

2017 STUDENT FELLOWSHIP GUIDELINES





TERMS AND CONDITIONS

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Accepting this Fellowship

By accepting this fellowship, you are indicating your commitment to the Ignite LA Student Science Awards program for the dates of your expedition. We ask that you please read the guidelines and expedition briefing to gain a complete understanding of the requirements. If you have to cancel your participation on the program, we ask that you please inform your program coordinator as soon as possible. Please understand that canceling your participation after you have accepted the fellowship will impact the fellowship’s outcome. Earthwatch will be unable to award another student in your place and the Foundation will be unable to recover the cost of your fellowship, which will go unused.

Fellow Responsibilities in Accepting this Fellowship

Immediately

- Read this Fellowship Award Packet and the Expedition Briefing thoroughly
- Sign and return the following documents to Earthwatch within the deadline established on these forms:
 - Fellowship Award Agreement
 - Earthwatch Participation Form: Teens
 - Headshot (photo of you from the shoulders up showing your face)

Before Your Expedition

- Complete and return any expedition specific required forms (emailed to you if required by your expedition)
- Familiarize yourself with your travel itinerary (sent by Earthwatch)*
- Review the packing checklist (in Expedition Briefing) and ensure you have the necessary supplies
- Leave Earthwatch's 24-hour helpline number with a parent or relative (found in your Expedition Briefing)
- Begin journaling*
- Approve fieldwork credit with your school (optional)*
- Submit your story to local news organizations (optional)*

On Your Expedition

- Participate fully and to the best of your abilities
- Get a picture of yourself working in the field*
- Write daily journal entries*

After Your Expedition

- Write a journal entry summarizing your experience*
- Complete the Fellowship Reporting Materials Form (link emailed to you) **within 30 days of your expedition.***
- Complete additional surveys Earthwatch sends to you*
- Participate in Earthwatch gatherings or alumni events and stay in touch with Earthwatch*

**Detailed explanations of these items can be found on the following pages.*

FELLOW RESPONSIBILITIES DETAILS

Before Your Expedition

Complete and Return Additional Required Forms

You must submit any other forms required for your specific expedition. If a waiver or release is required for your expedition, it will be included in your Expedition Briefing or sent to you before your expedition.

Familiarize Yourself with Your Travel Plans

Your program coordinator will arrange air travel to and from the expedition for you and your team. Once your group flight is confirmed, you will receive a travel email. The travel email will include your confirmation number as well as your airline and flight numbers. You can access up-to-date flight information on your airline's website using your confirmation number. You are responsible for arranging travel to and from Los Angeles International Airport (LAX). You will use your confirmation number to check in at the

airport. Please remember to bring a valid ID with you to the airport and know when and where your rendezvous takes place. Please refer to the [Travel Tips](#) in the Appendix below for more travel advice.

Earthwatch will begin booking travel on March 28, 2017, ***please note:***

- After March 28, 2017 your flights are final and your travel itinerary **CANNOT** be changed.
- Do **NOT** make any personal travel arrangements or plans for the first OR last day of your expedition, you must be able to make your flights to and from the expedition.

Your fellowship also includes a travel award for checked baggage, so be sure to keep your receipt(s). Please be prepared to pay \$25 per checked bag to and from the project. Some airlines allow pre-registration, but as many don't it may be best to reserve \$50 cash for this expense. Earthwatch will reimburse you this fee once you submit your reporting requirements after the expedition.

To help you through the check-in process at the airport, Earthwatch has arranged for an Earthwatch representative to meet you at LAX and help you check-in at the airline counter, walk you to the security checkpoint, and answer any travel questions you may have. This person will not be able to go beyond the security checkpoint since they will not have a boarding pass. Your team facilitator and/or member of your project staff will meet you at the expedition rendezvous.

Read Your Expedition Briefing

Your Expedition Briefing offers a detailed description of your research project as well as essential logistical information for your expedition. It is a vital tool and your Earthwatch scientist expects you to read the Expedition

Briefing **BEFORE** you arrive on your expedition. Also, be sure to carefully review the packing list and physical requirements. We encourage you to use the recommended reading list to become more familiar with the research you will be participating in.

A link to an electronic copy of the Expedition Briefing will be added to your account on your My Earthwatch portal as soon as it is available. A printed copy of the Expedition Briefing will also be mailed to your home address. Be sure to pack the printed copy in your carry-on luggage and bring this to your orientation in Los Angeles, so you have it on hand if needed. If you have any questions about your expedition before you accept or decline your award, please contact your program coordinator at ignite@earthwatch.org.

Review Your Packing Checklist

Make sure you have everything you will need before you go on your expedition by reviewing the packing list included in your Expedition Briefing. You are encouraged to have all of the equipment and supplies you will need at least 1 month prior to your expedition.

Earthwatch's 24-hour Helpline

Earthwatch is available to assist you 24 hours a day, 7 days a week. You should leave the 24-hour helpline numbers with a parent, relative, or friend before departing on your expedition. There are two numbers for this helpline depending on where you are when calling:

If you are calling from the U.S., use +1 (800) 776-0188.

If you are calling from outside the U.S., use +1 (978) 461-0081.

Approve Fieldwork Credit with Your School (optional)

Earthwatch cannot directly award credit for your participation in an Earthwatch Expedition.

However, many students have been successful in pursuing credit for the Fellowship experience through their school. Students are most successful if they make arrangements with their guidance counselor and/or club advisor ahead of time. You will be responsible for making all arrangements for this credit approval.

Submit Your Story to Local Media (optional)

While it is not one of your Fellowship requirements, we encourage you to send a short write up about your Fellowship to your local news organizations. Whether it's your school, town, or regional newspaper, or one of your local TV or radio stations, media outlets love to feature residents giving back, so tell your story! This can be done before you go on your

expedition or as a follow-up after. Please refer to the [Press Release Guidelines](#) section in the Appendix.

On Your Expedition

Get a Picture of Yourself Working in the Field

Ask a team member to take a picture of you! Your photo will not only be a keepsake for you to remember your expedition, but it will also allow us to feature images of volunteers in the field and encourage others to volunteer on Earthwatch Expeditions. Over the course of your expedition, and upon returning, your team will create a PowerPoint to showcase all that you've learned and all of the fun you've had! Your photos from the field will be great additions to this project!

After Your Expedition

Attend the Ignite Closing Session

Each year, the Ignite closing session proves to be a highlight of the Ignite experience. This gathering of all the Ignite teams is a way to show off all of the information that you've learned and all of the adventures that your Ignite experience provided. This session will be held in Los Angeles, with details about location, date and time found in your welcome back email, send by your Program Coordinator.

- ***Your team will have a short presentation (5-10 minutes) at this event, so taking videos and pictures while in the field will make this a fun task as you reflect on your time in the field!***

Complete Fellowship Reporting Materials

As part of your Fellowship, you are responsible for sharing your experience with your school and community as well as helping Earthwatch and your funder evaluate your experience by submitting reporting materials through the **Student Report Submission Form**. Earthwatch will submit all reporting materials to your funders; please do not send anything to your funder directly. You will be reminded of your reporting responsibilities in the **Welcome Back from the Field email** from your program coordinator which will contain a link to the form.



All reporting materials (evaluation, picture, thank you note, etc.) are due 30 days after the last day of your expedition. Reimbursement requests submitted after **October 1, 2017** will not be accepted.

The form will contain the following sections:

- **Expedition survey** Earthwatch relies on your honest feedback to assess the quality of our programs.
- **Reporting material-** You will use this section to submit the following materials to Earthwatch:
 - ✓ **Picture** of you working in the field – Please submit photo in a jpeg format.
 - ✓ **Thank you letter to your sponsor** – For help and a template, please refer to the [Thank You Letter Guidelines](#) section in the Appendix below.
 - ✓ **Field Questions** –Share your experience with Earthwatch and your funder by answering the following questions:
 - When you came home, what part of your experience were you most excited to tell others about?
 - What is the most important thing you learned during this expedition?
 - What did your expedition teach you about the nature of scientific field research (e.g. who does it, how they do it, why they do it) and scientists' use of technology? How has this experience changed your view of scientists?
 - What was it like working on a team with your peers, a scientist, and the project staff?
 - What did you learn about yourself and the world that might influence your career plans? Has this experience led you to consider changing your plans for your future?
 - Is there a connection between the topics you have studied in the field (such as climate change, sustainability, etc.) and your own community? Is there anything you would like to see different in your community and what action can you take to see that change?
- **Additional Materials**
 - ✓ **Additional Photos** – We are always eager to share the incredible photographs our volunteers take while out in the field. You can send additional photos to ignite@earthwatch.org. Also, be sure to tag us on Facebook (www.facebook.com/earthwatch), Twitter ([@earthwatch_org](https://twitter.com/earthwatch_org)) and Instagram ([@earthwatch](https://www.instagram.com/earthwatch)).
 - ✓ **News Articles** – If you submitted any press releases and were featured in any articles, send us a link or upload a copy of the article to the submission form!
 - ✓ **Reimbursements** – Your fellowship includes reimbursement for one standard-size checked bag to and from your expedition. You must submit receipts for your checked baggage to be reimbursed. All reporting materials must be completed prior to reimbursements being processed. Earthwatch will also reimburse you for field supplies, however these items will need to be approved before purchase, and reimbursements will be approved on a need by need basis.

Your transportation receipts for to and from the expedition must be clear copies and include the following:

- Your Name
- Airline Name

• Arrival and Departure Location, Dates and

Times and Total Cost

*Please note that it typically takes as long as 6 weeks for reimbursements to be processed.

Share your experience with others and spread the word about Earthwatch!

Share your exciting summer experience with your friends, family, and community, tell them about your involvement in real scientific research and spread the word about Earthwatch!

You can give a presentation to your school, the local community, and/or your family to tell them what you have done and what you intend to do with this experience. Ask your program coordinator if you would like the Earthwatch PowerPoint template. Let us know if your Earthwatch experience inspired you to organize or get involved in any presentations or activities in your school or community, we would love to hear about them!

In the Future

Complete Additional Surveys and Evaluations

To ensure that Earthwatch Student Fellowships continue to be funded, it is important that Earthwatch continues to evaluate the impacts of our programs. In two years, you will be invited to take a short survey to help Earthwatch better understand the long-term impacts of our fellowships. Your participation will help ensure the success of our programs. **Please keep us updated on your contact information**, particularly your email address by emailing ignite@earthwatch.org.

Participate in Earthwatch Gatherings and Events

You are now part of the Earthwatch Fellow network and will receive periodic emails about Earthwatch news and information about gatherings in your local area. If there is an Earthwatch gathering in your local area, we hope you attend and share your experience either formally or informally.

Stay in Touch

We enjoy hearing from our past fellows! You can stay in touch through your program coordinator by updating him/her on what you have been up to since you returned from your expedition. You can also stay in touch through our Facebook page, www.facebook.com/earthwatch, by posting about your experience and connecting with other Earthwatch alumni.



[facebook.com/earthwatch](https://www.facebook.com/earthwatch)



earthwatchunlocked.wordpress.com



pinterest.com/earthwatch



[@earthwatch_org](https://twitter.com/earthwatch_org)



youtube.com/earthwatchinstitute



instagram.com/earthwatch

APPENDIX

Travel Tips

Arrive Early

Please be sure to arrive at the airport well before your scheduled flight time; **at least 2 hours before a U.S. flight.** This may seem early, but it is essential that you allow enough time to check in at the airline counter, go through security screening, and get to your gate before your flight is scheduled to board. TSA has a helpful section of their website that shows the status of an airport (whether it is experiencing delays or cancellations), what you are allowed to bring in your luggage, and security wait times. It is located at: <http://apps.tsa.dhs.gov/mytsa/>.

Become Familiar with the Airport

Many airports provide a map of the terminals on their website. These maps usually show the locations of the airport's information desks, restrooms, and food courts. Before you leave for your expedition, be sure to look at the maps of the airports you are traveling through, you can even print them for easy reference if needed.

Check the "Departures" Monitor

Once you arrive at the airport, check the "Departures" monitor for your flight. The monitor will tell you whether or not your flight is on time and it will also tell you what terminal you will be departing from.

Luggage

Most, if not all, airlines allow you one carry-on item and one personal item at no additional charge. Any luggage besides these items must be 'checked.' If you are checking a bag, most airlines require you to pay a fee at the ticket counter or kiosk. Typically, the cost is \$25 per bag, each way. Fees are different for each airline, so make sure you check the airline's website. If your checked bag is over 50 pounds and over 62 inches (length + width + height), it is considered 'overweight' by the airline, and an additional fee will be charged on top of your checked baggage fee.

Funds

We advise you to carry a small amount of money or a credit/ATM card in case of travel disruptions or other unforeseen circumstances. Many vendors DO NOT allow parents/guardians to give credit card information over the phone. These unexpected expenses may be reimbursable.

Ask for Help

While at the airport, please ask for help if you need it. Find someone who works at the airport (look for someone in a uniform) and explain your issue. They will be able to point you in the right direction so that you do not become delayed.

If you are Late or Have a Problem While Travelling

If your travel is disrupted, call Earthwatch's 24-hour helpline. Earthwatch is available to assist you 24 hours a day, 7 days a week. There are two numbers for this helpline depending on where you are when calling:

*If you are calling **from the U.S.**, use +1 (800) 776-0188.*

*If you are calling **from outside the U.S.**, use +1 (978) 461-0081.*

These numbers are also in your Expedition Briefing, which should be packed in your carry-on bag. Tell whoever picks up the line that you are a student Fellow and you have an emergency communication. Give the name of your research project, your name, the location you are calling from, and if possible, a phone number where you can be reached. An Earthwatch staff member on emergency response duty, called a Duty Officer, will be contacted and will promptly respond to your call. If you are not at a place where you can receive a call back, let the person you are speaking with know. You will be placed on hold, and then connected to someone who can help. Someone is always on call to respond to messages that come into our live answering service, so don't worry – you won't be left stranded!



Thank You Letter Guidelines

Writing a good thank you letter is very important and shows your gratitude for the funder who generously supported you to participate in an Earthwatch Expedition. A thank you letter confirms that this Fellowship is important to you and shows them your appreciation for their generous donation of funds and time. Your thank you letter should be free of both grammatical and spelling errors. The letter should be clearly written, and should express enthusiasm and appreciation for the opportunity given to you to participate in an Earthwatch Expedition.

Your thank you letter should contain the following:

Name of your funder

C/o Earthwatch Institute
114 Western Ave
Boston, MA 02134

Dear (Name of your funder),

First paragraph: Write about the purpose of your letter (thanking the funder for your Fellowship).

Second paragraph: Write a little bit about yourself and why this Fellowship is important to you. Tell them what you have learned from this expedition and how this experience has impacted you. It is helpful to be specific, and we encourage you to use quotes from your daily journal.

Third paragraph: Closing paragraph where you again express your appreciation for this Fellowship and their support. Here you should mention how you will use this experience in the future.

Sincerely,

Signature

Your name

Name of your school

Your school's city and state

Press Release Guidelines

Heading out on an expedition, and can't wait to share the experience with others? Feeling your inner *Annie Peck Smith* or *Jacques Cousteau* after your Earthwatch project—and want to tell your local community? Developing an environmental project with your peers, and think the local media might be interested in a photo op? Tell your story!

While not required, we encourage you to reach out to local media outlets by distributing a press release. You have a great story to tell, and we need your help to spread the word! Here's how:

- **Create a local media list**—Local and school newspapers, television, radio and online (i.e. school websites) are all great outlets to include. Next, identify the appropriate editor or reporter to whom you can send your story, we suggest Feature, Education and Science reporters. Most media outlets provide a directory on their website, you can also call the local newsroom or managing editor to find out which individual is best to contact.

If you succeed in getting a story in the local newspaper, feel free to call up a reporter at your local radio or broadcast station to see if they want to interview you, too!

- **Contact reporters *before and after* your expedition.** They like to “follow the story.”
 - *Email before the expedition.* If you don't hear back, follow up with a phone call. It is best to call reporters in the morning, before the day grows hectic.
 - When you call, identify yourself and make your pitch quickly: “I am a local student and I think my upcoming Earthwatch Expedition to the Tetons would be of interest to the community. I sent you an email about it yesterday y and wanted to make sure you received it. Can I tell you more about it?”
 - If you leave a message, be concise and be specific about your availability and leave your phone number.

Pre-expedition Email Template:

Subject line: Local Student to Join Earthwatch Expedition in [Expedition Location]

Dear [Reporter Name],

I am a [GRADE] student at the [High School Name]. I leave next week on a two-week expedition with Earthwatch to study climate change in the Arctic, and thought you might be interested in the story. My expedition is funded by [Funder's Name]. You can read more about Earthwatch at www.earthwatch.org and I will send a follow-up email when I return.

I would be happy to provide additional information; you can reach me at [your email] and/or [your number].

Sincerely,
[Your name]

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Earthwatch is an international environmental nonprofit whose mission is to engage people worldwide in scientific field research and education to promote the understanding and action necessary for a sustainable environment.

Email a press release after the expedition. Follow up with a phone call the next day.

- **IMPORTANT:** Please do not send attachments via email to reporters. Mention if you have a great photo in the body of your email—but only send it once the reporter informs you, that attachments are okay.

Post-expedition Email and Press Release Template:

Dear [Reporter Name],

I wrote you a few weeks ago about my Earthwatch expedition to study climate change in the Arctic. Below is a follow-up. You can reach me at studentfellow@gmail.com and/or 555-555-5555.

Sincerely,
[Your Name]

Press Release: For Immediate Release

Headline: High School Student Joins Glacier Research Team with Earthwatch Institute

Contact: [Your Name], 555-555-5555, studentfellow@gmail.com

Date: 8/11/09

IMAGES AVAILABLE

[Your Name], an eleventh grade student at [High School Name] joined an Earthwatch research team for an 11-day expedition in Manitoba to help scientists understand how the Arctic is affected by climate change. [Your Name]'s expedition was funded by a grant from [Funder Name].

From July 18th to August 1st, [Your Name] joined 10 other Earthwatch volunteers from the United States for the "Climate Change at the Arctic's Edge" project. The research team was led by Dr. Peter Kershaw of the University of Alberta.

"I came home from my Earthwatch expedition feeling a whole new sense of connection to the natural world, a fresh understanding of climate change and the need to act now, and a renewed enthusiasm for the way I think and learn about science" said [Your Name].

Global warming is most dramatically visible at the edge of the Arctic, where peatlands run in a broad strip around the globe. Scientists say these wetlands contain as much as 20% of the world's carbon, usually locked in permafrost. But as the permafrost thaws, it may release carbon dioxide and methane, which could increase the rate of global warming.

The Earthwatch volunteers used ground-penetrating radar, dataloggers, and soil coring to help researchers measure the permafrost's organic carbon levels. They also did a plant study.

"I never imagined I took take part in real climate science data collection like a real scientist," said [Your Name]. "I was thrilled to capture video and pictures of the small mammals we trapped for part of the study, too. I can't wait to integrate it all into my science classes."

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Earthwatch is an international environmental nonprofit whose mission is to engage people worldwide in scientific field research and education to promote the understanding and action necessary for a sustainable environment.

FELLOWSHIP GLOSSARY

Fellowship Award Packet	<p>This packet. It is very important and will walk you through what you need to do to successfully complete this Fellowship Program. It contains:</p> <ul style="list-style-type: none"> • Expedition Title and Dates • Funding Information • Terms and Conditions of the Fellowship • Fellow Responsibilities • General Information • Award Agreement
Award Agreement	<p>Document that states whether or not you accept the terms and conditions of the Fellowship program. The agreement is the last page of this document and must be completed and emailed to your program coordinator by Monday, March 27 2017. If it is not returned by the due date, Earthwatch reserves the right to assign your place to another applicant.</p>
Funder/Donor/Sponsor	<p>This program is made possible by generous donors who are passionate about conservation and education. Funding comes from individuals, family foundations, community organizations, non-profits, and corporations.</p> <p>Whether a donor is funding ten fellows or just one, they are a part of our Earthwatch community and they deserve to hear from you via your reporting materials.</p> <p>Details about your funder and the report you must complete for them can be found in this Fellowship Award Packet.</p>
Expedition Briefing	<p>All the information regarding your expedition will be detailed in this document. Please review this document carefully and bring it on your expedition. If you have questions about your expedition, this should be your first stop.</p>
Fellowship Report	<p>To successfully complete this program you must accomplish all of the reporting requirements listed in this Award Packet.</p> <p><u>FAST FACTS:</u></p> <ul style="list-style-type: none"> • Due 30 days after you return from your expedition • Submit to your coordinator for review via the online submission form. • All materials should be sent at the same time, not piecemeal • You cannot be reimbursed until this is completed • Do NOT send the report to your funder, Earthwatch will. <p>The Fellowship program depends on each Fellow to complete this report to a satisfactory level. Without complete reports from all participants renewed funding is in jeopardy.</p>

<i>'In the field'</i>	A term used to describe the area where you and your team will conduct research.
PI	The Principal Investigator (PI) is the lead scientist on the expedition.
Press Release	Document written and sent to a reporter about your story. This is not the actual publication, just proof that you sought press.
Program Coordinator	<p>Your point of contact at Earthwatch. Your coordinator will help you prepare you for your expedition and ensure you complete all the Fellowship reporting requirements.</p> <p>The name and contact details of your coordinator is listed in this Fellowship Award Packet.</p>
Rendezvous	The location where you are to meet up with your team on the first day of the expedition. This information is detailed in the Expedition Briefing.
Team	Your 'team' is made up of all the volunteers on your expedition. Your team will be accompanied by field staff and scientists.
Travel Award/Reimbursement	<p>Your Fellowship includes a travel reimbursement for the cost of one standard-size, checked bag each way. You must provide Earthwatch with receipts in order to be reimbursed.</p> <p>The reimbursement can only be provided after all reporting materials are complete.</p>