LSU Coastal Roots:
Preparing for a Restoration Trip

Reserving the DATE for Your Restoration Trip

Restoration trip dates are reserved on a first-submitted, first reserved basis. Choice dates fill quickly. **Registration opens Thursday, AUGUST 20, 2015**. To ensure fairness in this process, registration forms will not be accepted before this date. To reserve your date, *complete* page 2 of this document and email or fax it to Pam. She will confirm receipt of the form, contact your restoration partner to set the date, and then confirm the chosen date with you and your restoration partner. This process can take as long as two weeks – sometimes longer depending on Pam's LSU responsibilities.

Start time

Restoration sites have been advised that schools will arrive at the site ***around 10 a.m.*** If your school day starts early and you want to arrive earlier than 10:00 a.m., please tell Dr. Blanchard so that the restoration site manager can be alerted and she can be there on time as well. Planting takes about 2-2½ hours. You are welcome to contact the site manager to arrange additional time to tour the site, participate in an additional educational activity, and/or to have a picnic lunch at the site. *Note: if you'd prefer to arrive later than 10 a.m., please advise Dr. Blanchard, so she can meet you at the appropriate time and not spend time waiting for your arrival.*

Permission Slips

Please use your normal school permission slip for field trips. You will retain these forms.

Photo Releases *New photo releases are required each year.*

Please include all signed photo releases (page 3) for your students in the **CR Restoration Planting Folder** that will be mailed to you and give it to Pam **on the day of your restoration trip**. Also complete the list of students NOT allowed to appear in photos on the Summary Sheet (page 4). Photo releases will be retained by LSU. Having your folder ready to hand to Pam with everything in it will facilitate the process of clearing photos for use in newspaper releases and on the CR website, newsletters, journal articles, and other related materials.

> ***TIP:*** If you have more than one student that cannot be photographed, ***please assign them to the same planting team(s)*** so that we can easily separate photos with these students in them for publication purposes. We will still take pictures of these students, but will not use these students' pictures.

Adult/Parent Chaperones

Proper adult supervision is required for safety. We strongly advise you to solicit parent chaperones for the day of the trip. Because parking is often very limited at restoration sites, please strongly encourage your chaperones to carpool. At the elementary level, a ratio of **1 chaperone to 6-8 students** is desirable. At the middle/high school level, a ratio of **1 chaperone to 10-12 students** is adequate. You might want to have a list of chaperones' cell phone numbers compiled prior to leaving your school campus and have them handy during your trip.

Prior to the Restoration Trip Day

1. **Prep your seedlings.** Consolidate your seedlings onto the fewest number of trays in the can yard. Trim roots hanging out of the bottom of the yellow cells with scissors or garden clippers. Be sure to keep you trees well-watered prior to the planting day to reduce wilting.
2. **Create planting teams.** ***Create planting teams of 3-4 students prior to your trip.*** There are a number of duties that will be shared by the team members, including: shovel/dibble master (digs); plant wrangler (carries seedlings and properly places them in the hole), quality control expert (monitors spacing, depth, etc.) and growth booster (adds fertilizer when required). It is best to allow the students to alternate positions as they plant and so that each students has a chance to do each job. ***When students get off the buses at the site, please have them stand in their restoration teams***. We have approximately 40 dibbles for your students to use. CR staff will bring the shovels, dibbles, plant bags, and fertilizer. We will also show students how to plant once we are at the site.
3. **Review information on your tree/grass species with your students.** Students will likely be interviewed by media or other observers at the planting. It would be wise to review with students what type of tree/grass they are growing in their can yards and why it is needed at the site. Check the LSU Coastal Roots website for information on each of the plants that are being planted this year. A one-page description is available for most plant species, see http://coastalroots.lsu.edu/NIrestplants.html
4. **Line up coolers for student lunches/drinks.** Many schools plan a picnic lunch on the day of their restoration trip. Please make sure students have adequate water available during the day.
5. **Restroom availability.** Restrooms are not generally available or very close to planting sites. Be sure you have adequate chaperones on hand in the case that students need to be driven/escorted to the restrooms.
6. ***Complete CR Restoration Planting Folder***. You will be mailed a Restoration Planting Folder that will contain a Summary Sheet (page 4 of this packet). Please make sure this if filled out accurately with counts of the seedlings (by species), participants (students, teachers, chaperones), and a list students we are not permitted to photograph. Pam does not have time to count seedlings or to write these things down… so your help with this is greatly appreciated! Please place all the Photo Release Forms (*alphabetical order with staples removed*) and Bus Reimbursement Forms (*all four forms!*) in your folder. This is an important part of our record keeping and having all of this information in one place will help us immensely!
   Bus reimbursement materials (all four pages) should be complete on the day of your trip and in the folder you give to Pam!

Checklist of materials to bring on your CR Restoration Trip:

Teachers:

- ☐ school permission slips (you retain these)
- ☐ CR Restoration Planting Folder, including photo releases (page 3), trip summary (page 4) and bus reimbursement forms (page 5&6)
- ☐ digital camera, cell phone, emergency phone #
- ☐ hand wipes/water for washing hands
- ☐ garbage bags (for muddy shoes, trash, etc.)
- ☐ first-aid kit, toilet paper, bug spray, sunscreen

Students:

- ☐ sack lunch
- ☐ water
- ☐ bug spray, sunscreen
- ☐ boots/extra pair of shoes and socks

LSU Coastal Roots:
School Restoration Trip Reservation

School:		Cell PH:	
Teacher(s):		Email:	

Restoration Date Choices

Please see calendar to the right for available dates.

1st Choice	2nd Choice

Trip information

Planned arrival time at the restoration site is:

_____10:00 ___ AM PM

Approx. number of school buses: _____

Approx. number of automobiles: _____

Please encourage chaperones to carpool!

Plant species	Plant Count # of yellow cells

___ **Yes. We would like to have 1 or 2 teams of students try to locate last year's GPS tagged seedlings.**
___ **No. We only want to GPS tag this year's seedlings.**
___ **No. We only want to plant this year's seedlings.**

Students	Number Attending *(estimated)*
Students Grade: ____	
Students Grade: ____	
Students Grade: ____	
Teachers	
Adult Chaperones	

Assignment of restoration dates is on a first-submitted, first-reserved basis.

Teacher Signature:

_____

Date Submitted: _____

Please return this completed form by fax to (225) 578-9135 or by email to <PamB@lsu.edu>. You will receive a confirmation fax or email that we have received your reservation form.

If you do NOT get a confirmation from Pam within TWO DAYS of faxing this form, please call [337/ 739-8506] or email her.

Calendar is updated as of August 17, 2015

Restoration Planting Calendar

2015

SEPTEMBER
grasses only

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER
grasses before 10/16; trees after 10/16

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER
trees only

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
26	23	24	25	26	27	28
29	30					

DECEMBER
trees only

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2016

JANUARY
trees only

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY
trees only

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH
trees before 3/18; grasses after

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL
grasses only

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY
grasses only

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

KEY

	available
	unavailable
	confirmed
	CR exhibit
	pending
	CR Winter Workshop
	Nursery visit!

Student Name _____
last name, first name

School _____

Date _____

LSU Coastal Roots Program Photo Release Form

Students over the age of 18 may sign for themselves; students under 18 must have this release form also signed by a parent or guardian.

I give permission, without restriction, to Louisiana State University to use the name, photographs, audio clips, video clips, writing samples, quotes and artwork (and/or any copies of such), of/from myself or my child.

I grant the right to use these materials, name of myself/child/dependent, and the name of my child's school for educational and promotional use, as directed by the LSU Coastal Roots staff in relation to the LSU Coastal Roots Seedling Nursery Program, without payment or remuneration for any appearances, use or displays. I acknowledge the Louisiana State University's right to crop or treat the display of such images, audio, video, writing, quotes and artwork at its discretion. I understand that these materials may be used in printed and Internet publications and presentations, and that these materials may also be given to news media and other organizations for educational or promotional purposes. Only your child's first name and school will be used on Internet pages.

CHECK ONLY ONE

_____ **I give my permission** for the use of my child's photograph, audio clip, video clip, writing, artwork or quote in printed, Internet and/or news media publications. I understand that signing this release does not guarantee use or publication of the photograph, audio clip, video clip, writing, artwork or quote (as outlined above). I understand I may change or withdraw this release/consent at any time by contacting Louisiana State University, in writing, at the address listed below.

_____ **I do not give permission** for my child's photograph, audio clip, video clip, writing, artwork or quote to be used by the LSU Coastal Roots Program.

Printed Name of Student	
Signature of Student	

Printed Name of Parent/Guardian ***(required for all students)***	
Signature of Parent/Guardian ***(not required for students over the age of 18)***	

Student's home telephone number		**Birth Date of Student**		**Grade**	
Address of Student ***(number, street, city, state, zip)***					

Questions: Dr. Pam Blanchard, LSU School of Education
223 Peabody Hall, Baton Rouge, LA 70803 Phone: 225/ 578-2297 Fax: 225/ 578-9135.

Restoration Planting Summary

School:	
Teacher(s):	
Restoration Date:	
Location:	

For the sake of our CR records, please be as accurate as possible with reporting.

Plant species	**Official Plant Count** # of yellow cells

Students	**Number Attending** *(actual number)*
Students Grade:____	
Students Grade: ____	
Students Grade: ____	
Teachers	
Adult Chaperones Suggestion: 1 chaperone for every 8 to 10 students	

---------- NO PHOTO RELEASE PERMISSION ----------

___ YES! All students have turned in their photo releases **and** can have their photos taken!

Please list ALL students whose parents have NOT given permission for them to appear in photos or speak with media. Also list students who do NOT have their permission forms signed.

Once completed please place this form along with **all signed photo release forms** and **bus reimbursement forms** in the **CR Restoration Planting Folder** and return to Pam on the day of the restoration planting.

Thank you for your hard work and for making this trip a great learning experience for your students!

THIS INVOICE MUST BE SUBMITTED on School letterhead

INVOICE

TO	**Dr. Pam Blanchard** Director, LSU Coastal Roots Program LSU School of Education 223-E Peabody Hall Baton Rouge, LA 70803	FAX	**225/ 578-9135**
FROM			
DATE			
RE	**INVOICE for Bus Expense for LSU Coastal Roots Restoration Trip**		

Restoration Partner Site:	
Date of Restoration Trip:	

	Amount
Bus rental fee and related expenses	$300
TOTAL BALANCE	**$300**

This invoice signifies that our school participated in a 2013-14 restoration trip as part of our participation in the LSU Coastal Roots Program. I understand that this invoice cannot be paid until Dr. Blanchard receives an invoice on school letterhead in an amount of $300, a list of student names who participated in the trip, proof of insurance for the bus(es), and a completed W-9 form.

_____ _____
signature of school representative date

_____ _____
printed name of school representative position

In order to process the Bus Reimbursement LSU will need:

1. Invoice on **your school's letterhead** (template above)
2. W-9 (if not already on file with Coastal Roots) (form on page 6)
3. Student List(s) that rode on the bus(es)
4. Proof of bus insurance (Certificate of Liability or LA Auto Insurance form)

All 4 pieces of information are <u>due the day of the restoration trip</u>!

We will notify you <u>twice</u> if one of the above pieces of information is missing.
If we still haven't received the missing material, the reimbursement will be forfeited.
No paperwork will be put forward for processing after May 25, 2016.

Please hand these materials to Pam on the day of the restoration trip in the Restoration Planting Folder.
If you are unable to submit them the day of the planting trip, they can also be faxed to Dr. Blanchard's attention at 225/ 578-9135, or mailed to Dr. Pam Blanchard, LSU School of Education, LSU Coastal Roots Program, 223-E Peabody Hall, Baton Rouge, LA 70803.

BUS REIMBURSEMENT FORM [W-9]. All 4 pieces of information are <u>due the day of the restoration trip</u>!

Form **W-9**
(Rev. December 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)

Requestor's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I **Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

Employer identification number
☐☐ – ☐☐☐☐☐☐☐

Part II **Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ Date ▶

LSU in now requiring the contact information for the person who signs this form. Please provide this information:

Person who provided the W-9: _____

Position at school: _____

Contact Phone: _____ ***Contact Email*** _____

Available for download at http://www.irs.gov/pub/irs-pdf/fw9.pdf