management/Sustainable Tourism will prompt children to get outside and experience nature and provide information to increase awareness about environmental sustainability while putting on a fun, hospitable, and memorable experience.

Values

- Passionate about fun, educational experiences
- Awareness of environmental sustainability
- Hospitable
- Religious and cultural diversity
- Overall health and wellness
- Fun



Needs Assessment

The special event involving the Boys and Girls Club and the aquarium is needed because it will provide youth the opportunity to learn not only about animals, but also about how to be sustainable and ecofriendly. The planet is slowly deteriorating and participants will learn, in a variety of ways, how to preserve it. This event is needed in order to teach our future citizens how to be sustainable in their own community, and as travelers and tourists in other communities.

The event is geared to youth, ages 7-11, and it is therefore important to make it fun and engaging as well as educational. We designed the program so that there are different stations for the participants to visit that will bolster abstract knowledge with the concrete visuals they are seeing at each exhibit. This program is especially needed to expose these young minds to the reality of the world we live in and the current problems our environment faces

Our planet's ecosystems, particularly in the ocean, are vulnerable to pollution and abuse. It is crucial to teach children about the importance of preservation in order to keep species extinction and habitat destruction at bay so that these animals and ecosystems will still be around for children in the future to see too.



Goals and Objectives

Goal: Provide the children at the Boys and Girls Club with an opportunity to visit the Loveland Living Planet Aquarium.

- Transport children to the aquarium via vans provided by the Boys and Girls Club.
- Engage participants in activities provided at the aquarium.
- Feed participants a catered dinner.

Goal: Teach participants about sustainability and environmentally friendly practices.

- Provide four stations at the aquarium to educate participants about sustainability.
- Show the benefits of being sustainable.
- Get them excited about the planet and its diversity.

Goal: All participants have a positive and educational experience.

- Appoint U of U students to lead activities and work closely with participants.
- Design activities, prizes and meals with age group in mind.
- Send participants home with memorabilia.

Goal: Evaluate participants experience to determine rate of success and enjoyment

- Provide an evaluation for everyone who participated.
- Determine what could be done to make it better.



Logic Model

<p>Resources & Inputs</p>	<ul style="list-style-type: none"> • Partners: Aquarium/Staff • Venue • Printed materials <ul style="list-style-type: none"> • Nametags, Permission slips, Thank you cards • Catering • Boys & Girls Club • Marketing: swag and promotional • Transportation • Tables/chairs • Trifold displays • Safety & security
<p>Activities</p>	<ul style="list-style-type: none"> • Tour • Arts and Crafts • Games • Action stations (presentations) • Food
<p>Outputs</p>	<ul style="list-style-type: none"> • 27 Participants • 30 minutes of planned activities • 40 minutes of exploring Aquarium, guided by SEPPP students • 20 minutes for meal time • Share newly-learned eco-friendly practices with other participants
<p>Outcomes</p>	<ul style="list-style-type: none"> • More frequent environmentally friendly behaviors and decisions • Share eco-friendly practices with peers • Increased motivation to question current outlooks on sustainability
<p>Impact</p>	<ul style="list-style-type: none"> • More eco-responsible citizens with lower carbon footprint • Snowball effect on sphere of influence • Increased appreciation of cultural and religious diversity • Support of critical thinking in young people



Logic Model Description

Based on the logic model above, we have decided that the most important goal of our event is to educate the children of the Murray Boys and Girls Club about environmental sustainability and how to preserve the environment for future generations. We aim to create more critical thinkers as well as more eco-responsible citizens. We will achieve this by having different activities and different stations within a classroom at the aquarium, then touring the aquarium to make connections based on what they learned in the classroom. We will also be mindful of the hospitality aspect by being friendly, and helpful, and will be providing dinner, as our activities will happen at their usual dinnertime. All of this will be possible through our resources and inputs.

You will find through out each section of this paper more details pertaining to each area of the logic model.



Program Description

On December 5, 2014, our SEPPP group will take twenty-seven participants from the Boys and Girls Club of Murray to the Loveland Living Planet Aquarium. Our goal will be to educate them on the importance of environmental sustainability and adopting eco-friendly practices. Once at the aquarium, we will engage the participants in 4 activities that pertain to the different sections of the venue. These areas are: Ocean Explorer, Journey to South America, Discover Utah, and Antarctic Adventure*.

At the conclusion of all the planned activities, participants will have the opportunity to explore the aquarium. Children will be divided into groups and paired with a SEPPP student and a leader from the Boys and Girl's Club. Next, participants will go to the cafeteria area to eat dinner that will be catered by the aquarium. During this time, select participants will be interviewed and gift bags will be offered to everyone.

**Instead of making a direct connection to the Antarctic exhibit, we ultimately decided there was a need for an activity related directly to recycling.*



Ocean Explorer

Water Pollution: Garbage Patch Timeline

Activity/Information

- What is it: The Great Pacific Garbage Patch is a collection of marine debris in the North Pacific Ocean. Marine debris is litter that ends up in oceans, seas, and other large bodies of water.
- What is it made of: About 80% of the debris in the Great Pacific Garbage Patch comes from land-based activities in North America and Asia. The remaining 20% of debris in the Great Pacific Garbage Patch comes from boaters, offshore oilrigs, and large cargo ships that dump or lose debris directly into the water. While many different types of trash enter the ocean, plastics make up the majority of marine debris for two reasons. First, plastic's durability, low cost, and malleability mean that it's being used in more and more consumer and industrial products. Second, plastic goods are not biodegradable, and instead break down into smaller pieces.
- What is it harmful to: Marine debris can be very harmful to marine life. For example, loggerhead sea turtles often mistake plastic bags for jellies, their favorite food. Seals and other marine mammals are especially at risk, as they live in the water as well as visit the shore. They can get entangled in abandoned plastic fishing nets, which are often discarded because of its low cost. Seals and other mammals have drowned in these nets.
- What we can do: Scientists and explorers agree that limiting or eliminating our use of disposable plastics and increasing our use of biodegradable resources will be the best way to clean up the Great Pacific Garbage Patch.
- Activity: The children will be split into two groups. They will each have bin filled with water. In each bin, there will be materials such as oil, plastic zip ties, and paper. All of these materials used in the activity will be store bought for cleanliness. Each member in the teams will be given a spoon. The children will be timed for how long it takes to get the "trash" out of the water. This will show the children how difficult it is to remove these substances from our oceans.
- Supplies needed
 - 2 plastic buckets
 - Vegetable oil
 - Plastic spoons
 - Paper
 - Styrofoam cups
 - Plastic Zip ties
 - Cotton balls
 - Reusable towels for cleanup



Journey to South America

Deforestation: Speak For the Trees

Activity/Information

- Each child sign a contract by signing their name on a sticker that we will place on a paper decorated with trees.
- The Causes of deforestation:
 - Need to increase land for settlements and urbanization
 - Timber, for industrial use and as fuel
 - Cattle ranching
- Effects of Deforestation:
 - Emission of greenhouse gases
 - Global climate change
 - Carbon stores in soil
 - Reduced net oxygen levels
 - Biosphere instability
- Statistics:
 - In Nigeria 81% of its original forest cover is now permanently lost.
 - The tropical rainforests of Brazil have been reduced by 90-95%.
 - The forests of Central America are down by two-thirds lowlands, since 1950.
- Other Facts:
 - Deforestation affects the water cycle. Trees absorb groundwater and release water vapor into the atmosphere during transpiration. With the loss of the trees to release the water vapor, the climate becomes drier and there is a reduction in atmospheric moisture and the water table.
 - Deforestation reduces soil quality and results in soil erosion and flooding. The land's capacity to hold ground water shrinks with the depleting forest cover. Deforested areas witness surface runoff and increased sub-surface flow.
 - The absence of trees leads to increase salinity in the soil cover and thus, affects the agricultural activity that is carried on in such regions. Tree roots not only bind fertile soil, but also the underlying bedrock. Deforestation results in increased risks of landslides that not only claims the alluvial soil, but also threaten the lives of people inhabiting the cleared region.
 - Forests support biodiversity and foster conservation of medicinal products like honey, resin, and herbs. Deforestation destroys genetic variations and results in a permanent loss of various rare plant, animal and insect species.
- Solutions
 - Spread Awareness—you are one of the most important tools for saving the forests. You can spread the word and encourage others to prevent



deforestation. Awareness is important, because if no one knows about the problem it cannot be fixed.

- Recycling—recycle the products made from paper, plastic and glass that you use, such as shopping bags, bottles, books, etc. Also, buy products that are recycled. If everybody starts doing this, it will reduce the need for raw materials considerably and thus, fewer trees will be cut. On an individual level, people should completely give up on using products that require trees to be cut. Another thing that people can do is to avoid using firewood and coal in their fireplaces. No doubt, this is an intelligent way to reduce your carbon imprint on this earth and prevent deforestation. 1000kg of recycled paper saves 17 trees. Recycling 13,600 tons of paper would save 231,200 trees and 95,200,00 million gallons of water.
- Grow Trees—to reverse the damage that has been done due to deforestation, grow more trees. Individuals should start this initiative by growing trees in their own backyards. Also, cutting of trees should be checked. If at all trees need to be cut, it should be old and dead trees that are going to collapse anyway, while the younger ones should be allowed to grow.
- Supplies needed
 - Small starter trees
 - Piece of paper decorated with tree art (stressing the importance of recycling paper, as it is used often in daily life)
 - Stickers with space for a name



Discover Utah

Inversion: Air Quality

Activity/Information

- Ask the students if they have noticed a connection between the quality of the air and the weather. Ask the students if they know what an inversion is. Explain to the students that they will explore how an inversion happens during winter in Utah. The liquids represent the atmosphere at different temperatures.
- Demonstration Demonstrating Inversion:
 - Remove lids from all bottles. Fill two bottles with warm water and put four drops of yellow food coloring in each bottle. Fill remaining two bottles with cold water and put four drops of blue food coloring in each bottle. Explain that the yellow food coloring represents the warm air and the blue food coloring represents the cold air. Also explain that warm air is less dense than cold air.
 - First have a bottle with yellow food coloring on the bottom. Place a card on a bottle with the blue food coloring. Flip the bottle upside down and place it on top of the bottle with yellow food coloring. Remove the card so that the water in each of the two bottles can mix together. The blue and yellow water will mix and make green water. Explain to the children how the water (air) mixes when warm air is on the bottom and cold air is on the top. Next use the other bottle with blue food coloring on the bottom. Place a card on the bottle with yellow food coloring. Flip the bottle upside down and place it on top of the bottle with the blue food coloring. Remove the card so that the water in each of the two bottles can mix. The two bottles will not be able to mix. You should have two layers, blue on the bottom and yellow on the top. Ask the students why this happened. Explain that this is what happens in an inversion where you have cold heavy air under warmer, lighter air.
 - Give examples of how to reduce the amount of pollution during these inversions.
 - Give examples on how to conserve water and electricity.
- Supplies Needed
 - 4 bottles
 - Blue food coloring
 - Yellow food coloring
 - Jug of water
 - Paper business card



Antarctic Adventure

Recycling: Landfill Timeline

Activity/Information

- Before the Lesson: Ask the children to define recycling. Ask them if they recycle and if they do, what they recycle. Ask the children if they know how long things stay in landfills and what the word “landfill” means?
- Next: The games will begin. In front of the kids, there will be 18 previously laminated cards that have been turned over to play a matching game. Each card will have a different item on back with objects that could be found in a landfill. Some will be recyclable and some will not. The children will first need to find a match to continue the game
 - Once they find a match they will need to sort it into different categories; paper, glass, aluminum, or trash depending on the card.
 - While they are sorting their match we will be discussing how long that item would take to decompose in the landfill.
 - Paper bag -- 1 month
 - Wool sock -- 1 year
 - Tin can (soup or vegetable can) -- 80 to 100 years
 - Aluminum can (soda pop can) -- 200 to 500 years
 - Plastic 6-pack rings -- 450 years
 - Plastic jug -- 1 million years
 - Styrofoam cup -- unknown? Forever?
 - Glass bottle -- unknown? Forever?
- Supplies Needed:
 - Laminated pictures of these materials
 - Banana peel
 - Paper bag
 - Paper cup
 - Tin can
 - Aluminum can
 - Plastic
 - 6-pack rings
 - Plastic jug
 - Glass



Diversity Plan

Goal

To ensure that our event includes participants from different ethnic and religious backgrounds and that we observe the different needs of our participants. We also need to include different ages from the Boys and Girls Club, specifically elementary school age children. After meeting with the director of the Murray Boys and Girls Club, he has decided to pick out the children who will be participating in the event. We will then get shirt sizes for the participants. Shirts will make it easier to keep track of children at the aquarium.

Strategy

In order to ensure that our goal for diversity is met, we will take the following measures. First, we will be sure to not schedule our event on a religious holiday of any kind. To promote diversity and obtain maximum participation, we must be mindful of every religion's beliefs and practices. So therefore we have picked the date of December fifth, because there is no holidays or events held on this date. To achieve our goal of religious diversity will be difficult, but our group feels that not scheduling our event on a religious holiday is raising awareness about religious diversity. Second the aquarium does not allow the presentation of any religious ideas; to not teach about different religions is protecting the views that each participant holds close. For example, to say that the polar ice caps are melting as a result of global warming is not allowed at the aquarium, because some people do not believe in global warming. Third, we will not inhibit any child from practicing their religion and will facilitate them if necessary. As an example if a child desires to pray before eating they will be allowed and if any desires to



join them we will embrace that as well. Fourth and finally we will also accommodate any religions dietary needs so we will not serve any beef or pork, avoid dairy products, and offer a vegetarian options.



The Boys and Girls Club attracts children from all different walks of life. There are different socioeconomic backgrounds, religious backgrounds, and cultural backgrounds. Our event will be targeted to elementary school students, specifically ages 7-11 years old. We chose to limit our event to these particular ages because they are old enough to be responsible, yet are still at the age where they find new experiences to be fun and exciting. After contacting the Living Planet Aquarium, we determined our event would be able to follow all ADA regulations to accommodate any participant with a disability or handicap of any kind. The aquarium was built in 2013, so it is current on all the requirements for ADA. The parking lot has numerous parking spots for people with disabilities, as well as an automatic door opener. There are stalls in the bathrooms for people with a disability, as well as an elevator to navigate around the building. Staff is



even available to push wheel-chaired participants around the aquarium. The Boys and Girls club also provides its own accommodations for any children that are disabled or handicap. Including, but not limited to, vans equipped for transporting anyone with disabilities or handicaps. The Boys and Girls club is also aware of any child's dietary restrictions due to religious values.



Promotional Plan

Goal

Our goal is to educate the 7-11 year olds from the Boys and Girls Club of Murray about environmental sustainability through a variety of activities and displays that aid in the understanding of environmental factors and issues pertaining to different ecosystems that are featured within the Living Planet Aquarium, such as in Utah, South America, and within our oceans.

Strategy

We will be working closely with the Financial and Facilitation and Management team to properly allocate our funds to the different marketing sources that we will use. We will meet with the Boys and Girls Club *three times* before the event to help promote, inform, and build interest in the event to gain participants. We will accomplish all this and more by creating chatter and excitement, giving out aquatic-like snacks, and getting important documents out to the parents such as the permission slips and getting back information regarding t-shirt sizes so we can put in a purchase order in a timely manner.

During our first visit, our intention was to put out the invitation and create some excitement! We wanted to educate the kids about the new aquarium and our awesome event. We brought goldfish crackers with our S.E.A. logo on them as a promotional item to hand out along with the permission slips that we would collect on our second visit.

During our second visit we confirmed the number of children coming on the field trip which was 27, lower than an anticipated 40, and gather up their permission slips that included any allergies or medical issues, along with their photo releases. The other



important aspect of this visit was to get the t-shirt sizes so that we could put in our t-shirt purchase order before the event day.

Our final visit is on the day of our event and our purpose is to get there before the bus departs at 3:50PM. Our main purpose on this day is to get t-shirts handed out to the participants for them to put on, as well as nametags that have our logo stamped on it too.

Our main purpose for the t-shirts was to keep our group homogenous and easily locatable, as well as creating an identity for our event and so that the kids can have a cool t-shirt to wear to remember their awesome experience at the Aquarium! University of Utah students will also be wearing red shirts to represent the University as well as being easily identifiable among other adults and leaders.

At the end of our event at the Boys and Girls club we will be at the Aquarium about to load back onto the bus and we will be handing out bags of Swedish fish with the logo, date, and time on it, along with a U of U card and pen, and a Colorado Blue Spruce seedling for them to plant and grow on their own.

The goal is to work with the Boys and Girls Club to promote the event in a way that both parties benefit. We hope that this event will expand opportunities for the Boys and Girls Club and that they will be welcomed back on their own so they can take other kids that weren't able to come along this time. We also hope that the Aquarium will keep providing these opportunities for children, especially if they are well organized and well behaved.

Our logo, S.E.A. or Sustainable Environmental Awareness, works well with our overall theme for the event because it incorporates the importance of environmental



sustainability and a global awareness and appreciation for different ecosystems and diverse animal life.

Promotional Tools

- T-shirts for the children
 - Blue, like the ocean
 - Nametags
- Permission slips for parents
- Planned activities
 - Four activities that promote awareness of different issues such as recycling, deforestation, garbage, and air quality. Some had promotional items and some did not.
 - Recycling activity: children will sign their names on a poster board, pledging to be better recyclers.
 - Deforestation activity: children will be given a Colorado Blue Spruce seedling at the end of the event to help them remember to plant a tree for all those being cut down.
 - Air quality and Garbage activity: give the children some candy.
- Three visits to the Boys and Girls Club to promote event and prepare leaders, participants, and parents.
- Individual gift bags at the end of the activity, ending with a hospitable flair following the meal.
 - Gift bags will include some Swedish fish, U of U card/pen, tree seedling, and the event logo.



Budget

The financial team allocated \$100 for the tree seedlings, however we only needed \$50 for the seedlings. We used the remainder \$50 for the swag bags, posters, and art supplies needed for the activities and presentations.

Items Needed

- S.E.A. T-shirts
- Permission slips for parents
- Red t-shirts or University of Utah shirts for students
- Nametags for Boys and Girls Club members and U of U students
- Tree seedlings
- U of U cards and pens
- Candy
 - Swedish fish gummies
 - Goldfish crackers
 - Candy canes
 - Bite-size chocolates
- Activity needs:
 - Recycling: poster board, paper, lamination (to make the matching cards more durable)
 - Deforestation: poster board, art supplies (pipe cleaners, cotton balls), pictures, tree seedlings (already listed above)
 - Garbage: buckets (to simulate ocean), paper, cotton balls, Styrofoam cups, zip-ties, poster board
 - Air Quality: Gatorade bottles, food coloring, bookmark, poster board, pictures of Salt Lake Valley, warm water, cold water



T-Shirt Prototype:



Final T-Shirt:





Financial Plan

Goal

The financial team is responsible for designing and maintaining a detailed budget for our program. The financial team will be the ones purchasing all the materials that are needed for our program. They are also going to be coordinating with Paul Peterson to determine an appropriate method for utilizing our budget.

- Host our event without exceeding our budget of \$650 that has been allocated to our group
- Ensure that all money is accounted for at all times
- Communicate effectively with all groups
- Maximize the efficiency of the money

Objectives

- Monitor the expenditures of each group, utilizing a shared Google Spreadsheet
- Use a receipt book in case of computer malfunction
- Needs Assessment for money allocation (priorities list)
- Inquire into a reduced fee for Boys and Girls Club
- Decide on disbursement method (cash or invoice)

Strategy

- Create receipts to monitor transactions as backup
- Minimize amount of people handling money by organizing a needed supply list and delegating 1-2 people to get items



- Communicate with groups the amount of money allowed to spend either in person on Fridays, through Canvas announcements, or through email and/or our Facebook page

Sponsors

- Sorenson Grant was funded through our affiliation with the Aquarium; all admittance costs were covered with this grant
 - See application on page 26

Donations

- Supply Link
 - Donated color and black ink so we could reimburse students who printed off all permission slips and nametags
 - See invoice on page 27



Rudimentary Budget

Product	Cost	Company/Person
T-Shirts	\$150.00	Gabby
Snacks/Supplies	\$82.00	Smiths
Admission	\$150.00	Aquarium - Catelyne
Swag Bags	\$35.00	Katie
Trees	\$50.00	Anna
Thank You	\$32.00	Katie
Kids Meals	\$158.00	Aquarium Catering

Total:	\$657.00	Our Total Funds
		\$650.00

Sorenson Grant	-\$150.00	
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Total:	\$507.00	
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12033 S. LONE PEAK PARKWAY DRAPER, UT 84020

PHONE 801.355.FISH (3474) FAX 801.495.4449



INFO@THELIVINGPLANET.COM

THELIVINGPLANET.COM

LOVELAND LIVING PLANET AQUARIUM

Request for Donation

Please email completed form along with 501(c) documentation to: donations@thelivingplanet.com. ****Please note that there are a limited number of charitable gifts available.** While every request will be considered, not all requests can be granted. If this is the case, you will be notified. Please allow at least 3 weeks for processing.

Requesting Organization:

Non Profit Organization (circle one): Yes No

Tax ID Number:

Contact Person:

Mailing Address:

Contact Person Phone Number:

Contact Person E-Mail:

Item(s) Requested:

Date and type of Event:

Attendance Estimate at Event:

Date of Request:

Deadline date for fulfillment:

Other Information:

This section for Living Planet Aquarium usage	
Date approved:	Items donated:
Approximate value of items donated:	Ticket Order #:
Inserted into the database by:	Authorized by:
	Date:

EXPLORE, DISCOVER, LEARN.



Supply Link

Supply Link, LLC.
576 West 800 South
Bountiful, UT 84010

www.supplylinkusa.com
Phone: 801-294-0080
Fax: 801-299-9538

Invoice

Date	Invoice #
12/13/2014	162172

PAID

Bill To Sustainable Environmental Awareness Event Parks, Recreation, & Tourism University of Utah Miri Gubler	Ship To
--	----------------

FOB	P.O. No.	Terms	Rep	Payment
Supply Link				Donation

Description	Qty	Rate	Amount
HEWCB316WN #564 Black Ink Cartridge	1	11.50	11.50T
HEWCD994FN #564 Color Ink Combo-Pack CMY (CB318WN, CB319WN, CB320WN)	1	24.50	24.50T
Invoice Credit - Donated to the charitable event S.E.A. put on by the PRT Department at the University of Utah on December 5, 2014. Contact: Miri Gubler 435.764.3304		-36.00	-36.00T
Subtotal			\$0.00

Received By: Miri Gubler

By signing this invoice I indicate that I have received all the items listed on this invoice unless otherwise noted. I agree that any product purchased from Supply Link remains property of Supply Link until paid in full. Customer agrees to pay reasonable attorney's fees and all other costs of collection after default. Past due balances are subject to 1.5% per month interest. All returned checks are subject to a \$20 processing fee.

Sales Tax	\$0.00
Total	\$0.00
Payments/Credits	\$0.00
Balance Due	\$0.00

Operations Plan

Creating a Facebook group is a good resource to alert group members quickly and effectively of any SEPPP updates or issues. With the majority of the SEPPP group Facebook members, it was easy to make contact and keep one another up-to-date as the event was planned and prepared for.



We also utilized Google Docs to enable everyone access to contribute to this paper, which was initially a great medium to create our first drafts. Ultimately, it was difficult to keep the paper's formatting true, and had to simply email updates between the few group members that continued on the paper's final edition.



Program Policies

This event will follow the rules outlined in the Risk Management section; abiding to all limitations and policies of both the B&G Club and the University of Utah.

Registration

Preparing for this event involved contact with the Aquarium as well as the Boys & Girls Club. Catelyne was our contact for the Aquarium, and Rory was the contact with Boys & Girls Club. We have included in the Risk Management section all the forms that were needed to include the children and our SEPPP group in this event.

Staff Preparation

To prepare for this event, we communicated as a group weekly, in person and online, as well as communicated more frequently within our smaller groups. On the day of the event, those who are not greeting the children at the Boys & Girls Club should be arrive at the Aquarium by 2:30 to set-up activities and assist others with any immediate needs.

Program Pricing

The cost of admittance was entirely covered by the Sorenson Grant, provided by the Aquarium, see form on page 26. The rest of the costs of the Financial Plan are on page 23.

Activities

- **Deforestation: Speak For the Trees**

Rachel & Anna

- **Inversion: Air Quality**

Cam & Daisy

- **Landfill Timeline**

Jack & Patrick

- **Water Pollution: Garbage Patch Timeline**

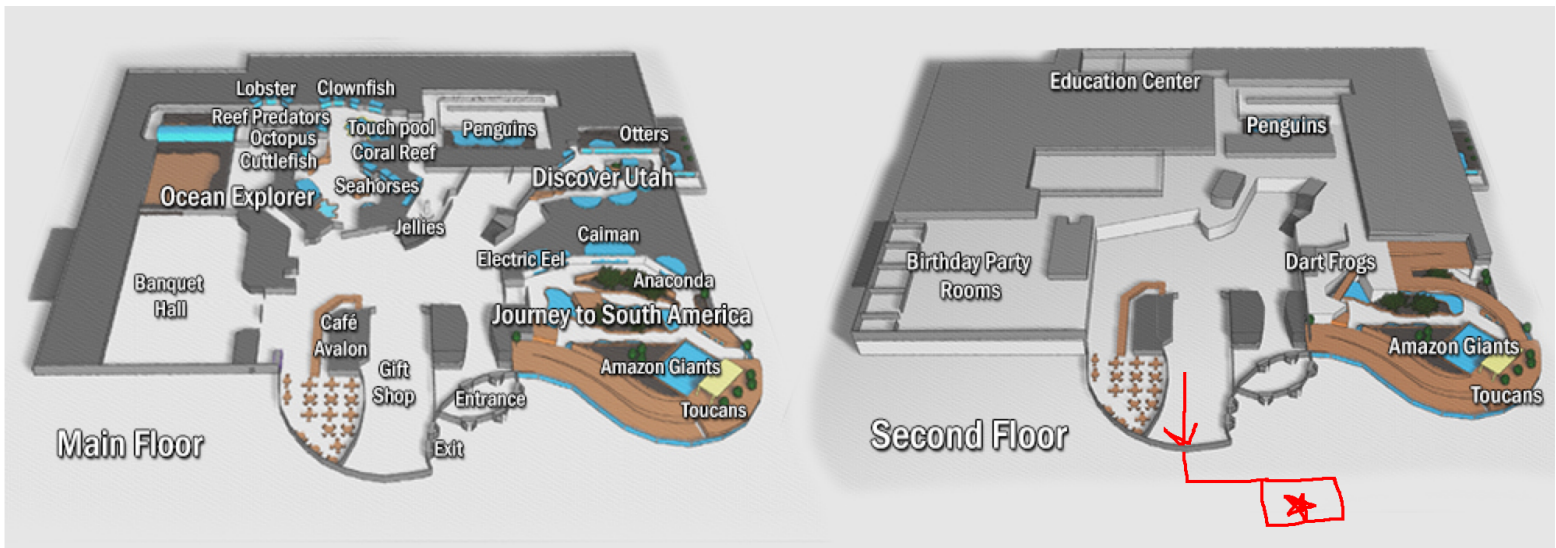
Mitch

Dinner

Dinner will be served at 5:30, the usual time the children get dinner at the B&G Club. It will be catered by Aquarium. In order to take care of any food concerns, it was suggested by the director of B&G Club that only chicken tenders and fries should be offered.

Gift Bags

Individual gift bags will be offered at the end of the event, and will include fish candy, U of U pen, and Colorado blue spruce tree seedling.





Risk Management Plan

Goal

To minimize potential risks for our participants during our Sustainable Environmental Awareness Event (S.E.A.) by identifying, anticipating, and preparing for any foreseeable risks, hazards, or emergency needs throughout the entirety of our Event.

Objectives

- To assess the possible risks involved with the S.E.A. Event
- To follow the risk management and emergency procedures that the Living Planet Aquarium and the Murray Boys and Girls Club have outlined

Origination Point of Participants

The Murray Boys and Girls Club, 244 E Myrtle Avenue, Murray, UT 84157

Phone: (801) 284-4254

The Event Venue

Loveland Living Planet Aquarium, 12033 S Lone Peak Pkwy, Draper, UT 84020

Phone:(801) 355-3474

Transportation and Parental Consent

Transportation for the children of the Boys and Girls Club will be provided by the Boys and Girls Club. Please refer to:

Form 1-BGC Consent for Transportation and Medical Attention (page 42)

Permission Slips

Permission slips detailing the Event date, time frame, and activities were distributed to children to be signed by parents, and returned to the program managers. Please refer to:

Form 2-Permission Slip (page 36)



Emergency Procedures

We will follow the Living Planet Aquarium and Boys & Girls Club's procedures as described in:

Form 1-BGC Consent for Transportation and Medical Attention

- Rory Maxwell is CPR & First Aid certified and will be present at the event. The nearest hospital to the Aquarium is Lone Peak Hospital, 11925 South State Street, Draper, UT 84020.

Rules and Regulations of the Boys and Girls Club

- We will not take pictures of the children from the Boys & Girls Club without prior written consent
- We will not release names of the individuals from the Boys & Girls Club
- We will not charge an entrance fee
- Every University of Utah student will receive a background check and orientation prior to working with the children from the Boys & Girls Club
- If any injury happens, we will report to the Boys & Girls club, so an incident report can be filed.
- Every student and volunteer will be informed of emergency procedures prior to events.
- No University student will be alone with any B&G Club participant at any time.

Occupancy

The Living Planet Aquarium has assured us that we will not exceed their occupancy limit of 2,358 occupants. Upon arrival they will have all the children gather in the lobby so they can check everyone in.



Weather

Light Precipitation or Snow

- In the event of a light snowstorm and safe driving conditions, the Boys and Girls Club will transport the children as planned, in transportation provided by the BGCA.
- The Living Planet Aquarium has snow removal procedures, and will place ice melt along the appropriate walkways from the parking lot to the Aquarium entrance to ensure our participants do not slip on the ice.

Severe Weather

- In the event of a severe snowstorm we will not travel to the Aquarium. All contingency plans will be held in spaces provided by the BGCA.

ADA Standards

The Living Planet Aquarium is a state of the art facility that meets all of the past and present ADA regulations.

Food Handling

Anyone who administers or works with the food or drinks must have an up to date food handler's certification.

Photos

No photos will be taken or released of the children participating in our program unless we have approval from the child's parent and the Boys and Girls Club. Waivers must be submitted from both the Boys and Girls Club and our program.

Supervision

Provided by qualified Boys and Girls Club staff, as required by the Aquarium. Three staff members and the bus driver will supervise children during the visit.

Back-up Plan

In the case that weather or other conditions warrant the use of a contingency plan the Boys and Girls Club will provide space for the planned activities, as well as equipment need to present movies and other activities fit for the occasion. The back-up plan of staying at the Club has been approved, and they will provide any food as well as projector/movie screen and the rooms to present movies and our activities.

Parking

Buses are able to pull up to the sidewalk to allow safe unloading/loading of children right by the entrance. Afterwards, the bus will be able to park in the back of the parking lot until the end of the event where the bus can pull back up to the same spot to pick up the children. This way ensures that all participants have a safe, identifiable path to and from the Aquarium to the bus. Parking at the Living Planet Aquarium is free.

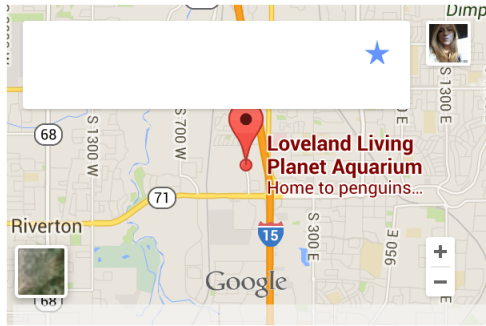


Directions to the Aquarium from the North

Take I-15 southbound to the 11400 South exit. Travel west to Lone Peak Parkway, turn left at the light. Aquarium is located on the left side of the street.

Getting Here

12033 South Lone Peak Parkway Draper, UT 84020



Phone: 801-355-FISH (3474)
info@thelivingplanet.com

Driving Directions

What are the directions to the aquarium coming from the North?

Take I-15 southbound to the 11400 South exit. Travel west to Lone Peak Parkway, turn left at the light. We are located on the left side of the street.

What are the directions to the aquarium coming from the South?

Take I-15 northbound to the 12300 South exit. Travel west to Lone Peak Parkway, turn right at the light. We are located on the right side of the street.

Parking

Free parking is available onsite.



Field Trip Permission Form

Dear Parent or Guardian,

Your child is going on a field trip! Please read the information on this form, then sign and return the permission slip to the Boys and Girls Club of Murray on **November 17, 2014**

Field Trip Information

Date: December 5, 2014

Transportation: Boys and Girls Club of
Murray Bus

Location: Living Planet Aquarium

Leave BGC: 3:50PM

Purpose: For Fun and Eco-Adventure

Arrive back at BGC: 6:30 PM

Your child will be going with a group of other club members to the Living Planet Aquarium, 12033, Lone Peak Parkway, Draper 84020
This field trip is being provided and presented by Sustainable Environmental Awareness, a Special Event Project
While your child is at this adventure, he or she will tour the aquarium, participate in fun activities, enjoy a snack, and receive an attractive T-shirt, all provided by the S.E.A. Project

In order for us to provide the T-shirt we will need to know your child's size. Please mark the appropriate size: Large _____ Medium _____ Small _____

(Participant's name) _____
has permission to attend a field trip to The Loveland Living Planet Aquarium on the afternoon of the 5th of December from 3:50PM to 6:30PM.

I give my permission for _____ to receive emergency medical treatment. In an emergency, please contact:

Name: _____

Phone: _____



Medical Conditions/Allergies:

Parent/Guardian Signature: _____

Date: _____



EcoVenture Class Confirmation



Teacher Name:
Email:

VISIT DETAILS:

Reservation Number:
Date:
Arrival Time:
School Name:
District:
Grade/s:
Teachers:
Students:
EcoVenture Class Topic:

SCHEDULE:

Please divide students into 4 groups for the EcoVenture Classes (A, B, C and D). While students are not in their assigned EcoVenture Class, they are welcome to explore the aquarium.

Time	Activity	Location
	Check-in	Ticketing Desk (Teacher Only)
	Orientation with Education Presenter	Lobby
	EVC Group A	Classroom
	EVC Group B	Classroom
	EVC Group C	Classroom
	EVC Group D	Classroom
	Finish Exploration of Aquarium	

All groups will be finished with the EcoVenture Classes by 10:45 am. You are welcome to stay as long as you'd like!

PRICING INFORMATION:

Students	Teachers	Adult Chaperones Beyond Free	Siblings	Bus Drivers
-----------------	-----------------	-------------------------------------	-----------------	--------------------



		Ratio		
\$4.95	FREE	\$6.95	\$6.95	FREE

Free Adult Chaperone Ratio:

PreK-K	1:5
1st-12th	1:10
Special Needs	1:1

*Teachers are always free and do not count toward the free adult chaperone ratio.

POLICIES AND PROCEDURES:

Check -in: When you arrive, please keep all students on the bus and send in one teacher to pay. Please have a head count of all students, teachers, and chaperones BEFORE entering the building. Payment must be made in one lump sum with one of the following payment options: school/district/business check, cash or credit card. We do not accept personal checks.

Buses: Bus drivers are admitted into the aquarium free of charge after parking the bus properly in the eBay lot. Please see the LLPA Bus Parking Guide for further instructions.

Tardiness: Please call us at (801) 355-3474 if your group is running late. We understand that a variety of circumstances may delay you. However, your group is one of many scheduled each day and we may not be able to accommodate late arrivals.

Café and Gift Shop: It is at the teacher’s discretion to allow students to spend their money at the aquarium. Please arrange a specific time with your chaperones for students with money to be escorted into the Gift Shop or Café in groups of 6 or smaller. *Please inform the scheduler ahead of time if a large portion of your group plans to purchase lunch in the café so our staff can be appropriately prepared.*

Lunch: At this time, the aquarium does not have lunch space available for field trip groups. We realize weather may present a challenge and apologize for any inconvenience. There are two nearby parks suitable for eating sack lunches:

- 1) Galena Hills Park (not within walking distance) – 12500 South Galena Park Blvd (550 west) Draper, UT 84020
 - Covered picnic tables, restrooms and a playground
- 2) Inauguration Park (10 minute walk) – 326 W Inauguration Road Draper, UT 84020
 - Basic park with a few picnic tables and a large grassy area to sit on
 - Walking directions: Cross at the crosswalk outside LLPA and go west – then walk north on Lone Peak Pkwy for 0.5 miles – take a left on Inauguration Rd and walk for 0.1 miles.

RULES WHILE IN LOVELAND LIVING PLANET AQUARIUM:

The Loveland Living Planet Aquarium reserves the right to dismiss a participant/group from continuing their visit if proper behavior and respect for animals and guests are not



being followed. Please review the following rules with your students and chaperones prior to your visit.

- **Students must stay with their assigned teacher/chaperone at all times.**
- **Respect the experience of other guests at the aquarium who are not a part of your group.**
- **Your group should not block pathways, hallways, or entrance/exit areas of the aquarium.**
- **No running, jumping or climbing is allowed in gallery walkways or exhibit areas.**
- **Use language and volume levels appropriate for an indoor setting.**
- **Tapping or pounding on any of the exhibits' glass is not allowed.**
- **Do not use the glass of any exhibit as a writing surface.**
- **Flash photography is prohibited near the octopus tank.** You are welcome to use flash photography anywhere else in the aquarium.
- **Animal Touching Expectations:**
 - Follow all directions of aquarium staff regarding the touching of animals.
 - Use only two gentle fingers to touch the animals in open tanks.
 - Do not pick up, move, or poke the animals.
 - Please do not push, splash, or play in the water.

IMPORTANT: It is the teacher's responsibility to review the behavior expectations with students and chaperones prior to your visit. Thank you for your support!



Participants' T-Shirt Sizes

<u>Name</u>	<u>Size</u>	
1. Aubrey Henderson	Small	
2. Kylie Butterfield	Small	
3. Megan Benveautto	Small	
4. Alexis Mowere	Small	
5. Khalin Pena	Small	
6. Allie Kieffer	Small	6 Total Small
7. Alex Curley	Med	
8. Jourry Williams	Med	
9. Ashlyn Kiter	Med	
10. Auriyah Evans	Med	
11. Aljerino Raminez Jr.	Med	
12. Jordan Lake	Med	
13. Ashley Lake	Med	
14. Van Neiswenden	Med	
15. Jordyn Williams	Med	
16. Lauren Bernstein	Med	
17. Kyrra Beard	Med	
18. Surry Corlos	Med	
19. Bethany Pena	Med	
20. Emma Booth	Med	
21. Aiyanna Torres	Med	15 Total Med
22. Mackenzy Bernal	Large	
23. Aubrianna Bernal	Large	
24. Maliya Johnson	Large	
25. Reagan Winn	Large	
26. Zeyvian Rowland	Large	
27. Damian Curley	Large	6 Total Large

All sizes are children's sizes



Parent or Guardian Consent

As a parent or legal guardian of _____, I hereby give my consent for him/her to participate in any and all Boys & Girls Clubs of South Valley activities.

I recognize that there is an element of risk in any out-of-house settings including the Boys & Girls Clubs of South Valley. My child may be exposed to physical hazards, emotional demands, communicable diseases, weather conditions or other unanticipated events.

I authorize my child to participate in the programs at the Boys & Girls Clubs of South Valley and in any and all field trips away from the Club. I assume all risks of my child's participation in Club activities. I hereby release and agree to hold harmless the Boys & Girls Clubs of South Valley, its employees, agents, officers, directors, and volunteers from any and all liability, loss or damage, actions, claims and demands which I now have or which may hereafter arise from my child's participation in the Boys & Girls Clubs of South Valley activities. This release is intended to be binding upon my heirs, executors or personal representative.

I hereby certify that my child is in normal health and to my knowledge is capable of participating safely in the programs of the Boys & Girls Clubs of South Valley.

Should any injury occur to my child during participation in Club programs, I authorize the Boys & Girls Clubs of South Valley to arrange for or provide emergency medical treatment and to arrange for or provide transportation to the nearest qualified medical facility. I also understand that the Boys & Girls Clubs of South Valley does not carry medical insurance for its Club members.

I give consent for my child to be transported to and from school and/or Club activities in a Club vehicle and will not hold the Club responsible for any injuries sustained during transportation.

I give permission for the above mentioned child to participate in Club surveys and evaluations that may ask questions concerning peer relations, substance abuse, social interactions, family dynamics and Club program satisfaction and participation. I understand that all Club evaluations will be conducted in a professional manner with strict guidelines protecting anonymity of my child and that at any time my child may choose to end participation in studies conducted by the Club without any negative repercussions. I also understand that these studies will be used to help improve Club programming and enhance the Club atmosphere.

I understand that while attending the Club, information will be gathered via internet, telephone or in writing concerning my child's grades, test scores, attendance, behavior and other school information for the purpose of studying the program's effectiveness and/or to identify areas in which the Club may be able to help my child and give my permission for the Club to do so with the understanding that it will be done in a professional manner and maintaining the anonymity of my child.

I acknowledge and agree that the Boys & Girls Clubs of South Valley is not a day care facility and that my child will be free and encouraged to leave the facility when Club activities are over. The Club assumes no responsibility or liability for damage or harm that may be caused to my child after the child has left the facility. I agree to inform the Club of any custody, guardianship or other issues or persons to whom my child should not be released. The Club will make a good faith effort to comply with my request. However, I hereby release and hold the Club harmless for any claims, demands, actions, causes of action, damages, costs, expenses and other rights of any nature whatsoever, arising out of or related to harm or damages caused to my child after my child has left the facility or arising as a result of my child leaving the facility with a person not authorized by me.

I have received a copy of the Parent Handbook.

(Parent or Guardian Signature)

(Date)

Club Member Consent

I will follow ALL Boys & Girls Clubs of South Valley rules. I understand that attending Club is a privilege and if abused may be taken away.

(Member Signature)

(Date)



**BOYS & GIRLS CLUBS
OF SOUTH VALLEY**

VOLUNTEER APPLICATION FOR ONE-TIME VOLUNTEERS

Legal Name of Representative: _____

Company/Organization: _____

Event Volunteering For: _____

Date Volunteering: _____

Has your company/Organization volunteered with BGCSV before? If so, when?: _____

Names of Volunteers with your Company/Organization:

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |
| 15. _____ | 16. _____ |
| 17. _____ | 18. _____ |
| 19. _____ | 20. _____ |

Boys & Girls Clubs of South Valley screens prospective volunteers to evaluate whether an applicant poses a risk of harm to the children and youth we serve. Information obtained is not an automatic bar to volunteer work, but is considered in view of all relevant circumstances. This disclosure is required for completion by applicants for positions in order to be considered. Any falsification, misrepresentation or incompleteness in this disclosure is grounds for disqualification.



Please circle the applicable response:

1. Do you have any reason to believe anyone in your group is unfit to work with children due to their background? Yes No
2. Will your company/organization take responsibility for your volunteers' behavior while volunteering with Boys & Girls Clubs of South Valley? Yes No

If my company/organization volunteers for Boys & Girls Clubs of South Valley I understand that our volunteer assignment is a serious commitment. We are not paid for our services, although our assignment is as highly valued as any paid position. We also understand all information available to us through our volunteer position is confidential and should not leave the agency. We may be dismissed at any time for non-compliance with the above.

(x)Signature of Representative

Date

PREFERENCES IN VOLUNTEERING

Which Club location are you interested in volunteering at (circle one):

- Murray Club Midvale Club Midvale Elem. East Midvale Elem.**
Edgemont Elem. Oquirrh Hills Elem. Copperview Elem. Sandy Elem.

Which age groups would you most enjoy working with?

- 3 to 6 year olds 7 to 10 year olds 11 to 13 year olds
 13 to 15 year olds 16 to 18 year olds Does not matter

VOLUNTEER CONFIDENTIALITY STATEMENT

The youth participating in Boys & Girls Clubs of South Valley’s programs attend the Club because of their knowledge that it is a safe place for them. All information given by the youth is confidential (unless it is information regarding their safety or abuse situations that needs to be reported to the on-site program director). This information includes identifying whether a youth is attending the Club. No volunteer may discuss any youth outside of Club property.

I have read the above statement and agree to abide by all the provisions therein. I understand that failure to do so is grounds for immediate dismissal. I have also read the Code of Conduct provided to me in this packet.

(x)Volunteer Signature

Date

Volunteer Coordinator

Date

****THIS AND THE PREVIOUS PAGES ARE TO BE TURNED IN TO THE VOLUNTEER COORDINATOR’S OFFICE. THE REST OF THIS PACKET IS YOURS TO KEEP****



DO NOT TURN IN THIS PAGE FORWARD (THIS IS YOUR CODE OF CONDUCT TO KEEP FOR YOUR COMPANY/ORGANIZATION)

YOUR RELATIONSHIP WITH MEMBERS

Guidelines to follow:

- ◆ Introduce yourself to the members.
- ◆ Treat members with respect and dignity.
- ◆ Be dependable. Keep your promise.
- ◆ Have a positive attitude.
- ◆ Members cannot be left alone with volunteers.
- ◆ Pass along any member concerns that you feel needs further attention to your immediate supervisor. Balance this with confidentiality. Do not repeat what they have told you in confidence.
- ◆ Do not accept money, goods or gifts from members (except items such as handmade crafts, notes and etc.)

The safety and security of Club members is of utmost concern. Inappropriate touching or contact with youth by volunteers is prohibited. Volunteers may not hold a child on his/her lap. Volunteers may not pick up children or youth and give only side hugs. If a volunteer has any knowledge of or becomes aware of any circumstances which may endanger the health, safety or well-being of Club members, the matter must be brought to the attention of their supervisor immediately and/or take appropriate action.

Volunteers should not have contact with Club members outside regular Club activities. If there is evidence of inappropriate, non-Club interaction between a volunteer and a Club member(s), the following steps may be taken:

- ◆ The volunteer will be suspended.
- ◆ Meetings will be held with the volunteer and Club member to gather facts. Staff or other members will be consulted as needed.
- ◆ The Executive Director will review the facts to determine if a policy violation has occurred.
- ◆ If a violation is established, the volunteer will be dismissed.



CODE OF CONDUCT

STANDARDS OF EMPLOYEE CONDUCT

Boys & Girls Clubs of South Valley has established policies and procedures for the convenience and protection of all its employees. Violations of policies and procedures are considered misconduct and appropriate disciplinary procedures may be initiated. Disciplinary action may include, but is not limited to, the following: verbal warnings, written warnings, suspension with or without pay, and termination. Disciplinary actions are noted in the personnel file. Serious misconduct may result in immediate suspension and/or immediate discharge, without notice. The Club expects all of its employees to conduct themselves in a manner in the best interests of the organization and its employees.

Club management determines appropriate disciplinary action. There is no guarantee that one form of disciplinary action will necessarily precede another. Written warning will include reasons for the Supervisor's dissatisfaction and any supporting evidence. The employee will have an opportunity to defend his/her actions and rebut the opinion of the Supervisor at the time the warning is issued. Disciplinary actions may also include fines, suspensions or other measures deemed appropriate to the circumstances.

All pertinent facts will be carefully reviewed, and the employee will be given a full opportunity to explain his/her conduct before any decision is reached. The Executive Director, Director of Operations, or Area Director will give a second opinion concerning the unacceptable behavior before dismissal occurs.

All Club employees must also adhere to the Code of Conduct as described in this manual and must have a signed sheet on file with Human Resources.

Examples of Misconduct

The following is a partial list of examples of misconduct, which may be cause for disciplinary action, up to, and including termination:

- 1) Violation of the Club's equal opportunity or harassment policy
- 2) Disclosure of confidential company or employee information to unauthorized parties
- 3) Behavior resulting in Club member, vendor or employee complaints
- 4) Supplying false or misleading information or falsifying any Club record
- 5) Possession of weapons on or off premises or while performing duties for the Club
- 6) Immoral or indecent conduct; soliciting persons for immoral purposes
- 7) Insubordination, including but not limited to, refusing to obey an order or directive from a supervisor or Club official
- 8) Disruptive conduct, including: gambling; fighting; horseplay; coercion; intimidation or threats against Club employees; vulgarity; abusive treatment to the public or fellow employees
- 9) Theft or unauthorized possession or removal of property or money belonging to the company, employees, or a third party



- 10) Making or publishing false, vicious or malicious statements concerning an employee supervisor, company official, or its products and services
- 11) Destruction or misuse of property
- 12) Fraternalization with youth
- 13) Failure to secure the building or its property (including money)
- 14) Failure to follow traffic rules that have been established to safely transport youth to and from school or Club activities
- 15) Any other conduct that violates any Club policy or procedure or which is not in the best interests of the organization.

Each situation involving matters of misconduct will be evaluated on an individual basis.

Harassment

It is the policy of Boys & Girls Clubs of South Valley to provide a work environment free of harassment. The Club will not tolerate any form of harassment including an individual's race, color, religion, sex, age, national origin, disability, marital status, veteran's status, sexual orientation or other protected status. For these purposes the term "harassment" includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, sex, age, national origin, sexual orientation, disability, veteran status or marital status. The term harassment also includes sexual advances, requests for sexual favors and other conduct of a sexual nature. Any employee violating this policy will be subject to corrective action, up to and including discharge.

Drug & Alcohol Free Workplace

It is the objective of Boys & Girls Clubs of South Valley to help provide a safe and drug-free work environment for our Club members, visitors, and our employees. The Club prohibits the use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication on Club premises or while performing and Club assignment.

Boys & Girls Clubs of South Valley will conduct drug testing under one or another of the following circumstances:

- **FOR CAUSE TESTING:** Boys & Girls Clubs of South Valley may ask an employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **POST-INCIDENT TESTING:** Any employee involved in an on-the-job incident under circumstances that suggest possible use or influence of drugs or alcohol in the incident may result in the employees being asked to submit to a drug and/or alcohol test. "Involved in an on-the-job incident" means any employee who potentially contributed to the event in any way.



- **RANDOM DRUG TESTING:** At any time, BGCSV may ask a few or all employees to submit to a random drug screening. This selection in no way is an accusation of guilt or even suspicion of guilt. It is simply following the objectives outlined by this policy.

If an employee is tested and the results indicate a violation of this policy, the employee must be immediately referred to a drug and/or alcohol program and will be subject to appropriate disciplinary action, up to and including termination of employment.

Tobacco-Free Workplace

According to the Adolescent Tobacco Prevention Act of 1989, Section 76-10-106(3) a person may not smoke or use tobacco in any area of the following facilities or locations whether or not they are also public places:

Child Care facilities licensed by the Division of Family Services within the Department of Social Services, during the period of time when the children cared for under that license are present.

Due to the Adolescent Tobacco Prevention Act smoking is permitted **500 feet** away from the doorway of Boys & Girls Clubs of South Valley. Smoking **is not** permitted on Boys & Girls Clubs of South Valley property if it is in view of youth in attendance at said Club.

Also, no smoking or use of tobacco products may be used during Club activities or events taking place off Boys & Girls Clubs of South Valley properties.

The Director of Operations and Area Director will handle violations of this policy. Violations may result in warnings, suspension and/or termination of employment.

Loitering

It is the policy of Boys & Girls Clubs of South Valley that no employee, former employee, volunteer(s), friend(s) of an employee or family member(s) of an employee may loiter in any Club programs or sites for an undue length of time while that employee is working their shift. Such an occurrence is a distraction from our employee's job performance and duties and we ask each employee and volunteer to keep visits brief and professional, but also to inform guests of this Club policy and ask them to respect your work duties and assignments, as well as our Clubs daily routine and function.

Your family members, friends, and other guests may meet with you before/after your assigned work shift or while you are on a break, but must not linger in the Club sites or be a distraction to any other co-worker, volunteer, or Club guest who may be currently working their shift. Also, you as an employee or volunteer may not linger in your program or any other Club site or program before or after your own assigned shift, as you then become a distraction to other co-workers, Club volunteers, and Club members who are busy in programs. If you desire to stay at a Club site, not as part of your normal shift, you must fill out a volunteer application and go through the normal process, screening, and placement as a volunteer.



Any violation of this policy may be cause for disciplinary action from a simple reminder of the policy and request for you to exit the Club programs/site, up to and including termination of employment at Boys & Girls Clubs of South Valley.

Fraternization with Youth

No employee or volunteer is authorized to meet with an individual youth unless it is necessary in the performance of professional duties during program hours or on the Club premises, i.e., counseling, disciplining, instructing or administrative task. Any meeting outside of this scope needs to be approved by the Executive Director or the Director of Operations.

Boys & Girls Club personnel or volunteers are prohibited from inviting youth to his/her home or engaging in any non-program activity of any kind with school-aged persons who attend Boys & Girls Club where the employee or volunteer is employed. Youth from participating schools or Boys & Girls Club programs may not be involved with employees or volunteers in any non-program activity without written permission from the Executive Director or the Director of Operations. Such conduct by full-time, part-time, or volunteers will be treated as a violation of the Club's Code of Conduct.

Youth Activity

Every individual under the age of 19 that enters the Club must join their age appropriate activity. They must also complete a membership form. If they refuse to complete a membership form they must leave the Club. If they refuse to join their age appropriate activity, they must leave the Club.

Every adult that enters the building must check in at the front desk and obtain an identification badge. Any adult who refuses to be identified will be asked to leave the building.

Safety Guidelines for Children's Activities

General:

- Staff must supervise all youth at all times.
- Teach members to respect staff and others.
- Remove youth from volatile situations in a calm manner.
- Never react to violence with violence.
- Correct misbehavior immediately.
- Review boundaries/rules in every new area.
- Make sure cupboards are organized when putting back supplies.
- Clean kitchen area after every use.
- Review guidelines and rules daily before activities begin.
- Equipment and supplies must be used for their intended purpose.
- Never throw anything that was is not made to be thrown.

Outside Play:



- Play in safe areas away from any water.
- Encourage respect of nature.
- Do not pick branches, leaves or flowers.
- Do not allow tree climbing.
- Do not touch animals that may be in their natural habitats.
- Stay together when crossing the parking lot or road.

Gym Play:

- Bleachers and chairs are to be used to sit on.
- Balls can be kicked only during organized games.
- Bats and scooters are to be used for organized games only.
- Jump ropes are to be used only for jumping ropes.
- Staff must accompany youth when getting equipment from the equipment closet.
- All equipment must be used for its intended purpose.

Game Room:

- Table tennis and pool balls are to be used only on game table – no throwing.
- Cues should be used properly.
- Place cues on the table or stand in corner when game is finished.
- No one is allowed under tables.
- Put all equipment away when finished.

Dress Code

- Name tags must be worn at all times. Staff shirts when they are available worn at events. Staff shirts worn outside the club requires that you conduct yourself appropriately, you represent the Club.
- In warmer season shorts may be worn. Gym stretch or athletic shorts are not permitted. Shorts shorter than 2 inches above the knee are not allowed.
- Casual dress shoes may be worn throughout the year.
- No high boots or platform shoes with soles 3” or higher.
- No visible piercing other than the ears. Tattoos must be covered, if possible.
- Gang Attire not permitted.
- Shirts must cover the stomach and back at least 1 inch below the pants.
- Short sleeve shirts must cover the top of the shoulder 1” of men and women. No spaghetti or thin straps.
- Attire must be appropriate for the activity planned.
- Hats can be worn outside. (seasonal)
- Pants must not sag or be more the two inches larger than the waist. Underwear must not show.
- If you are in the Club for any reason you must adhere to the dress code and code of conduct.
- If your cloths are inappropriate for work, you will be asked to cover up or go home and return with appropriate attire.



Facilitation and Management

The goal of our facilitation and management group was to oversee the whole event throughout the planning stages as well on the day of the event. Any issues that arise throughout the planning of the event was their job to remedy. They facilitated an outstanding and successful event by keeping tabs on job assignments, deadlines, and event to-do's.

In order to ensure success, we must effectively communicate with every team.

Communication is essential to make sure that each separate group and team member feels like part of the whole. If people are feeling alienated and out of the loop then they are less likely to participate. If participation is lagging then a section of the project will fall through. It is important that management is consistently offering their assistance (if needed) and checking up on each group's progress to make sure that deadlines are being met.

Event Day Itinerary - December 5, 2014

- | | |
|---------|--|
| 2:30 PM | Majority of SEPPP group meets at Aquarium to begin set-up in activity room. |
| 3:00 PM | Patrick, Anna & Rory meet children and give t-shirts and nametags at the B&G club, video record evaluations |
| 4:00 PM | Children leave B&G Club for Aquarium |
| 4:30 PM | Miri, Catelyne, and Gabby welcome children at the Aquarium. Bring everyone inside, introduce program, break children into 4 groups (8-9 per group), and assign U of U student leaders. All the while Aquarium staff is checking in participants in the lobby area. |
| 4:35 PM | Walk to activity room upstairs (walk through "employee only" area) |



-
- 4:40 PM – 5:00 PM Start activities: Deforestation, Inversion, Landfill Timeline,
Water Pollution: Garbage Patch (strictly 5 minutes each)
- 4:40 PM 1st rotation
- 4:45 PM 2nd rotation
- 4:50 PM 3rd rotation
- 4:55 PM 4th rotation
- 5:00 PM The 4 groups combine into 3 groups with B&G Club supervisors
and SEPPP students to go and explore the Aquarium: Ocean
Explorer, Antarctic Adventure, Journey to South America, and
Discover Utah
Other SEPPP students clean up activity room
- 5:35 PM Dinner & evaluations
- 5:55 PM Group photos, formal thank you to participants and B&G leaders
- 6:00 PM Offer gift bags & send children back on the bus; SEPPP leaves
Aquarium

Group members not welcoming children or taking photos will be in classroom when children arrive.

Rory and Ashley will be with the children during introductions, activities and will follow them throughout the Aquarium to take videos and photos.

Anna, Patrick, and Daisy will remain in the classroom after activities to clean up.

All other group members will be with groups of children as they tour the Aquarium.





Evaluation Plan

Purpose

The purpose of the evaluation is to revisit our main goals and objectives to see if they were all met. Through the evaluation, we will be able to determine if we put on a successful program and what could be improved in the future.

Goals

- To put on a fun, engaging, and educational program for the Boys and Girls Club of Murray.
- To instruct the children on the importance of environmental sustainability.
- To leave a positive impression on the children.
- To conduct the program in a professional manner that is respectful to both the aquarium guests and staff.
- To be invited back to the aquarium and establish a recurring relationship with the Boys and Girls Club.

Strategy

Our evaluation strategy is unique in that we will conduct qualitative interviews of some of the children rather than hand out surveys at the end of the event. We will interview four children: two girls and two boys. They will be interviewed at the Boys and Girls Club before heading to the aquarium, and again after the event. The goal of doing these interviews is to determine if we succeeded in teaching the children about sustainability, and to evaluate the children's overall attitudes before and after the event. The questions



will relate to the presentations we give before touring the aquarium. The questions include:

- What's environmental sustainability?
- What's inversion?
- What's deforestation?
 - How can we prevent it?
- Have you been to the new aquarium before?
- Do you recycle at home?
- What kind of garbage floats?
- Is this going to be a fun adventure today?

The first interviews will be conducted in a relaxed environment at the Boys and Girls Club. The four children will be together at the time of their individual interviews to make sure they feel calm and unafraid of the camera. The post-interviews will be conducted in the lobby of the aquarium.

Another important piece in our evaluation will be our photographer who is taking photographs throughout the event. We will send out forms to all the children before hand to ensure we can take photographs of all the children. Along with the photographer, we have one group member dedicated to filming the event. Although the main purpose of the filming is to make a video of the event, we will also use it to evaluate the participants' enjoyment and our program's overall fluidity and success.



Assessment

The filming and photography were extremely good indicators that our program was a success. We were able to see that the children were having a great time not just exploring the aquarium, but learning about sustainability as well.

When the children arrived we immediately started the presentations. Each presentation lasted only 5-7 minutes because the Boys and Girls Club arrived a little later than expected. The children still grasped the information just the same, a testament to our preparedness. As soon as each presenter had finished, there was an operations leader there to ensure a smooth transition to the next table. The presentations moved along quickly, which helped to keep all the children busy and entertained. It also kept noise levels down in the slightly cramped classroom.

The qualitative interviews started at the Boys and Girls Club in Murray. It's clear that the students were tired from a long day of school. They didn't understand many of the terms we asked them like deforestation, sustainability, or inversion. They did their best and answered anyway, showing that they felt comfortable in the interview setting. It was clear now that we would be able to teach the children something new and interesting.

The interviews conducted at the conclusion of the program were very different than the pre-program interviews. The girls' interview took place in the Ocean Explorer exhibit. The fish swimming by provided a fitting backdrop. The children were excited. They were smiling and speaking quickly. When our interviewer asked them a question like "What kind of garbage floats in the ocean?" they quickly raised their hands and answered the question. With each new question, they became more and more excited to give the answer, jumping up and down to get called on.



The interview with the boys went just as well. The first one was done in the lobby, and the second in the cafeteria during dinner. The location of the interviews was important in keeping the event running smoothly. We decided to do the post-interviews in natural places in the aquarium to ensure the children didn't get separated from their friends.

When the tour of the aquarium was over, the children knew it was time to eat and wrap things up, so we had to be slightly more inconspicuous with the interviews. One of the boys was eating his dinner during the interview, which you would think would affect the results, however, he answered all the questions correctly. The other took place in the lobby before the boy had a chance to eat and he was noticeably antsy, but still knew the answers.

The qualitative interviews acted as surveys and report cards for our event. We were able to determine that the children gained useful knowledge about sustainability through the questions, and realize they had a great time by the expressions on their faces. By bringing them to the aquarium, we were able to take them somewhere they may never have been otherwise, and teach them how to live a sustainable lifestyle.

Issues & Resolutions

- **Photos**

We did not receive consent to take photos of (2) participants. This implied that photographers had be aware and avoid these participants. The resolution was to communicate this to everyone taking photos and filming. We put these participants in one group, and photographers were easily able to avoid that group while taking photos and following groups around the aquarium.

- **Dinner**



We did not provide dinner to the B&G Club leaders, only the children. This was a lack of hospitality that we apologized for. In the future, we are aware we need to consider the leaders in such aspects.

- **Absent Group Member**

Our wonderful group member Kory was involved in a bicycle/ car accident the day of the event and was unable to attend. We were not prepared specifically to lose any one person, but several other group members helped to fill the hole Kory left with assisting Mitch in the Water Pollution activity, and it was a still a great activity and a success. We were prepared with extra hands to help in the activities, if needed.

- **Communication**

We implemented a Facebook group late into this event. Some group members do not have a Facebook account, and this group was not announced formally. Canvas would have been a better medium to use, as all group members had access to it and it also offered collaboration tools like Google Docs and Etherpad.

Also, the event wasn't officially confirmed with the Aquarium until a week prior to the date we scheduled. This was partly due to poor communication with members of our group and the connections we made at the Aquarium

- **Financial Planning**

We did not keep a physical or intangible copy of our financial records (receipts and invoices) after turning them into Paul, and it wasn't until after submitting them that we realized we would need to recount all that information. In the future, we would certainly want to ensure our financial team kept copies of everything.



Budget

Actual Budget		
Product	Cost	Company/Person
T-Shirts	\$162.00	Gabby
Snacks/Supplies	\$82.00	Smiths
Admission	\$95.60	Aquarium - Catelyne
Swag Bags	\$35.00	Katie
Trees	\$50.00	Anna
Thank You	\$32.00	Katie
Kids Meals	\$160.65	Aquarium Catering
Total:	\$617.25	Our Total Funds
		\$650.00
Sorenson Grant	-\$95.60	
Total:	\$521.65	

Conclusion

When finishing the event, we heard from several of the aquarium staff that our Boys and Girls Club group was the best-behaved group they had ever seen at the aquarium. They were impressed by our professionalism, and ability to keep the children entertained and respectful to other guests. They added that we were welcome back whenever we liked. It was a huge compliment for us as a group to hear from professionals at the aquarium that we conducted a successful program. More importantly, however, were the smiles on all the students' faces as they left the aquarium.



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