



ENVIRONMENTAL CLUBS SUPERVISORS HANDBOOK



**“THE ENVIRONMENT IS EVERYBODY’S
BUSINESS”**



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BRIEF HISTORY OF ENVIRONMENTAL CLUBS IN GUYANA

The Environmental Protection Agency (EPA) with the support of the United Nations Development Programme (UNDP) launched an Environmental Education, Awareness and Capacity Building Programme in 1999. One of the major activities of this programme was the involvement of communities and youths in environmental activities through the formation of environmental clubs and groups.

From 2001 to 2002, over sixty clubs and community environmental groups were developed in all the regions of Guyana. Club activities were coordinated by a National United Nations Volunteer attached to the EPA, and with financial assistance from the Environmental Education Programme, members were trained to identify and plan environmental activities within a work programme that involved other members of the community, both at the government and non-governmental levels.

The potential for these clubs and community groups to recruit and develop capacity for community-based planning and action in the environmental field, has been recognised by the EPA, UNDP, as well as other agencies in Guyana. The first environmental club to be affiliated to the EPA was the Santa Rosa Conservation Club in September 2000.





A NOTE TO ENVIRONMENTAL CLUB SUPERVISORS

Dear supervisors,

Managing an environmental club can be a very challenging but rewarding experience. You are commended in embracing this opportunity, to make a positive impact on society and to perform with commitment, dedication and enthusiasm.

Being a part of an environmental club and an advocate for the environment puts you into the global community of environmental advocates, especially in these times of environmental crises. However, in order for your environmental club to impact its members, the community and subsequently the country, it must be active. The EPA considers an environmental club to be active, if it fulfills the criteria which are highlighted in this handbook.

You can strive to activate your environmental club with your vision, enthusiasm and holistic environment outlook. The more you are able to engage your club in activities that bridge the gap between school work, everyday life and the environment, the more its members will come to be able to reap the full benefits of being in an environmental club.

This handbook aims to provide relevant information to promote environmental awareness and literacy, and empower club members to take action and work towards building sound environmental ethics. Avenues are also suggested for members to acquire the skills needed to identify, investigate and experience the resolution of environmental issues and problems.





EPA FUNDING INITIATIVE

The availability and use of the EPA Funding initiative within the Environmental Education Programme is a big boost to the development and sustainability of Ev clubs.

This Funding initiative provided much needed support for micro projects developed by school clubs and community groups and has also proven to be a valuable and successful pilot approach in this area.

As a result, the EPA felt that such support should continue in the Environmental Education Programme. Hence the decision to set up a Funding initiative that stands on its own to continue and expand the successes gained in the previous dispensation of the programme.

The objectives of the EPA Funding initiative are as follows:

- ❖ To support the functioning and growth of the Environmental Clubs; NGOs and Community Groups affiliated to the EPA.
- ❖ To provide support and funds to such clubs and groups to develop and implement projects aimed at enhancing their surroundings and communities.
- ❖ To develop and disseminate to Clubs, NGOs and Community Groups information and examples of good environmental practices to be used by such clubs and groups.
- ❖ To assist Environmental groups with resources to enable them to effectively execute camps and green initiatives.





FORMING AN ENVIRONMENTAL CLUB

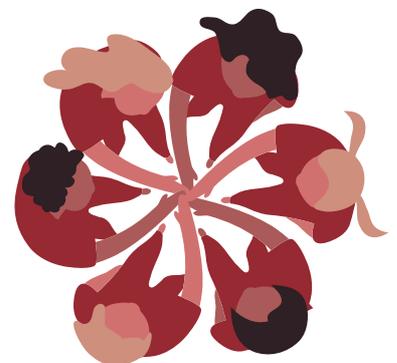
An environmental Club can be formed by any person or group that wants to make a difference in the environment. These include:



RELIGIOUS GROUPS



SCHOOL GROUPS



COMMUNITY GROUPS



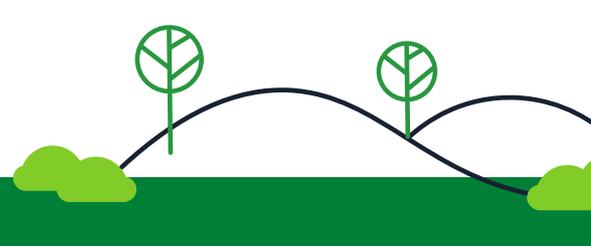
YOUTH GROUPS





FORMING AN ENVIRONMENTAL CLUB CONT'D

If you are forming an Environmental Club, then you need to get organised. Here are some tips to help:

- ❖ Select a name for your club. Remember this will be your identification, so you want something catchy and meaningful.
 - ❖ Elect your chief office bearers. Choose wisely as these persons will often have to represent the club at important events.
 - ❖ Set out some general objectives of your club. You may also want to have a mission statement or pledge.
 - ❖ Decide on meeting times and places.
 - ❖ Map out some activities the club should undertake and set deadlines.
 - ❖ Make yourself known, i.e. within your school/community.
 - ❖ Get in touch with us. Send your application form and become affiliated to the EPA. (see page 20)
- 



WHAT IS EXPECTED OF AN ENVIRONMENTAL CLUB?

An environmental Club can be formed by any person or group that wants to make a difference in the environment. These include;

If you are forming an Environmental Club, then you need to get organised. Here are some tips to help:

-  **Be Active -**
Clubs must have regular activities and meetings.
-  **Network regularly -**
Clubs must regularly inform the EPA of activities and provide any other relevant information. Clubs may contact the Agency via letters, email or telephone.
-  **Submit to the EPA, a work plan for each term. A sample of the format is provided in this booklet (see page 15).**
-  **Keep records of activities carried out. Examples of records are pictures, videos, and products of the activities such as drawings, essays, maps, etc.**
-  **Take advantage of services that the EPA offers such as, technical support and funds from the Green Fund and participate in environmental observances such as the Green Walk which marks World Environment Day.**
-  **Engage in income generating activities/fund raisers such as sales, day of Sports, green concert etc. Identify possible avenues to link with other groups.**





GENERAL OBJECTIVES OF AN ENVIRONMENTAL CLUB

The idea of moving full force into schools with talk of environmental conservation was seen as an opportunity to work with youths to mould a positive environmental outlook.

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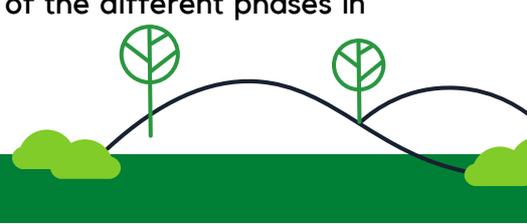




PLANNING ENVIRONMENTAL ACTIVITIES

It is important to plan activities in order to keep your club vibrant and active, keep members motivated and recruit new members. Remember it's not about planning a large number of big activities that are not manageable; but rather a few activities that would make a big impact. You can consider two (2) or three (3) big activities per year (1 per term) in addition to the other activities to maintain the interest of members.

Here are a few tips to consider when planning club activities:

- ❖ **What** - do you want to do? e.g. Science Project, an Exhibition, poster competition, adopt a play ground in the community, clean-Ups, outreach etc.
 - ❖ **Why** - do you want to do the specific activities? Here you think about the reasons why your activity would be useful.
 - ❖ **Where** - do you want to conduct the activities? e.g. in your school, community or somewhere out of the neighbourhood etc.
 - ❖ **When** - do you want to conduct this activity? i.e. time, date and duration of the activity should be suitable and convenient to everyone who would be involved.
 - ❖ **Who** - would be involved? club members, teachers, the entire school, the community etc. this includes the delegation of responsibilities.
 - ❖ **How** - do you plan to execute the activity? This is a breakdown of the different phases in your activity.
- 



Steps to Programme Planning



Club meeting

Plan specific (fixed) activities for identified Period/s. Decide on them, how many activities could be executed during the programme period.



GENERATE ACTIVITIES IN GROUPS



AT GROUP MEETING Evaluate possible activities.
Democratically select activities.



EXECUTIVE COMMITTEE MEETING

Commence planning: when/ where/ who/ what/how



GROUP MEETING

Finalise Programme





PROPOSED ACTIVITIES FOR ENVIRONMENTAL CLUBS

Environmental activities can be planned around major environmental days, since each environmental day has a theme which changes annually. Here is a list of some interesting activities the club can undertake.

-  **Talks-**
Organize and deliver presentations at school assembly.
 -  Set-up an Environmental Corner and exhibit information from which others can learn.
 -  **Community days-**
Club members can go into the community to speak with particular target groups on a specific environmental issues.
 -  **Hold various Environmental Competitions:**
Within your school (e.g. best classroom, poster, essay).
 -  **Manage Waste-**
Secure bins for the classrooms and the school compound and regulate the cleaning of the classrooms and school compound.
 -  **Environmental Awareness-**
Conduct activities to raise awareness-be creative! e.g. concerts and street theatres, seminars in your school and community.
- 



PROPOSED ACTIVITIES FOR ENVIRONMENTAL CLUBS CONT'D

Identifying Species-

Identify plant and animal species in their immediate surroundings and learning more about them.

Monitor Biodiversity-

Monitor specific biodiversity in their area.

Monitor the Beach-

Look for and classify debris found, organise clean-up campaigns, test and record water quality and plan awareness exercises around curbing littering.

Recreational Activities-

Organise nature walks, hikes and video shows.

Festivals-

Hold wildlife festivals depicting nature.

 Hold a cook-out and presentation.

 Exchange visits. Visit other clubs and have clubs visit your school

 Take part in Environmental Exhibitions.





PROPOSED ACTIVITIES FOR ENVIRONMENTAL CLUBS CONT'D

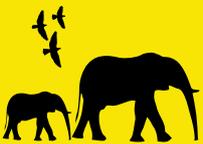
- ❖ Take part in programmes organised by other environmental agencies (e.g. EPA, Iwokrama and Conservation International)
- ❖ Cut nature trails and initiate an eco-tourism venture.
- ❖ Take part in Guyana Environment Week Activities.
- ❖ Hold internal quizzes on environmental issues.
- ❖ Participate in tree planting and school/community beautification e.g. a shelter, orphanage etc.
- ❖ Plant a vegetable garden in your school and donate or sell produce.
- ❖ Build/repair incinerator/s in your school or a community.
- ❖ Create environmentally friendly gifts and take to a shelter, shut-in, hospital, collect and donate items to charity etc.

AND THE LIST GOES ON...

IT IS IMPORTANT TO NOTE THAT PROPER COORDINATION AND PARTNERSHIPS ARE IMPORTANT FOR THE SUCCESS OF PROGRAMMES. HENCE CLUBS ARE ALSO ENCOURAGED TO LIAISE WITH OTHER SCHOOLS, NGOS AND BUSINESSES IN THE AREA TO EXECUTE ACTIVITIES.



HERE IS A LIST OF THE MAJOR ENVIRONMENTAL OBSERVANCES

World Wetlands Day	
World Wildlife Day	
World Water Day	
World Health Day	
Earth Day	
International Day for Biological Diversity	
World Turtle Day	
World No Tobacco Day	
World Environment Day	
World Oceans Day	



HERE IS A LIST OF THE MAJOR ENVIRONMENTAL OBSERVANCES CONT'D

<p>World Day to Combat Desertification & Drought</p>	
<p>Desertification and Drought</p>	
<p>International Day for Ozone Protection</p>	
<p>International Coastal Clean-up</p>	
<p>World Habitat Day</p>	
<p>International Disaster Reduction Day</p>	
<p>World Food Day</p>	
<p>International Day for the Eradication of Poverty</p>	
<p>United Nations Day</p>	





WORK PLAN TEMPLATE

Remember, planning ahead is very important. The EPA encourages all clubs to document their programme of activities.

Below is an example of a simple work plan template.

Name of Environmental Club: _____

President: _____

Vice President: _____

School/Community: _____

Head teacher (if Applicable) _____

Teacher (s)/Contact Person (s) _____

Contact Number (s): _____ **E-mail** _____

WORK PLAN

Year) e.g. (2011-2012)





Activity	Time Frame	Responsibility	Resources	Comments/ Evaluation





REPORTING TO THE EPA

Each Environmental Club affiliated with the EPA should provide reports to the Agency of the activities executed by the club during a specific period. Clubs can send in reports at the end of every school term or twice per year.

This will enable the EPA to keep track of club activities and provide avenues for collaboration and information sharing. Below is a simple reporting template which can be sent in the EPA.

Name of Environmental Club: _____

School/Community: _____

Activity (Names & Description)	Date Conducted	Brief Report (Participation, Achievement, Challenges, Successes)





OVERCOMING CHALLENGES FACING ENVIRONMENTAL CLUBS

Environmental activities can be planned around major environmental days, since each environmental day has a theme which changes annually. Here is a list of some interesting activities the club can undertake.

There would be many challenges facing your Environmental Club. These challenges should not deter the club from functioning effectively, but rather should act as motivators to bring out innovation and creativity. The onus is on the club supervisors to take the positives out of negative situations. Below are some common challenges faced by environmental clubs and some practical ways of overcoming them.

Financial

-  Make use of cultural/national celebrations and plan fund raisers around these events.
-  Establish a relationship with business/organisations in your community which can support club activities.
-  Develop project proposals and seek external funding.
-  Show creativity and innovation by conducting low cost activities which would still make a great impact.



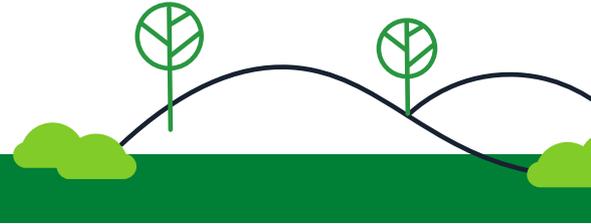


OVERCOMING CHALLENGES FACING ENVIRONMENTAL CLUBS CONT'D

Decline in Club members

- ❖ The club must have regular and interesting activities to motivate present members and encourage new persons to join.
- ❖ Have incentives to show appreciation for people's efforts e.g. an annual award ceremony within your school or community.
- ❖ Ensure that the club is balanced with members of all ages and there is a continuous flow, so when older members leave young ones take positions.
- ❖ Tasks should be divided to include all members This will foster better information sharing and encourage participation.

Inadequate Teacher/s involvement in the club

- ❖ Have a commitment from the Head teacher, teachers and parents that the environmental club will be an integral part of the school's activities.
 - ❖ The environmental club can be linked with other clubs within the school.
- 



OVERCOMING CHALLENGES FACING ENVIRONMENTAL CLUBS CONT'D

Crowded School Curriculum and extra lessons

- ❖ Link club activities with other extracurricular activities within the school system.
- ❖ Execute major activities during off-peak periods.

Leaders not performing

- ❖ Conduct performance evaluation as part of the work programme and elect new leaders when necessary.





SOME OF EPA'S ENVIRONMENTAL PARTNERS

-  **Conservation International (CI) - Guyana;**
 -  **Iwokrama International Centre for Rainforest Conservation;**
 -  **Guyana Marine Conservation Society - GMCS;**
 -  **World Wildlife Fund - WWF;**
 -  **Office of Climate Change;**
 -  **Guyana Forestry Commission—GFC;**
 -  **United Nations Development Programme (UNDP);**
 -  **United Nations Children Fund (UNICEF);**
 -  **Pan American Health Organisation/ World Health Organization (PAHO/WHO);**
- 



SOME OF EPA'S ENVIRONMENTAL PARTNERS CONT'D



Ministry of Public Health - MOH;



Guyana Water Inc. - GWI;



Ministry of Education;



**School, community and religious based Environmental Clubs across
the country.**



A SAMPLE APPLICATION FORM



Application Form

Environmental Club



Affiliation to EPA-Guyana

Name of School/Community: -----

Address: -----

Contact Details

Name: -----

Position: -----

Email:----- Telephone:-----

Club Details

Official Name of Club: -----

Environmental Club Mentor (Teacher): -----

Email: -----

Approximate number of Members: _ (Male) _ (Female)

Chairperson: ----- Members: -----

Secretary: ----- Members: -----

Treasure: ----- Members: -----

Elected Executive Members: Proposed Activities:

Environmental Communication Education and Awareness Programme
Environmental Protection Agency
Ganges Street, Sophia, Georgetown. Tel: 225-5467-9





FOR ADDITIONAL INFORMATION CONTACT THE AGENCY:

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