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H A N D B O O K

for

OREGON SOIL AND WATER CONSERVATION DISTRICT DIRECTORS



Prepared by

OREGON STATE DEPARTMENT OF AGRICULTURE  
SOIL AND WATER CONSERVATION DIVISION

1985



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Handbook for Oregon soil and  
water conservation district

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# HANDBOOK FOR OREGON SOIL AND WATER CONSERVATION DISTRICT DIRECTORS

Prepared by

Oregon State Department of Agriculture  
Soil and Water Conservation Division

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## INTRODUCTION

Welcome! As an Oregon Soil and Water Conservation District Director, you are now an integral part of a nationwide network of very special people who are dedicated to the conservation and wise use of our priceless natural resources. We have prepared this handbook to help you understand the important role you now have, and orient you into the conservation "movement". Inside, you will learn about the powers, duties, and limitations of district directors as prescribed by law -- what you can do; what you must do; and, what you cannot do -- but first we want to introduce you to some background information to give you some perspective and understanding of what a soil and water conservation district is all about, and how it relates to some of the other organizations, agencies and people in your community, in the state, and across the nation.

During the middle and late 1930s, America became very concerned about soil erosion. Through the tragic experiences of the "Dust Bowl", farmers learned that the land was not the limitless cornucopia their forefathers had envisioned. They learned, the hard way, that the farmer could no longer demand a bountiful and perpetual harvest from the land unless he protected it. That meant, among other things, that he first had to find ways to keep his topsoil in place; otherwise it would wash or blow away, leaving him with a poor piece of land that didn't respond to his labors.

In 1935, President Franklin D. Roosevelt addressed the problems of soil erosion in the nation by establishing the Soil Conservation Service in the United States Department of Agriculture. The SCS was charged with developing a program to conserve and develop the nation's soil and water resources. At first it was thought the federal government, through SCS, could handle the whole program, but during the initial two years they learned differently. SCS needed the farmers' help and cooperation to really put together an effective program. So in 1937 Roosevelt asked all state governors to develop legislation to allow the formation of soil conservation districts, and directed SCS to work with the local districts. This began a partnership that exists quite successfully today.

Oregon first passed its soil conservation district legislation in 1939, and organized what was then called the Oregon Soil Conservation Committee. This committee (now called the Soil and Water Conservation Commission) was given the responsibility to provide direction and assistance to the individual districts as they formed, and help coordinate their efforts. The first district formed in Oregon was the South Tillamook Soil Conservation District, organized on February 10, 1940. Since that time many other districts formed and grew, consolidated

with other districts, redefined their boundaries and finally stretched out to cover nearly the entire state. Today, there are 47 districts in Oregon, 27 of which conform to county boundaries. Multnomah, Josephine, Lake and Grant Counties each have two districts; Lane and Douglas Counties have three districts each; and Baker County has four districts. Three districts cross over county lines. The West Multnomah District edges into Columbia County; Linn SWCD crosses the Lane County line; and Keating SWCD in Baker County takes in a small part of Union County. A very small percentage of land in Marion, Linn, Klamath and Lake Counties remains unrepresented by a soil and water conservation district.

As the districts organized and grew across the nation, folks recognized a need to coordinate activities between states and share information with each other. So on July 25, 1946, eighteen farmers and ranchers met at the Morrison Hotel in Chicago and organized the National Association of Soil Conservation District Governing Officials. This organization later became the National Association of Conservation Districts (NACD), and now comprises a membership of over 17,000 individual directors representing nearly 3,000 soil and water conservation districts across the country.

In order to provide a unified voice for conservation on the home scene, the Oregon Association of Soil Conservation Districts was organized on December 29, 1948. In 1970, the Oregon Association's constitution and by-laws were amended to include water control districts, and the name was changed to Oregon Association of Conservation Districts (OACD). Similar state associations now exist in the other 49 states and in Puerto Rico and the Virgin Islands, all tied in together by the National Association of Conservation Districts.

The latest change in Oregon's conservation network came about on July 1, 1981 when the Soil and Water Conservation Commission was merged into the State Department of Agriculture. The Commission itself remains intact as an advisory body to the Department, but the administrative staff no longer comprises a separate state agency. It is now the Soil and Water Conservation Division within the Department of Agriculture.

As we mentioned before, there are 47 districts (commonly referred to as SWCDs) in Oregon, each of which is governed by either a five or seven-member board of directors. Whether your district has five or seven members is chiefly a matter of individual district preference, and the number can be changed if you write us a letter about it and go through a few other minor hassles. Anyway, each director is a bona fide elected official overseeing the activities of a legal subdivision of the state of Oregon.

As a district director, you have certain powers, duties and limitations as set forth by state law (ORS 568.210-801). A copy of this law should be in your district office, and we urge you to become familiar with it. If you have not seen a copy, contact us and we'll see that you get one. We've excerpted and rewritten some of what we feel to be the more important sections of the law and included them in this handbook. We hope this will make them more readable, but for any specific questions, you should consult the actual wording in the state law, and give us a call if you need help in any area.

As a district director, you have the opportunity to help develop a sound, aggressive, fruitful conservation program within your district. This program should not only address current resource problems and solutions, but should also anticipate future needs, identify potential problems associated with meeting those needs, and chart a locally directed course to bring about the desired results. A good balance of short and long range goals, followed through and met, can be of unlimited benefit to mankind and help assure that our resources will continue to meet the demands placed on them in the future.

With all things considered, perhaps one of the most important and significant accomplishments you can make as a director is to actually get conservation on the ground -- construction or implementation of a project that conserves, protects or makes better use of the district's natural resources. This can be a very rewarding experience, but not always one that's easily achieved. It takes work and determination to succeed, and it commonly involves some close work and coordination between the district board and other governmental agencies in the district who share an interest in natural resource use and conservation. If you have a project in mind, but aren't sure how to go about starting it, just let us know and we'll be glad to help out.

While money may be tight right now, there are some programs available to help finance projects your district is interested in. The Agricultural Stabilization and Conservation Service administers various cost-share programs to help implement conservation plans; the Soil Conservation Service has several project funding programs; we administer a small grant program for SWCDs through the Department of Agriculture; federal grants are sometimes available; the Oregon Association of Conservation Districts is currently investigating some other potential sources of funding; and SWCDs are now authorized to seek local voter approval of an ad valorem tax to finance activities.

To give you some ideas on what you can do in your own district, we encourage you to read our recent publication, "A Special Report to the State Board of Agriculture". This booklet has been sent to each district and passed out to directors at area meetings. Each of Oregon's 47 SWCDs are highlighted with their accomplishments and project activities for 1981-82, which will give you a good handle on what other districts around the state are doing, and maybe provide some ideas on how you can improve your own district's conservation program. It will also furnish you with some more information on who we are at the Soil and Water Conservation Division, and what some of our activities and responsibilities are.

The Soil and Water Conservation Commission is an advisory body consisting of seven district directors appointed by the Director of the Department of Agriculture. Members serve four-year, staggered terms and are limited to two consecutive terms. Advisory members to the Commission include representatives of Oregon State University's Extension Service and Agricultural Experiment Station, the SCS State Conservationist, and the State Director of the Agricultural Stabilization and Conservation Service, along with the Regional Representative of the National Association of Conservation Districts and the President of the Oregon Association of Conservation Districts. The Chairman of the Commission, by statute, becomes a member of the State Board of Agriculture. The commission's primary function is to coordinate the programs of the Division, SCS, ASCS, OSU, OACD and NACD with those of the districts, and advise the Department of Agriculture on policy and administration of the state conservation program.

Your district, as well as the rest of Oregon's SWCDs and 37 water control districts together form the Oregon Association of Conservation Districts. This is a voluntary, nonprofit organization with approximately 575 individual members. It was formed to provide a unified voice for conservation on the state and national levels. OACD members work closely with the Soil and Water Conservation Commission, advising them on policy and natural resource concerns. OACD also provides a forum for discussion of common problems, including erosion and sediment control, water quality, forestry and conservation education. Members work to inform state legislators and members of Congress on these natural resource concerns.

By virtue of your election to an SWCD Board, you are automatically a voting member of OACD -- provided, of course, that your district has paid its annual dues. As a voting OACD member, you have the opportunity to help set state and national policy, which can ultimately influence state and federal funding programs and other legislation dealing with soil and water conservation interests.

The OACD Board of Directors is made up of a president, vice-president, secretary, treasurer, and the chairman from each of OACD's eight areas. In addition, an executive vice-president position was recently installed to act as legislative liaison and administrative assistant to the Board of Directors.

President and vice-president are elected by the Board of Directors each odd numbered year at the annual convention, which is held in November at various locations around the state. The secretary and treasurer are nominated by the President and elected by the Board. The executive vice-president is actually a paid employe of the Board.

OACD's eight areas, mentioned above, are outlined on the map on page 9. Each OACD area has a chairman, vice-chairman, and legislative chairman who are selected by the directors of each of the districts within the area. Areas vary in size from four to eight districts. Area elections are held every two years, staggered on an odd/even basis depending on the area's designated number.

Besides the Board of Directors and the area groups, there are, presently, eleven committee chairmen appointed by the President. These committees include District Operations, Education and Publicity, Finance, Forestry, Legislation, Land Resources, Research, Resource Conservation and Development, Water Resources, Pasture and Range, and Resolutions. So whatever your particular interest is, there is probably a committee you can become involved in to help promote that interest.

OACD is true grassroots government in action. It is the vehicle through which you can make your interests and concerns known, and, better yet, get something done about them. We strongly urge you to get involved, and be sure to attend the annual convention. That's where your vote counts the most and, be assured, your participation is needed.

The National Association of Conservation Districts (NACD) has a structure similar to OACD's in that the country is divided into seven regions, with three elected members from each region comprising the 21-member Board of Directors. The Board acts as the administrative body of NACD, carrying out policies set by a national NACD Council. The Council consists of representatives from each of the 50 states, Puerto Rico and the Virgin Islands.

District directors automatically become members of NACD as long as the district has paid its annual dues. The annual convention is held at various locations around the country and, again, you are urged to get involved. Resolutions passed at the annual convention influence national trends and policies, and help establish priorities which affect federal legislation and funding programs.

NACD also conducts a strong information and education program and sponsors contests which help involve more people in conservation. Many educational tools are available to your district from NACD, and they offer a wide range of other services to districts. The Pacific Region office is located at 831 Lancaster Drive NE, Salem, Oregon 97303. You may write the office for more information on the services they provide, or stop by anytime you're in Salem. You're always welcome!

Besides the state and national associations, your district is directly connected with the USDA Soil Conservation Service. They're the real work force behind much of the conservation activities in the country. They provide technical assistance to individuals, groups and units of government. Their technical staff of soil and range conservationists, soil scientists, engineers, technicians, agronomists, biologists, foresters and hydrologists are available to every SWCD in the nation, and they are able to help people solve a wide array of soil and water conservation problems.

The SCS is the only federal agency that receives appropriations from Congress earmarked for assistance to soil and water conservation districts. In addition, they have several other program authorities, including: Watershed protection and flood prevention projects, multi-county resource conservation and development projects, technical responsibility for Agricultural Conservation Program cost-share programs, national land inventory and monitoring programs, snow surveys and water supply forecasting in the west, and the national cooperative soil survey. All of this technical expertise is at your disposal to help you and your district develop and carry out a strong and technically sound conservation program.

You must remember, however, that the SCS staff is available to work with not for your district. The SCS personnel are not district employees. Your district needs its own staff, but that is your Board's responsibility to fund and hire.

As you become more involved with your district, you will learn of other partnerships districts enjoy with other local, state and national agencies and groups. Besides those already mentioned, you should become familiar with the Soil Conservation Society of America, Oregon Chapter; Oregon State University's Cooperative Extension Service, Agricultural Experiment Stations, and Departments of Soil Science, Agricultural Engineering, Crop Science, and other sections of the School of Agriculture; the U.S.D.A. Agricultural Stabilization and Conservation Service; state and federal fish and wildlife agencies; state and federal forestry agencies; U.S. Bureau of Land Management; U.S. Army Corps of Engineers; Oregon Water Resources Department; Oregon Division of State Lands; Oregon Department of Environmental Quality; U.S. Environmental Protection Agency; Oregon Land Conservation and Development Commission; Farmers Home Administration; and your own county commission. All of these different units have responsibilities affecting land and water resources in your district, and at one time or another your district will probably be involved with one or more of them.

Coordinated Resource Management Planning (CRMP) is a term with which every Soil and Water Conservation District Director should become familiar. It refers to a program under which four federal agencies, four state agencies, and the Oregon Association of Conservation Districts have agreed to cooperate in preparing and carrying out management plans on both public and private lands where there are mutual opportunities for solving resource problems. Ask your District Conservationist to tell you more and read the Coordinated Resource Management Plan Memorandum of Understanding, which provides a detailed explanation of the program.

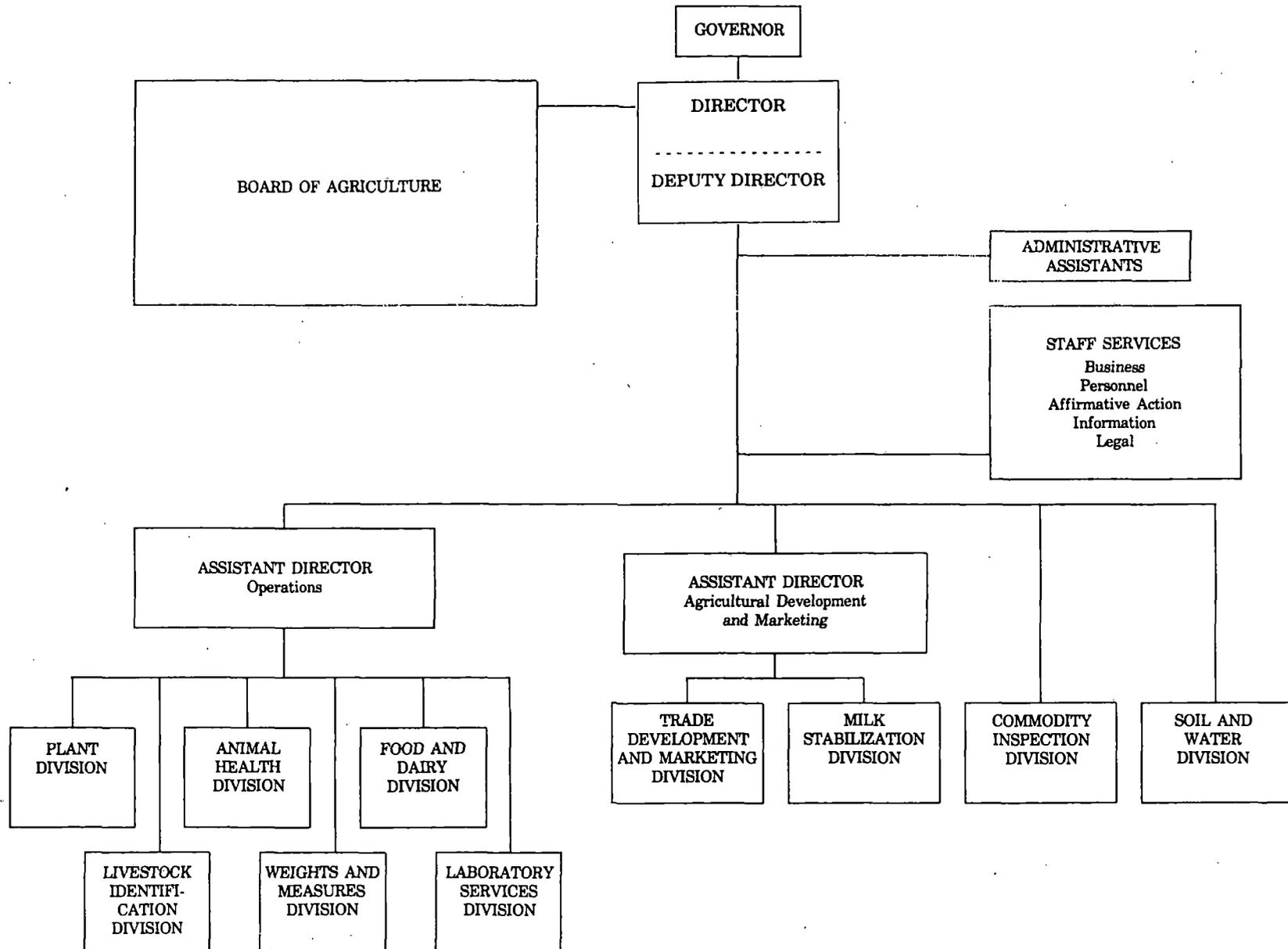
Now that you've read this introduction, you can proceed with the balance of this handbook with, we hope, a better understanding of your role in conservation. We look forward to serving you, and hope the relationship you've entered will be long and fruitful. Please remember, we're here to help you. If you have any questions, need information or assistance, or just want to talk about what you are or hope to be doing, just give us a call or drop a line. We'll be glad to hear from you.

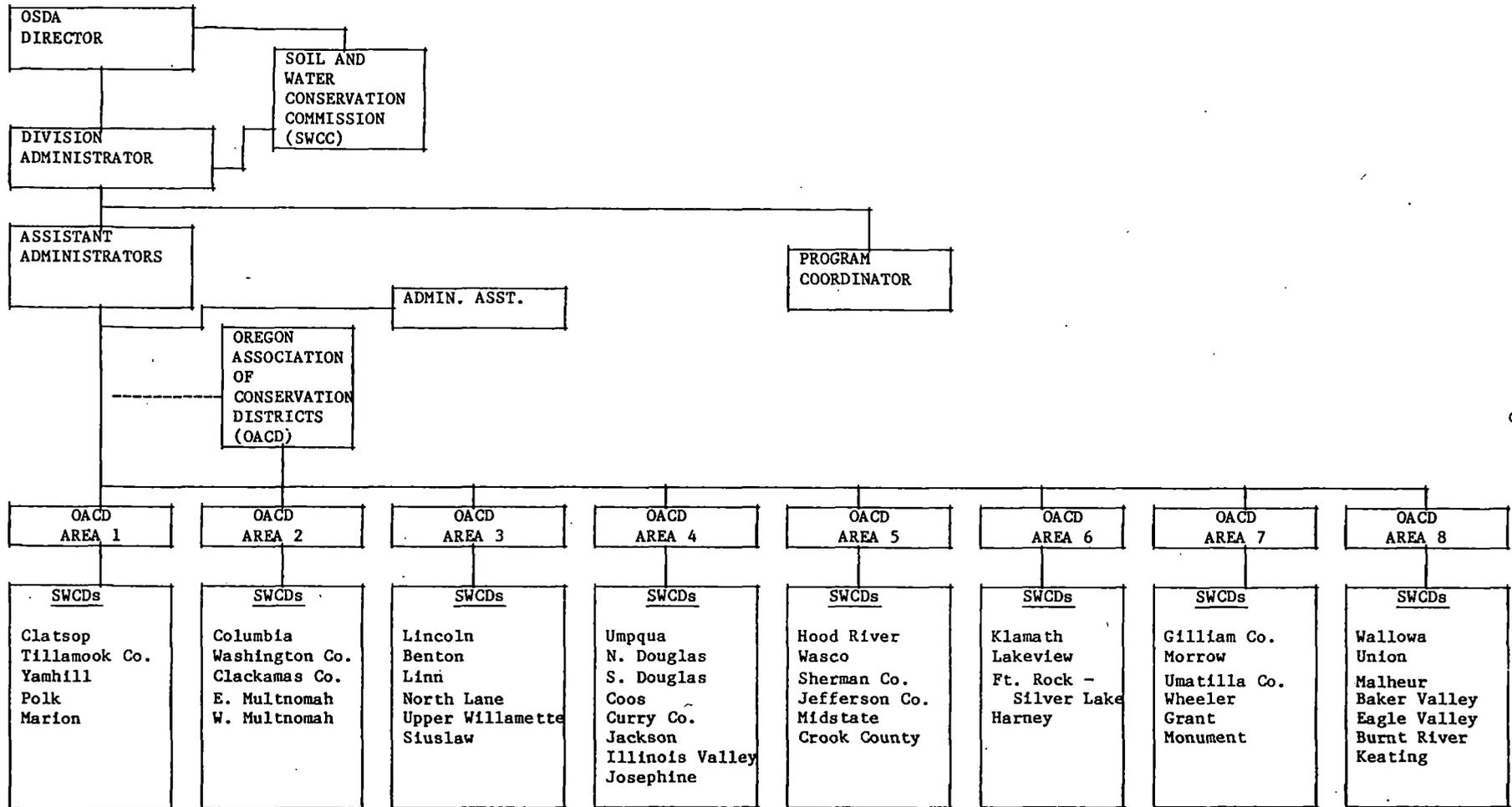
Sincerely,

The Staff  
Oregon Department of Agriculture  
Soil and Water Conservation Division  
Agriculture Building, Room 210  
635 Capitol Street NE  
Salem, OR 97310-0110  
(503) 378-3810

# ORGANIZATIONAL STRUCTURE

## Oregon Department of Agriculture





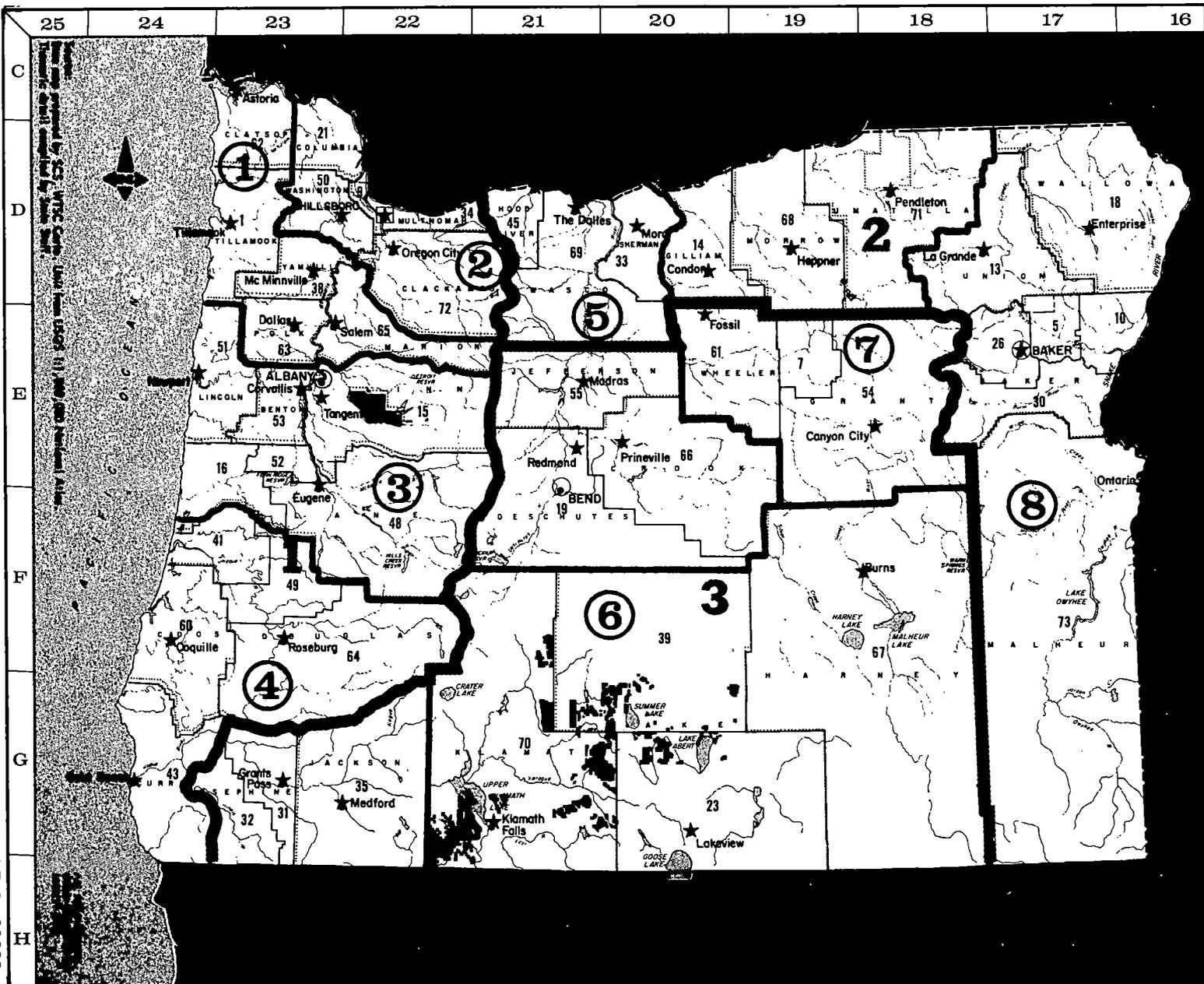
\*SWCD: Soil and Water Conservation District

# OACD AREA ASSOCIATIONS

U. S. DEPARTMENT OF AGRICULTURE SOIL CONSERVATION SERVICE

USDA-908-FORT WORTH, TEXAS 1982

M7-01-22009



DISTRICT LOCATION

DISTRICT	LOCATION
1	Tillamook ..... D23
5	Keating ..... E17
7	Monument ..... E19
9	West Multnomah ..... D22
10	Eagle Valley ..... E17
13	Union ..... D18
14	Gilliam County ..... D20
15	Linn ..... E22
16	Siuslaw ..... E23
18	Wallowa ..... E17
19	Midstate ..... F21
21	Columbia ..... D23
23	Lakeview ..... G20
26	Baker Valley ..... E17
30	Burnt River ..... E17
31	Illinois Valley ..... G23
32	Josephine ..... G23
33	Sherman County ..... D20
34	East Multnomah ..... D22
35	Jackson ..... G22
38	Yamhill County ..... D23
39	Ft. Rock-Silver Lake ..... F20
41	Umpqua ..... F23
43	Curry County ..... G24
45	Hood River ..... D21
48	Upper Willamette ..... F22
49	North Douglas ..... F23
50	Washington County ..... D23
51	Lincoln ..... E23
52	North Lane ..... E23
53	Benton ..... E23
54	Grant ..... E18
55	Jefferson County ..... E21
60	Coos ..... F24
61	Wheeler ..... E20
62	Clatsop ..... C23
63	Polk ..... E23
64	South Douglas ..... F22
65	Marion ..... E22
66	Crook County ..... E20
67	Harney ..... F18
68	Morrow ..... D19
69	Wasco County ..... D21
70	Klamath County ..... G21
71	Umatilla County ..... D18
72	Clackamas County ..... D22
73	Malheur ..... F17

## LEGEND

- Soil & Water Conservation District And Number
- SCS Area Boundary And Number
- SCS Field Office Boundary
- SCS State Office, PORTLAND
- Area Office Location
- Field Office Location
- Areas Not Presently In SWCD

TECHNICAL GUIDE  
SECTION 1-A-2

## OREGON SOIL CONSERVATION SERVICE ADMINISTRATIVE MAP

OCTOBER 1982

10 0 10 20 30 40 50 60 MILES  
SCALE 1:3,500,000

POWERS

Primarily, a district's function revolves around the influence they are able to exert on agencies and political bodies that have responsibilities in the natural resource field. They also exert influence on local landowners and other land managers to do a better job of conserving and developing natural resources. Legally, soil and water conservation districts are subdivisions of the state. They are organized under state statute ORS 568.210-801 and have a recognized status in dealing with state and federal agencies and other local units of government.

The powers of the SWCD have been described as being "the power of the jawbone". However, this should not be discouraging if one remembers the accomplishment of Samson armed only with the jawbone of an ass. No Philistines have been slain lately, but many SWCD boards have made remarkable accomplishments with their very limited powers.

RESPONSIBILITIES

In one line, the district is responsible to protect and promote any natural resources within its boundary. Directors should use their powers chiefly to attack the most serious resource problems. In attacking resource problems, the directors must obtain public interest, agency participation and political support in order to arrive at successful solutions.

The State Legislature has set forth the reason for the formation of districts, and an outline of their responsibilities in ORS 568.225:

"In recognition of the ever-increasing demands on the renewable natural resources of the state and of the need to conserve, protect and develop such resources, it is hereby declared to be the policy of the Legislative Assembly to provide for the conservation of the renewable natural resources of the state and thereby to conserve and develop natural resources, control and prevent soil erosion, control floods, conserve and develop water resources and water quality, prevent impairment of dams and reservoirs, assist in maintaining the navigability of rivers and harbors, preserve wildlife, conserve natural beauty, promote recreational development, protect the tax base, protect public lands and protect and promote the health, safety and general welfare of the people of this state. It is further the policy of the Legislative Assembly to authorize soil and water conservation districts established under ORS 568.210 to 568.801 to participate in effectuating the above policy and for such purposes to cooperate with landowners, land occupiers, other natural resource users, other local governmental units, and with agencies of the government of this state and of the United States, in projects, programs and activities calculated to accelerate such policies."

## ADMINISTRATION

Oregon SWCDs have either five or seven directors. These directors are elected by the eligible voters of the district on a non-partisan ballot at the general election, for four-year staggered terms. Directors are required to reside within the boundaries of the district, and all but two must also be managers of more than 10 acres of land.

### Officers

Directors of each district should elect officers at the first regular board meeting after January 1, each year. Officers should include a chairman and vice chairman who must be directors, and a secretary and treasurer who may be directors or may be someone else with the interest and necessary qualifications.

### Associate Directors

Many of the districts have selected cooperators and other interested citizens as assistant or advisory directors to help them keep in touch with local people and problems. They cannot vote in board meetings, but do give valuable assistance in planning and carrying out the district program. Many times these advisors are later elected or appointed as regular board members.

### Committees

Committees are normally appointed by the chairman after consultation with the directors and other interested persons. Committees may include board members and/or other interested citizens of the district. The chairman should be someone with a strong interest in that particular committee and the ability to get cooperation from his committee members in accomplishing the purpose of the committee. Many districts set up some of the same standing committees that OACD has. These include:

Legislative (Political Action). Most progress is made by political action; therefore, it is imperative that directors understand the politics of their county or community. The board should maintain direct contact with each locally elected official. This will also allow the board to interact with the OACD Legislative Committee. That interaction could be a request for help by the district board to solve a local problem or a request by the OACD committee to ask your elected official to support a specific state program.

District Program. Districts must identify the most important resource problems that they want to solve, then set up a long range plan of action that will result in a solution. Usually this plan is three to five years long and it should be prepared at a special development meeting. The meeting should include all interested cooperating agencies, units of governments, elected officials and cooperators. Each year the board should decide what part of the Long Range Plan they can handle. This becomes the Annual Plan and the Board should then request cooperating agencies to fulfill any promises made during the development meeting. After the annual plan is developed, and agencies and resources identified, a committee should be set up to insure that the plan is carried out; i.e., Range Committee, Forestry Committee, Water Resources Committee, Cropland Erosion Committee, etc.

Information and Education. A strong public information and education program is vitally important, but frequently neglected by many districts. The public needs to know what districts do. This means that minutes of the board meetings should be printed in the newspaper and all accomplishments must be publicized. Since the county extension agent is primarily responsible for agricultural education programs, he should serve as a member (or advisor) of this committee. All educational programs should be coordinated with the county extension office. Some of the methods of informing people of the district program and the need for it include newsletters, the annual report and work plan, news releases or articles, talks to local clubs and organizations, and public displays. Personal contact with legislators, county officials and municipal and agency representatives should be the responsibility of each director. You cannot expect the cooperation of others unless you explain the merits of your program to them.

There are many additional committees that could be part of the district makeup. Those committees may include: Equipment, weed, or any special project the districts want to accomplish. Such committees should be composed of directors and others who are interested in getting the job done. They should be given a clear understanding of what they are to do, and the necessary authority to act for the board. The committee should be expected to make regular reports of progress, or lack of it, and, when the job is completed, should be dismissed with the commendation of the board. The tendency to appoint a special committee for a specific task and then have it turn into a dormant standing committee should be avoided.

#### DISTRICT PROGRAMS

Plan of Action. There are three steps for establishing District Programs.

1. Districts must identify and prioritize resource problems they plan to correct.
2. Through their cooperative agreements, districts should develop a long range plan (3-5 years) that explains how and when the district plans to solve the resource problem(s).
3. Finally, the district must use an annual work plan.

Annual Plan of Work. Your annual work plans should include those things which can realistically be accomplished during the year. It should include programs which are routinely accomplished each year, such as sponsorship of tours, demonstrations and contests, estimates of the number of farm plans to be developed, new cooperators, etc. In addition, you should review your program objectives for those items in your long range plan which can be accomplished or at least started during the current year. For instance, if you have a long range objective of improving recreation development in your district, then it may be time to start working with the appropriate groups and agencies for a specific project such as a boat launching facility on the river, or a new campground at an appropriate location.

Cooperative Agreements. One of the keys for successful district programs is the use of other agencies and units of governments to assist in the completion of district plans of action. In order to secure that assistance districts need to use cooperative agreements. The agreements must identify what each participant will expect and provide plus what they will jointly supply. The district can use many methods to obtain this cooperation. However, inviting the local representative of the agency or unit of government to your meetings so that communication can take place has been used very successfully.

### POLICIES

The primary responsibility of the OSDA Soil and Water Conservation Division and its 47 soil and water conservation districts is maintenance of soil productivity on private, agricultural lands in the state through application of fundamental soil and water conservation practices on the ground.

Principal program emphasis is on prevention. Secondary emphasis is placed on solving existing problems. Working with limited resources, the following priorities are established to effectively utilize available staff and funding resources:

1. Pasture and Cropland Erosion - recognized as a state and national priority.
2. Irrigation Water Management - existing system inefficiencies and operator practices are identified as a major cause of water quality degradation in the state.
3. Streambank Erosion - approximately 2,600 miles of streambanks in Oregon are experiencing severe and moderately severe problems which destroy cropland, reduce wildlife habitat, impair water quality, damage fish spawning beds and remove vegetation.
4. Water Quality - The State Department of Agriculture, through the Division, has designated management agency responsibility for agricultural nonpoint source water quality in the state. This includes control and prevention of water pollution from animal waste, sediment, and agricultural chemical runoff, or any other agricultural activities which result in the introduction of harmful materials into state waters.

Additional priorities include Rangeland Management, Wind Erosion, Upstream Flood Control, Drainage, Forest Management, and Fish and Wildlife Habitat Improvement.

Other conservation activities, which include non-agricultural land responsibilities, should be undertaken only when priority needs are satisfied.

Establishment of these priorities will permit geographic selection of priority problem areas, and allocation of available funding resources consistent with a statewide conservation program, and better enable the Division to coordinate with other natural resource conservation programs in the state.

District Assistance. Districts will receive a myriad of requests for assistance on a wide spectrum of resource problems. With the limited time and staff available, not all of these requests can be answered, and the Board will have to make decisions on which can be dealt with. This process will be facilitated if the district has its priorities clearly defined in its annual and long range plans. Requests should be compared to the pre-set priorities and decisions made on that basis. Other resource problems can be undertaken after priority needs are satisfied.

Directors should require cooperative agreements between the district and the individual requesting help, and the agreements should spell out the commitments of both the SWCD and the cooperator(s). It is a good idea to invite the cooperator to a district board meeting so communication can take place and each party can gain an understanding of the commitments and expectations of the other.

Watershed Project. Since enactment of Public Law 566 (Small Watershed Projects Act), SWCDs have been able to initiate action on many water development projects with flood control, drainage, irrigation, municipal water and other benefits. The Soil Conservation Service is given responsibility for planning, construction and cost-sharing on water developments meeting certain criteria. Every director should familiarize himself with the requirements and limitations of this law. Your district conservationist can provide detailed information.

District directors should also be aware of other federal programs which may be of value in resource conservation or development. Specific information may be obtained, as needed, from the Farmers Home Administration, Bureau of Reclamation, Corps of Engineers and other federal agencies. In addition, many private and local agencies may be able to provide financial or other assistance in various situations.

Rural-Urban Cooperation. District directors have found that joint action between SWCDs and other local governmental units such as counties, cities, water control districts and irrigation districts enables them to accomplish much more than they can by working alone.

It is becoming increasingly important to involve urban communities in resource programs. Not only are rural residents in the minority, but resource problems do not stop at the city limits. This is particularly true of watershed projects involving flood control, drainage, municipal water and recreation; but many other forms of resource development programs also require rural-urban cooperation. Do not pass up the opportunity to work with your county planning commissions.

#### REGULAR AND ANNUAL MEETINGS

##### Board Meetings

Directors should hold regular monthly meetings. The following suggestions will help to make your meetings more successful:

- Have a regular date, time and place for your meetings.

- Send notices of meetings well in advance and identify the major items of business.
- Prepare an agenda for each meeting and provide copies for each member.
- Set a definite hour for your meeting and start and close on time.
- Sit around a table if possible; it encourages participation.
- Be informal, but businesslike, and discuss alternatives before making decisions.
- Invite the public to attend your meetings.
- Furnish a copy of the minutes of each meeting to each director before the next meeting.
- The chairman should encourage all board members to participate.
- Invite representatives of Extension, Forest Service, and other agencies and groups to attend and participate in the meeting. Ask them to report on their agency and programs. Give them a job to do--don't expect them to just sit and listen.
- Follow a definite order of business:

Call to order by chairman  
Reading and adoption of minutes  
Treasurer's report (should be included in full in minutes of meeting)  
Reading of correspondence by secretary  
Old business - items of business carried over from previous meetings;  
    review of work plan and calendar (at least every 3 months);  
    review by directors of progress in their own neighborhoods or  
    zones  
Committee reports  
Cooperating agency reports  
New business - requests for assistance; review and approval of new  
    conservation plans; plans for forthcoming meetings, tours, or  
    other events  
Program - film or other informational program as needed  
Adjourn - (before, not after the bull session)

Many districts have found the guide books published by the National Association of Conservation Districts (NACD) to be valuable in organizing their district programs and meetings.

Directors' Attendance. Regular attendance of directors at board meetings is essential to maintain interest and do the best job. A majority of the directors must be present at the meeting to conduct business. When a board member fails to attend meetings, he should be contacted and reminded of his responsibility as a director. If he can no longer actively serve, he should resign, or the State Soil and Water Conservation Commission should be asked to declare his position vacant and a successor appointed as provided for by ORS 568.560(5).

Minutes. An accurate and complete set of minutes along with a list of all participants is necessary so the board can keep a record of all proceedings, rules, regulations, policy decisions and authorized expenditures as required by law. The chairman should make sure that action is taken on each item on the agenda and the secretary should record the decisions. A copy of the minutes of every district meeting should be forwarded to the Soil and Water Conservation Division, your OACD area director, and to the SCS State Conservationist soon after each meeting. Other copies should be distributed as agreed. It is very desirable for each director to receive a copy before the next meeting.

Annual Meeting. Every district in the state must hold an annual meeting to which the public is invited. A legal notice of the meeting is required. The directors shall give an annual report and audit. It is an excellent time to present plaques, certificates, etc., to outstanding conservationists and others deserving commendation. This is not only an opportunity for directors of the district to tell the people of their accomplishments and explain the programs that are available, but it is also an opportunity to hear what the people of the district want.

Use the same outline given for regular meetings, plus:

- Obtain a good speaker, one who will help draw a crowd.
- Every director should take part. Have some make reports; others introduce speakers or other numbers on the program or have charge of dinner, etc.
- Make brief reports to the people. Progress reports may be given by the district chairman or another director. A financial report should be given by the treasurer.
- Provide entertainment; e.g., movie, musical numbers, etc.
- Serve a potluck meal with the meeting to follow, or serve refreshments after the meeting.
- Use radio, newspapers, circular letters and personal contacts to advertise the meeting.
- Invite the news media, give them information, and encourage them to take pictures.
- When presenting awards, be sure you also give recognition to the recipient's spouse, if appropriate.
- Door prizes may be used to encourage attendance till the end of the meeting.
- Finish on time!!

BUDGET

- SWCD Taxing Authority. The 1983 legislature authorized soil and water conservation districts to seek voter approval to levy an ad valorem property tax within the boundaries of each individual district. This is not a statewide blanket authorization to levy taxes. Each individual district must carry out a local campaign and achieve local voter approval before any taxes can be collected for the SWCD. This involves two steps:

1. The district must first obtain voter approval, on a general or primary election ballot, to present a tax proposal to the people.
2. On the same ballot (or a later one) the SWCD can then set a definite dollar amount and ask for approval.

If a voter approval is obtained on BOTH measures, the county assessor will then determine individual taxes which will be collected by the treasurer and paid to the SWCD.

Obviously, districts wishing to pursue this taxing authority will have to build strong local support for its passage. An extensive public information program will have to be carried out before a favorable voter reaction can be expected.

- State Matching Funds. The Oregon Legislature appropriates funds to the Soil and Water Conservation Division to be distributed to districts on a two-for-one match. At the present, the maximum amount each district can receive is \$1,200 per year. To obtain this amount, a district needs to secure at least \$600 in matching funds from local sources. The Division mails out request forms and instructions to each district at the beginning of each fiscal year.
- County Appropriations. Counties are authorized to assist SWCDs with money for personnel or other district needs, but this assistance does not always come easy; particularly given the current economic situation. Gaining a line in the county budget for your district always takes some time in getting to know your county commissioners, and letting them get to know you. The county needs to be convinced of the value of services provided by your district, and it needs to know that the money is resulting in real benefits to the county. The best advice here is to develop a good relationship with your county officials. Invite them to district meetings, tours and other events and let them become acquainted with the district's activities and the problems it faces.

- State Grant Program. Through legislative appropriation, the Soil and Water Conservation Division administers a small grant program to help finance district projects. If your district wants to apply for a state grant, it should prepare a project proposal describing the project, why it's needed, what it will accomplish, who else (other agencies) would be involved, approximate time and cost for completion, and what matching funds are being contributed from other sources. The Division will mail application forms, guidelines and other information to each district at an appropriate time prior to each new grant funding cycle.
- Voluntary Contributions. Some districts have obtained funds by selling "affiliate memberships" in the state and national associations (OACD & NACD). These are sold to machinery and equipment dealers, banks, etc. Others receive contributions from district cooperators.
- Equipment Rental. Many districts have received grants of surplus government equipment through the Soil Conservation Service, or they have purchased items of equipment. The equipment is rented to cooperators in the district at reasonable charges. Rental fees should be adequate to provide for occasional repairs, maintenance and replacement.

The Wallowa SWCD borrowed money from the Production Credit Association and purchased an \$88,000 Pioneer No-Till Drill in 1981. Rental income during the first three seasons was sufficient to repay the loan, and the district purchased a second no-till drill. The district was so successful in making no-till popular, they have now sold both drills as there are sufficient private drills available. The District Board did not wish to compete with private operators.

- Sale of Advertising. Annual reports, district newsletters and other district publications are frequently supported by sale of advertising to local businesses. Sometimes a sufficient profit is realized from such sales to provide funds for other district projects.
- Special Assessment Bonds. Senate Bill 901 was approved during the 1985 Legislative Session. The bill allows Soil and Water Conservation Districts to levy special assessments and issue special assessment improvement bonds. This bill will provide districts authority to finance projects by setting up local improvement districts and levying bonds.

A district may finance the exercise of any district power or function authorized under SB 901 by levying special assessment improvement bonds. As security for the bonds, the district may pledge all or any part of the revenue from special assessments levied against property directly benefited.

- Other. Occasionally there are public and private grants available for conservation work. As we learn of the availability of these grants we will notify the districts and offer assistance in applying for them. Other ways a district can generate income include sale of seedlings, woodland sticks and other items useful to district farmers and ranchers. Interest can be earned from time savings certificates and investments. The Soil Conservation Service and the Agricultural Stabilization and Conservation Service both have various programs which provide full or partial financing for specific project activities.

The Union SWCD used investment funds along with a loan from the bank to finance construction of an office building. The building now serves as an agricultural service center, renting office space to SCS, ASCS, FmHA, Union County Extension Service, U.S. Geological Survey and the Watermaster. Besides generating income for the district, the center offers a one-stop location for servicing needs and requests of district farmers and ranchers.

Maintain Accurate, Adequate Records. Any funds you have in the district treasury are public funds, whether they come from public or private sources. You must maintain accurate records covering all receipts and expenditures, including a record of authorizing the payment of bills by board action. The minutes of district board meetings should list all receipts and expenditures by amount, purpose and who it was from or paid to.

Audit Information. Oregon SWCDs are legal subdivisions of the state, and as such are covered under the Municipal Audits Law (ORS 297.405-435 and 297.670). Districts whose total receipts plus total expenditures exceed \$100,000 must have an audit by a state-approved auditor (see 297.670). Those districts with less than \$100,000 gross turnover must file a financial statement with the Secretary of State's office. Detailed information is provided to each district treasurer by the Division office each year. Failure to file the proper reports for three consecutive years shall be cause for the county board of commissions to start proceedings to dissolve the district.

Every elected or appointed SWCD director is covered by the state tort liability insurance policy. The premiums for this insurance are paid by the Division from funds appropriated to it for this purpose. SWCD directors who are responsible for district funds or other property must be covered by a fidelity bond. See ORS 198.210-220, pages 25-26, of SWCD laws.

#### SOIL AND WATER CONSERVATION COMMISSION

The Oregon Soil and Water Conservation Commission is established under ORS 561.395 in order to provide close contact between the Department of Agriculture and the various soil and water conservation districts in the state. Its function is to keep the Department advised as to matters of soil and water conservation in Oregon.

The Commission (SWCC) consists of seven members appointed by the Director of the Department of Agriculture. Each member must be a citizen of the state, and a director of a soil and water conservation district at the time of appointment. Generally, the Director appoints members so that geographic areas of the state are represented on the SWCC. Member terms are four years, and the SWCC Chairperson becomes a member of the State Board of Agriculture.

In addition to the SWCC members, the State Conservationist of SCS along with the representatives of OSU's Extension Service and Agricultural Experiment Station, State Executive Director of ASCS, President of OACD and the Regional Representative of NACD serve as advisors to the Commission.

The Commission meets on the average of once every two months at various locations around the state, and once a year in conjunction with the OACD annual convention.

#### SOIL AND WATER CONSERVATION DIVISION

ORS 561.400 establishes within the Oregon State Department of Agriculture a Soil and Water Conservation Division whose authorized duties and powers include:

- To review and approve or disapprove all projects, practices, budgets, contracts or regulations of soil and water conservation districts.
- To keep the directors of the soil and water conservation districts informed of the activities and experiences of other districts, to assist in the interchange of advice and information among the districts, and to promote cooperation among the districts.
- To coordinate, as much as possible, the various programs of the districts.
- To solicit the cooperation and assistance of any department or agency of the United States or other department or agency of this state.
- To disseminate information concerning the activities and programs of soil and water conservation districts and encourage formation of such districts in areas where they would be desirable and feasible.
- To receive, from any source, materials, machinery and equipment and to transfer such to any soil and water conservation district under terms and conditions deemed appropriate, including payment by the district for costs of delivery or use.
- To receive from any public or private source, donations, gifts and grants for the furtherance of soil and water conservation, which moneys are continuously appropriated to the Department for the administration of the Soil and Water Conservation Division and functions related thereto and for furnishing support and financial assistance for the projects and activities of the soil and water conservation districts.

The Division maintains an office in the Department of Agriculture in Salem with an administrator, assistant administrator, program coordinator and secretary. At various times other personnel may be assigned to the Division through inter-agency agreements, contracts, work-study programs, specific private, state and federal grants, and other arrangements. This staff is available to assist district boards in any way it can. The address and phone numbers are as follows:

Oregon State Department of Agriculture  
Soil & Water Conservation Division  
Agriculture Bldg., Room 210  
635, Capitol St., NE  
Salem, OR 97310-0110  
Phone: (503) 378-3810

#### OREGON ASSOCIATION OF CONSERVATION DISTRICTS

The Oregon Association of Conservation Districts (OACD) is a nonprofit, state-wide organization of soil and water conservation districts and water control districts. Its principal functions are to enable districts to present a unified position on legislative and similar political issues and to provide a forum for district directors to exchange ideas and experiences.

Much of the actual work of the Association is conducted by the board of directors and standing committees. The state is divided into eight areas for the purpose of providing area representation on the board. The board of directors elects the president and vice-president at the annual meeting of the Association on odd-numbered years. The terms of office are for two years, beginning January 1 following their election. The treasurer and secretary are nominated by the president and elected by the board. Treasurer and secretary do not have to be directors of the Association to qualify for these positions. An executive vice-president is authorized by the bylaws to serve as legislative liaison and administrative assistant to the board of directors.

The annual meeting has been held the second week of November each year for several years. All SWCD directors and directors of affiliated water control districts are entitled to vote at the annual meeting if the current annual dues have been paid.

Each district is assessed for its share of the cost of operation of OACD each year. The OACD Board of Directors annually sets the membership dues of the districts to the Association. It must be recognized that there are only a limited number of districts to carry the expense of operating this important organization, so full participation and support by each district is vital.

#### OACD Foundation

The Oregon Association of Conservation Districts Foundation has been incorporated to provide a means of receiving gifts, grants, and contributions. The Foundation is qualified to accept funds which are tax exempt from individuals, foundations, government agencies, etc. These funds are to be used for educational or research purposes which further the aims of OACD. It is hoped that eventually this source of funds can provide a significant boost to the Association's operations.

NATIONAL ASSOCIATION OF CONSERVATION DISTRICTS

The National Association of Conservation Districts is a non-governmental, nonprofit, national organization of districts. It has the same function on the national scene as OACD has in Oregon. It is controlled by its member districts and state associations of districts and is financed by the voluntary contributions of its members.

Facts You Should Know About NACD

- NACD is made up of all district directors or supervisors in the nation, over 17,000 in number.
- There are nearly 3,000 member districts covering over 90 percent of the nation's farmland.
- Twenty-five states are fully covered by conservation districts (Oregon is approximately 98.5 percent covered).
- Executive offices are located at 1025 Vermont Avenue NW, Suite 730, Washington, D.C. 20005; Phone: (202)347-5995.
- NACD Pacific Region Office is located at 831 Lancaster Drive NE, Suite 207, Salem, Oregon 97301; Phone: (503)363-0912.
- NACD Service Department is located at 408 E. Main Street, League City, Texas (Mailing Address is P.O. Box 855, League City, Texas 77573), Phone: (713)332-3402. District newsletters, booklets, etc., can be printed there. Metal signs of all types, films, slide shows and other conservation supplies and equipment are also available. Every district should have an NACD catalogue in its files.
- NACD is divided into seven regions; Oregon is part of the Pacific Region (California, Nevada, Oregon, Washington, Idaho, Alaska, and Hawaii).
- NACD holds one national convention each year in the month of February.
- Each region holds one meeting per year as called by the regional directors.
- Annual dues in NACD are set by the officers and board of directors.
- NACD officers include the president, vice-president, and secretary/treasurer, who are elected by the NACD Board of Directors, the immediate past president, the seven regional chairmen, and an executive vice-president who is nominated by the president and elected by the board of directors.
- The NACD Board of Directors consists of three members from each of the seven regions. These members are elected by a majority vote of the NACD council members for each region. The board of directors manage the affairs of NACD within the policies established by the by-laws and the NACD Council. The board elects NACD officers, handles the fiscal affairs of NACD, and advises and assists state associations. They meet three times a year; once in conjunction with the annual convention, and in March and October.

- The NACD Council consists of one representative from each state association. This is the policy making body of NACD. They consider all resolutions proposed to the national convention by state associations and approve nominations to the board of directors. The council meets annually during the convention.

#### FURTHER READING

Most of the following publications have been referred to in this handbook, and they all should become part of your library. Contact your district office or the Division of Soil and Water Conservation for copies.

- Oregon Soil and Water Conservation District Laws  
Oregon State Department of Agriculture, Soil and Water Conservation Division; revised April 1984.
- Oregon's Natural Resource Conservation Commitment  
Oregon Association of Conservation Districts; 1980.
- Oregon Association of Conservation Districts Constitution and By-Laws  
OACD.
- National Association of Conservation Districts By-Laws  
NACD.
- A Special Report to the State Board of Agriculture  
OSDA - Soil and Water Conservation Division, 1982.
- A Statewide Soil and Water Conservation Program  
NACD.
- NACD Service Department Catalog  
NACD.
- Directory of Oregon Soil and Water Conservation District Directors  
OSDA - Soil and Water Conservation Division, 1985.

#### SWCD AWARD PROGRAMS

A variety of award programs are available each year which SWCD directors are encouraged to participate in. There is generally lively competition among districts and state associations for the prizes and recognition offered, and award presentations highlight the OACD annual convention. The categories range from conservation education to director attendance at district meetings. Following is a list of the current programs:

William J. Cochran Award - This is an attendance award given each year by the Division and the Soil and Water Conservation Commission to the SWCD earning the greatest number of points. Points are earned based on the number of meetings (regular, special and annual) held by the district board; director, agency representative and public attendance at the meetings, and the district's promptness in submitting minutes to the Division.

To be certain that your district receives full credit for all points earned, it is necessary that the minutes of each meeting contain a complete and accurate record of attendance. All persons attending a district meeting should be identified by name and title, such as: John Smith, Director; Bill Jones, County Agent; Bob Johnson, farmer; etc. If a large number of people attend, such as at an annual meeting, just show the total number and identify by category; e.g., 15 farmers/citizens, 7 directors, 12 agency representatives, etc.

To be counted, a quorum of directors must be present at the meeting. There must be three directors present for a five-person board, and four present for a seven-person board.

It would be quite unfair to small districts in sparsely populated areas if the attendance at meetings were to be scored as, say, one point per person. Therefore, a weighted scale has been made to adjust for this difference in population.

MEETINGS (Quorum necessary to qualify as a meeting)

Regular Meetings

Full board attending 25 points  
Not a full board 10 points

Special Meetings

Full board attending 10 points  
Not a full board 5 points

Annual Meetings

Will be recorded as a regular meeting if no regular meeting held during that month in which annual meeting is held. If a regular meeting has been held during the month, then the annual meeting will be classed as a special meeting.

PROMPTNESS

Minutes of Meetings

If minutes are received in Division Office within 15 days after meeting

- 20 points  
" " " " " " " " 30 " " " 10 "  
" " " " " " " " 60 " " " 5 "  
" " " " " " " after 60 " " " 0 "

ATTENDANCE (regular and special meetings)

Directors

14 points per director for 5-person board  
10 points per director for 7-person board

Other Elected Officials

5 points each

ATTENDANCE (Cont.)

District Employees  
5 points each

Assistant Directors  
5 points per assistant director, limited to 25 points per meeting.

SCS, County Extension, and ASCS Personnel  
5 points each, limited to 10 points per agency.

Other Federal and State Agencies  
5 points per agency representative, limited to 10 points per agency.

Cooperators and Others  
2 points per cooperator or other person attending, limited to 20 points per meeting.

Annual Meetings  
Attendance will be scored as for regular or special meetings, except for farmers and/or others. This class will be scored as follows:

1 - 25	persons	10	points
26 - 50	"	15	"
51 - 100	"	20	"
101 - 200	"	25	"
201 & over	"	30	"

Conservation Education Awards - The Allis Chalmers Corporation and NACD co-sponsor an annual conservation education award program in two categories; one for SWCDs and one for individual school teachers.

Nomination forms and instructions are mailed to each district in August and must be returned to the Division or OACD Education Committee no later than April 30 of the following year.

One of the most important aspects of the conservation education awards program is the opportunity it presents districts to let people in the community know about the district's concern for environmental conservation education and the work of the district. Such an information effort also helps to establish the district as an accessible source of conservation data and help for the community as well as demonstrating the districts involvement in educational endeavors.

- Teacher-of-the-Year: State, regional and national winners are selected. First place national award is \$1,000 cash plus an expense-paid trip to the NACD annual convention. Second place national award is \$500 cash. Regional winners (one from each of NACD's seven regions) receive a plaque and \$200 cash. State winners receive a certificate and an expense-paid trip to the OACD annual convention (provided by the sponsoring SWCD).

- District-of-the-Year: The national first and second place conservation district winners each receive a prestigious award plaque at the opening general session of the NACD annual convention. Regional winners each receive \$200. Certificates are presented to each state level winner.

Copies of the eligibility rules, judging deadlines and other information follow:

NACD-ALLIS CHALMERS ENVIRONMENTAL CONSERVATION AWARDS PROGRAM INFORMATION  
Teacher-of-the-Year Award

Background - National awards to two teachers for programs in environmental conservation education will be made through a national recognition program sponsored by the Allis Chalmers Corporation and the National Association of Conservation Districts.

The objectives of the awards program are to create an awareness and appreciation of the value of environmental conservation education and to stimulate efforts by teachers to advance the wise use, protection, and enhancement of the nation's soil, water, and related resources.

First place national award is \$1,000 plus an expense paid trip to the NACD national convention where the cash award will be presented. Second place national award is \$500. In addition, the winner in each of the seven NACD regions will be presented a plaque and a check for \$200. A certificate will be presented to each state level winner.

Eligibility - All teachers in public, parochial, and private schools in the United States, Puerto Rico, and the Virgin Islands are eligible to compete in the NACD-Allis Chalmers Environmental Conservation Education Awards Program.

1. A candidate must have been actively teaching in the classroom in grades K-12 on a full-time basis during the current school year and have been personally responsible for developing an outstanding program of environmental conservation education in his or her school system during the period of the present and the preceding school year. Teachers specializing in environmental education are not eligible for this award.
2. A candidate's nomination must be endorsed by the conservation district in which he or she is teaching during the current school year.
3. Teachers who are conservation district officials are not eligible to compete. Entries from team teachers are eligible but awards will only be made to the designated leader.
4. First place national winners are not eligible to compete again at regional and national levels.
5. First place regional winners are not eligible to compete at the regional level for more than two consecutive years. Others may resubmit their entries as long as the material is updated to cover the period of the present and the preceding school year.

### Nominations

1. Nominations may be made to the conservation district board by anyone in the district for any teacher meeting the eligibility requirements. Teachers may submit their own names for consideration.
2. The awards are based on the quality and scope of the teacher's environmental conservation education program, and activities within the period of the present and the immediately preceding school year.
3. Entries shall consist of: a completed nomination form; not more than two letters of recommendation (one from an administrator in the candidate's school and the other from any person selected by the teacher); a brief biographical sketch; a concise narrative response to each numbered item listed under "Content of Entry".
4. Entries should be typed and all materials submitted must be in one 3-ring standard, 1" binder for 8-1/2" X 11" paper.
5. The nomination form must be signed by the Chairman of the local conservation district. In most states, the name of the conservation district usually begins with the name of the county. It may be named a soil conservation, soil and water conservation, or natural resource conservation district.
6. Judging is based solely on data provided in response to questions on the nomination form and supporting materials. Supporting materials are accepted only for the period of the previous school year to the present.
7. NACD Education Committee decisions on awards are final.

### Content of Entry

Each evaluation criterion applies specifically to the item that it follows, but all apply to complete entry. A complete entry consists of your typed, double-spaced response to the following nine items, with each response given on a separate sheet of paper. On each response sheet, identify by number in the upper right hand corner the question to which the response applies. At the end of each response, supporting materials should be cited. Materials supporting the entry should be referenced, by number, to specific questions.

1. Describe your approach to environmental education; outline the program you have developed. (Criteria: program scope and content; indication of adequate planning and incorporation of fundamental environmental understandings.)
2. List areas of study incorporated in your environmental education program. (Criteria: integration of science, social studies, language arts, art and design, and others; how were they related to each other.)
3. State your major educational objectives in developing your program. (Criteria: educational validity and environmental significance; degree to which they are realistic and complementary.)

4. How is your program being extended to other grades or to other areas of the school program. (Criteria: extending a favorable climate for environmental education in the school; effect of program on school curriculum.)
5. Give examples of student participation in planning, implementing and evaluating projects. (Criteria: number of students involved, their roles in different aspects of the program, and evidence of depth of understanding of ecological principles.)
6. Describe student participation in community conservation projects and activities as part of their learning experiences. (Criteria: individual student awareness of local environmental problems and motivation to solve them; effect on community environmental quality.)
7. List assistance received from community organizations and resource specialists from local, state or federal agencies. (Criteria: identifying sources and use of assistance; support from parents and community.)
8. List specific assistance received from local conservation district. (Criteria: use of materials, personnel and other assistance.)
9. List in-service environmental education training programs, workshops or summer sessions in which you have participated, noting year. (Criteria: evidence of interdisciplinary preparation for environmental education.)

#### Judging Deadlines

- March 31 - Nominations must be submitted to the local conservation district.
- April 30 - Conservation districts are to submit the winning teacher entry from their district to the chairman of the education committee of their state association.
- May 31 - State education committees are to select a state winner and forward the winning entry to their NACD regional representative.
- Sept. 1 - Regional winner is to be selected.
- Dec. 1 - National winners will be selected and notified prior to the next NACD Convention.

#### For Further Information

Questions regarding the program should be directed to the education committee of the state association of conservation districts; to the state soil and water conservation agency; or to NACD, P.O. Box 297, Solebury, Pennsylvania 18963.

NACD-ALLIS CHALMERS ENVIRONMENTAL CONSERVATION AWARDS PROGRAM INFORMATION  
Conservation District Award

Background

National awards to conservation districts for programs in environmental conservation education will be made through a national recognition program sponsored by the Allis Chalmers Corporation and the National Association of Conservation Districts.

The objectives of the awards program are to recognize outstanding educational programs being carried out by conservation districts in each state. Also, to provide examples of successful district educational programs and activities for other conservation districts.

The awards program is designed to start with each state association of conservation districts selecting, by whatever means they determine effective, the district in their state which is carrying out an outstanding environmental conservation education program and recognizing that district at an appropriate occasion.

From state winners, regional district winners are judged and recognized. The top two national winning districts are selected and recognized with a prestigious plaque which is presented at the opening general session of the NACD annual convention. The national first place district has the opportunity to present their program before the Education and Youth Discussion Forum at the NACD convention. The winners in each of the seven NACD regions will be presented a check for \$200. A certificate will be presented to each state level winner.

Eligibility

All conservation districts in the United State, Puerto Rico and the Virgin Islands are eligible to compete in the program.

1. Candidate districts must have had an active conservation education program during the immediately preceding calendar year.
2. First place national winners are not eligible to compete again at regional and national levels.
3. First place regional winners are not eligible to compete at the regional level for more than two consecutive years. Others may resubmit their entries, but the material must be updated to cover the period of the calendar year preceding the entry deadline.

Requirements

1. Nominations shall consist of a complete nomination form signed by the chairperson of the district board. Entries should be typed and all materials submitted must be in one 3-ring standard, 1" binder for 8-1/2" X 11" paper.
2. Judging is based solely on data provided in response to questions under "Content of Entry" and supporting materials. Supporting materials are accepted only for the period of the preceding calendar year.
3. NACD Education Committee decisions on awards are final.

Content of Entry

A complete entry consists of your typed, double-spaced response to the following numbered items, with each response on a separate sheet of paper. On each response sheet, identify by number in the upper right hand corner the question to which the response applies. Supporting materials should be cited at the end of each response. Materials supporting the entry should be referenced, by number, to specific questions.

1. Describe your conservation education assistance to schools, what type of materials provided, technical help, outdoor classroom development, or other programs aided.
2. List teacher workshops and other conservation education training sessions; scholarships provided; special teacher conservation tours; and note district involvement in each.
3. Describe assistance to colleges and universities; list programs or projects with district involvement.
4. Explain your adult conservation education program. State district services in providing materials, instructors, technical help, tours, and other examples.
5. List Youth Board activities. Describe the Board's conservation education or community service activities.
6. State the district's involvement with other youth groups and organizations. Name the groups and outline the most significant educational programs or projects.
7. Name the citizen and conservation organizations receiving district assistance. Describe the type of help on programs or projects provided by the district.
8. Describe district assistance with local, state or federal agencies in cooperative programs dealing with conservation.
9. Describe conservation tours not previously listed in any of the items above. Name participating organizations or groups and identify the conservation interests of each.
10. List amount of district funds used specifically for conservation education programs. (Do not include over-all information program expenses.)
11. Describe the district's public information program. Include outstanding programs done with newspaper, radio, television and the effect on the district program and on the community.
12. List the newsletter/s you publish, the approximate circulation, how often published, and how it's used for educational purposes during the year.

13. State the number of district leaders who have attended conservation education training sessions or workshops. How did these sessions affect your district programs?
14. Describe any other district environmental activity or program which may have not been covered by the above items. State district's involvement in planning or implementing the activity, the number of people affected, and list any other details which indicate its value and scope.
15. Describe the district's most important education activity during the year. What were the benefits to and effects on the district's program and on the community?

#### Considerations in Judging

Important considerations in selecting program winners include:

- a. Comprehensiveness, scope and quality of district's conservation education program;
- b. Evidence of attention to a broad spectrum of environmental needs and issues;
- c. Assistance generated by district from organizations, agencies, and individuals to aid in accomplishing educational objectives;
- d. Kind and extent of district input into the educational programs of other organizations including motivation, advice, technical and organizational leadership;
- e. Types and effectiveness of public information activities informing teachers, youth and citizens about local environmental problems;
- f. Extent of youth and educator involvement with the district's educational program; and
- g. Involvement in and quality of adult education programs.

#### Judging Deadlines

- April 30 - Conservation district nominations must be submitted to the education committee chairperson of their state association.
- May 31 - State education committees are to select the state's winning district and forward the winning entry to their NACD regional representative.
- Sept. 1 - Regional winner is to be selected.
- Dec. 1 - National winners will be selected and notified prior to the next NACD Convention.

### For Further Information

Questions regarding the program should be directed to the education committee of the state association of conservation districts; to the state soil and water conservation agency; or to NACD, P.O. Box 297, Solebury, Pennsylvania 18963.

### ANNUAL REPORT CONTEST

The annual report contest sponsored by OACD and First Interstate Bank was the idea of Leonard Burns, SCS District Conservationist for the East Linn SWCD in 1967. All Oregon SWCDs are automatically entered in the competition when they submit their annual reports to the Division.

Reports are judged by an independent group of professional communicators and editors, and award plaques are presented to first place winners in each of the following categories: (1) Newspaper supplements; (2) Typewritten/mimeographed reports; (3) Printed brochures or booklets; and (4) Flyers or other unique communiques. In addition, an overall sweepstakes winner is selected which will receive a plaque and a \$100 cash award. The cash award is provided by the First Interstate Bank of Oregon.

Entries are judged on content, appearance, style and on how well the conservation message is presented. Reports should contain the following:

1. Past year accomplishments and highlights.
2. Annual work plan.
3. Outstanding Cooperator feature.
4. Financial statement.

In addition, reports should acknowledge cooperating agencies, groups and individuals; the district should be clearly identified; stories of specific projects and/or people are desirable and evidence of community support presented. Finally, overall attractiveness, use of photos, layout and writing style are taken into consideration.

### GOODYEAR CONSERVATION AWARDS

Sponsored by the Goodyear Tire and Rubber Company, this contest emphasizes the concepts of planning for service; organizing to give that service; and evaluation of district services. Information and program evaluation guides are provided to each SWCD and must be returned to the Division by March 1 each year. Enrollment is accomplished through submission of the districts' annual work plan, annual report and Goodyear Program Evaluation Guide. Prizes include all-expenses-paid vacation-study trips, award plaques and honor medallions.

Winning districts are selected by a state judging committee. Decisions are based on comparison of annual work plans, annual reports and information submitted in the evaluation guide. SWCDs may win first or second place awards provided that they have not won the same award during the preceding five years.

## Tips for Completing Goodyear Score Sheets

All soil and water conservation districts in Oregon are urged to enter this contest. At a time when the pressures on our natural resources are getting greater and more complex and assistance available to SWCDs is diminishing, we must make the most efficient use of the districts' resources. A sincere entry in the Goodyear Contest will serve as a review and critical measurement of each SWCD program and the activity of the supervisors.

Special attention should be given to the following items in the score sheets:

### I. Planning for Service

- A. Goals should be up to date. Many long-range programs are in need of revision.
- B. Do long-range programs and annual work plans reflect current needs?
- C. Are working relations with cooperating agencies and others clearly defined?
- D. Policies on publicity programs are not spelled out in many SWCD programs.

### II. Organizing for Service

- A. Be sure to list special committees asked for in this part of the report.
- B. Indicate in accompanying material the effect that has been made to get sufficient help to meet SWCD needs. Note that supplemental information is requested for Section 2.

### III. Giving Service

- A. Suggest that a sample agenda be included to show board meetings are well planned. Might also indicate how agenda is developed.
- B. Reports indicate average attendance of supervisors is below 80% in nearly every SWCD.

### IV. Measuring Service

- A. Newsletters would benefit many SWCDs.
- B. Women's organization would add to SWCD program.
- C. Don't forget to include annual report and news clippings.

Outstanding Cooperator

Take care in selection of your outstanding cooperator. He/she should be one that is truly outstanding and will be a competitive candidate for the OACD-SCSA Outstanding Cooperator Award Contest next year.

Outstanding SWCD Director Award

This prestigious award is presented to one or two truly outstanding SWCD directors each year by the Department of Agriculture, Soil and Water Conservation Division. Each SWCD director in Oregon is an automatic candidate in each year's program. Nominations are accepted and considered, but there is no entry form or developed criteria for entry. Decisions are made by a committee based solely on individual merit, leadership, accomplishments and activities performed by SWCD directors and brought to the attention of the Division.

Outstanding SWCD Cooperator Awards

This program is sponsored by OACD and the Oregon Chapter of the Soil Conservation Society of America. Awards are presented to area and state winners, and to the state winner's district.

Each district should select an outstanding cooperator of the year, and submit the name and reasons for selection to their OACD area chairman. Each OACD area board will then select an area winner from entries received, and forward them to the Division, which acts as a central clearinghouse for entries. A committee comprised of OACD and Oregon Chapter SCSA members then compares all the area submissions and selects a state winner. The outstanding cooperator chosen as the state winner and his/her sponsoring district are both honored at the OACD annual convention. All area winners receive award plaques also.

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