

**Office of Lt. Governor/  
Department of Culture, Recreation & Tourism  
Funding Agreement Checklist**

**Agency/Program:** Louisiana Serve Commission/Learn & Serve K-12

**Recipient:** *St. Charles Parish School Board/Wetland Watchers*

- Indicate:**
- Cooperative Endeavor
  - Professional Services Contract
  - Personal Services Contract
  - Consulting Services Contract
  - Social Services Contract
  - Grant: Indicate Specific Program 09KSWLA002
  - Line Item Appropriation
  - Letter of Agreement

- | Yes                                 | No                       |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include budget worksheet?   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include anticipated uses?   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include estimated duration of the project?  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include goals, objectives, and measures of performance?                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement indicate requirement of written progress report every six (6) months?             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement notify the recipient of Louisiana Audit Law (R.S.24:513)? (See attached schedule) |
| <input type="checkbox"/>            | <input type="checkbox"/> | Has the comprehensive budget been approved by the appointing authority?                              |
| <input type="checkbox"/>            | <input type="checkbox"/> | Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor?         |

**Signatures:** *Patrick S. Roque*  
Contract Monitor

*12-29-10*  
Date

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

## 2010-11 Learn and Serve America Grant Application

Deadline: April 15, 2010 - 4:00 pm

Page 7 of 10 (Budget Detail 1)

**2010-11 Learn and Serve Budget**

APPROVED: *Yes! R 9.9.10*

AMOUNT: \$ *12,080*

MATCH (generate/exceed) as per grant app: \$ *13,295*

CH20091	<b>Wetland Watchers</b> Harry Hurst Middle		
<b>Budget and Sustainability</b> <i>20% of evaluation</i>			
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
<b>Salaries</b> <i>(include related benefits, but can not exceed 20% of Learn &amp; Serve Funds)</i>			
Classroom substitute while conducting service-learning program  12 days x 1 substitute @ \$70 rate/day = \$840 <i>(rounded to nearest dollar)</i>	0	0	840
<b>Fall Training Conference (Mandatory Attendance for 1 Coordinator)</b>  2 days x 1 substitute @ \$ 70 rate/day = \$140 <i>(rounded to nearest dollar)</i>	0	0	140
<b>National Service Learning Conference (Optional Attendance for 1 coordinator)</b>  0 days x 1 substitute @ \$0 rate/day = \$0 <i>(rounded to nearest dollar)</i>	0	0	0
1) Coordinator 200 hrs x \$25 = \$5000 (96hrs paid LS)	2400	0	2600
2)	0	0	0
3)	0	0	0
4)	0	0	0
5)	0	0	0
<i>Learn and Serve Amounts for Salaries can not exceed 20% of the Total Funding Requested.</i>			
<b>Salaries Sub-Totals</b>	<b>\$2400</b>	<b>\$0</b>	<b>\$3580</b>
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
<b>Purchased Professional &amp; Technical Services</b> <i>(state what consultant is to be used for in the description)</i>			
1) Celebration tents	800	1600	0
2)	0	0	0
3)	0	0	0
4)	0	0	0

5)		0	0	0
Purchased Professional & Technical Services Sub-Totals		\$ 800	\$ 1600	\$ 0

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## 2010-11 Learn and Serve America Grant Application

Deadline: April 15, 2010 - 4:00 pm

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CH20091	Wetland Watchers Harry Hurst Middle		
<b>Budget and Sustainability</b> <i>continued</i>			
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
<b>Transportation and Other Travel</b> <i>(Transportation to conduct service activities; travel to attend meetings, conferences, etc. - includes mileage, airfare, meals, and lodging.)</i>			
Bus Transportation (transporting students to activity sites) 38 round trips to site @ \$ 170 rate/round trip = \$6460 <i>(rounded)</i>	1980	4480	0
Provide brief details on transporting students to site: <b>Students pay \$4 per trip. We pay for some of OUR MENTORED SERVICE-LEARNING GROUPS TO JOIN US IN ACTIVITY FACILITATION ADN TRAINING.</b>			
<b>2010 Fall Training Conference in Baton Rouge (Mandatory)</b>			
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> <b>Hotel: 1 night(s) @ \$119 per night = \$119</b>	119	0	0
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> <b>Meals: 1 day(s) @ \$23 per day = \$23</b> <i>(This amount includes breakfast &amp; dinner. Lunch will be provided the day of the conference)</i>	23	0	0
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> <b>Mileage: 148 mi. round trip to B.R. @ <del>\$0.52</del><sup>.48</sup>/mile = \$71</b> <i>(rounded)</i>	71	0	0
<b>2011 National Conference (Atlanta, GA) (Optional)</b>			
<i>2011 National Conference (Atlanta, GA) (optional)</i> <b>Registration: \$0</b>	0	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> <b>Airfare: \$0</b>	0	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> <b>Ground Transportation: \$0</b>	0	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> <b>Hotel: \$0</b>	0	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> <b>Meals: \$0</b>	0	0	0
<i>Attendance at the 2011 National Conference in Atlanta, GA can not exceed \$1,250 of the Total Project Budget</i>	0		
<b>Transportation and Other Travel Sub-Totals</b>	<b>\$ 2193</b>	<b>\$ 4480</b>	<b>\$ 0</b>

Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
<b>Other Purchased Services</b> <i>(includes postage, printing and binding)</i>			
1) printing nature trail tour guide	400	200	0
2) printing wetland guide	300	150	0
3) Leadership dissemination/ replication	1250	0	0
4)	0	0	0
5)	0	0	0
Other Purchased Services Subtotals	\$ 1950	\$ 350	\$ 0

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## 2010-11 Learn and Serve America Grant Application

Deadline: April 15, 2010 - 4:00 pm

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CH20091	Wetland Watchers Harry Hurst Middle		
Budget and Sustainability <i>continued</i>			
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
<b>Materials and Supplies</b> <i>(includes books, journals, software and all other items needed for service-learning projects. Equipment costing more than \$300.00 per item MAY NOT be purchased with Learn and Serve grant funds.)</i>			
1) Wetland Watcher T-shirts for Participants	540 x \$4.00=\$2,160.00	600	1560
2) I-Pod Touch to record	4 x \$165.00=\$660.00	330	330
3) Animal ID Guide	10 x \$6.00=\$60.00	60	0
4) Plant ID Guide	15 x \$7.00=\$105.00	105	0
5) Two Way Aquatic Magnifiers	25 x \$12.00=\$300.00	300	0
6) Speedy Dibbles for planting trees	5 x \$36.50=\$182.50	182	0
7) Mini Vox Public Address system	1 x \$260.00=\$260.00	260	0
8) Digital Cameras for digital scavenger hunts/ docum	5 x \$125.00=\$625.00	500	125
9) Flip Ultra HD Videocam for student created documen	4 x \$170.00=\$680.00	510	170
10) french explorer costumes for living history presen	5 x \$65.00=\$325.00	325	0
11) presentation animal care (food, equipment, etc.)	1 x \$300.00=\$300.00	300	0
12) certificate paper for awards	8 x \$22.00=\$176.00	176	0
13) replica scat ID activity includes 14 animal scat	1 x \$260.00=\$260.00	260	0
14) Super Sorter Outdoor recycable bin	4 x \$250.00=\$1,000.00	500	500
15) digital proscope for macroinvertebrate ID	1 x \$249.00=\$249.00	249	0
<b>Materials and Supplies Subtotals</b>	<b>\$ 4657</b>	<b>\$ 2685</b>	<b>\$ 0</b>
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## 2010-11 Learn and Serve America Grant Application

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CH20091	Wetland Watchers Harry Hurst Middle		
<b>Budget and Sustainability</b> <i>continued</i>			
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
Administrative/Indirect Costs <i>See Administrative Costs Guidelines section of the Louisiana Learn and Serve America Grant Application Guidelines before completing this section.</i>			600
Budget Summary <i>(recap of pages 7, 8 &amp; 9)</i>	Learn & Serve Amount	Cash Match	In-kind Match
Salaries p7	2400	0	3580
Purchased Professional & Technical Services p7	800	1600	0
Transportation and Other Travel p8	2193	4480	0
Other Purchased Services p8	1950	350	0
Materials and Supplies p9	4657	2685	0
Administrative/Indirect Costs p10 (above)			600
<b>Grand Totals</b>	<b>\$ 12000</b>	<b>\$ 9115</b>	<b>\$ 4180</b>
	<b>Match Total</b>	<b>\$ 13295</b>	
<b>Initial Reported Values</b> <i>from p2</i>	<b>\$ 12000</b>	<b>\$ 13295</b>	
<b>Sustainability Plan</b>			
Provide plans to sustain your service-learning program once this grant has expired. Among the items to be included here are a description of partnerships that are expected to continue and the anticipated support from your school, school board or community that will extend beyond this grant.			
Through project recognition, we have established solid corporate partnerships with Motiva Enterprises, Dow St. Charles Operations, Monsanto, Atmos Energy, Entergy, Blue Cross Blue Sheild, and Valero St. Charles. These partners have dedicated funding towards the education of our student participants as well as support in improving the 28 acres of land donated to us and recently dedicated as Wetland Watchers Park. Other partners such as UNO, LSU, the Lake Pontchartrain Basin Foundation, and the US Corps of Engineers are dedicated to sharing their knowledge and expertise with our students.			
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