

Conservation District Tour Planning Packet

Thank you for accepting to host the
Washington State Conservation Commission.



Benton Conservation District Tour, July 2023



CONSERVATION DISTRICTS
OF WASHINGTON STATE

your window to healthy lands



Washington State Conservation Commission

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General Information for a Successful Tour

- All Commission meeting dates and Conservation District hosts are brought forward for approval in September prior to the upcoming calendar year.
- Most tour costs are paid directly by the District. With proper policies in place, the SCC may reimburse the District following the tour (please see 'After the Tour' section). If there are concerns about costs, please contact your RM.
- The CD tours are meant to highlight some of your current, or previous projects. Showcasing projects that include SCC funding are encouraged, but not mandatory.

Seven weeks prior to the tour:

- A representative from SCC will contact you to discuss the upcoming tour and dinner.

District Host Responsibilities:

- CD begins identifying tour sites
 - The tour typically begins in the afternoon, anytime between 1:00 p.m. to 5:00 p.m.
 - Depending on the timing, three to four stops seem to be appropriate to allow driving time to the project site, unload passengers, visit with Q &A, back on the bus to the next site and back to the original pick-up location.
 - Recommend a dry-run ride along with Regional Manager
- CD host identifies dinner location to accommodate up to 30-40 people in their local area. Dinner (meal, taxes and tip) **must not exceed** the maximum per diem for the county. You can find the current per diem rates at the [Office of Financial Management's web page](#).

Commission Responsibilities:

- Begin development of the Public Meeting Notice and registration links.
 - *Note: SCC will create an RSVP link to share with your invitees from the information provided on your tour and dinner invite. All responses will be received into the SCC database and will be shared with CD host periodically to keep track of attendee count.*
- Contract with the local hotel and secure meeting space
- SCC staff will arrange a meeting time with tour coordinators, regional manager of the district and SCC fiscal staff to discuss before and after tour questions.

Six to five weeks prior to the tour:

District Host Responsibilities:

- Tour bus (or other appropriate transportation type) should be reserved. 47 passenger bus with a restroom is recommended. If the bus is not equipped with a restroom, the tour should include restroom stops to accommodate guests. Please consider size of the vehicle along the tour stops (i.e., small driveways, tight corners, etc.)
 - *Note: SCC will reimburse the cost for the tour transportation. Please see the “After the Tour” section of this document*
- Tour and dinner logistics are confirmed – make sure to receive a final headcount date from the caterer. Headcounts can be provided by SCC from the RSVP link (usually a week prior to event)
- The SCC requests that the CD host creates a tour and dinner invitation from the CD Board of Supervisors describing the tour sites including, time, date, and pick-up location. The invite should also include the dinner details such as time, location, and cost of dinner (please see Examples A and B in this packet, or visit the SCC Meetings page for examples from prior meetings:
<https://www.scc.wa.gov/commission-meetings>)
 - *Note: All guests that attend the tour may not attend dinner, so having a drop off location listed in the invite is appropriate. Please speak with SCC representative for past examples of how this has worked.*
- Once the invitation is completed, CD host sends to SCC staff to include details into the final registration link and public meeting notice for distribution.
- CD host should also share their invite with their local networks (CDs, County, local and neighboring tribes)
- It is helpful if the CD is able to reach out to local Tribe(s) to invite them to join us and offer remarks/welcome at the SCC business meeting.
- The SCC also offers an opportunity for a district representative to open the SCC business meeting with remarks/welcome. This can be an informal welcome to the district.

Commission Responsibilities:

- SCC will include the final tour and dinner details into the online registration as well as include the invitation on the Public Meeting Notice.
- SCC will distribute the meeting notice and CD tour and dinner invite via GovDelivery to subscribers who opted in to receive this information.
- SCC will continue to provide support to the CD as well as continue internal coordination with staff and members.

Four to three weeks prior to the tour:

District Host Responsibilities:

- Confirm details with your scheduled tour stops.
- It is encouraged to make arrangements for bathroom breaks, snacks, and water (snacks and water are a reimbursable expense through SCC- See “After the tour” section).
- Begin development of tour handouts. There are great resources in the SCC’s Marketing Toolkit webpage, if you need guidance:
<https://www.scc.wa.gov/cd/marketing-toolkit>.
 - Handouts are optional (printing materials are reimbursable through the SCC-See “After the tour” section).
 - Some suggested information to include in the handouts are: information on the Conservation District as well as each tour stop, project details, funding, partners involved, timeline, maps, etc.
- It is recommended to have one or more of the district supervisors/staff to be on the tour and provide commentary while on the bus(es).

Commission Responsibilities:

- Check in with district host.

Two to one week(s) prior to the tour:

District Host Responsibilities:

- Finalize optional tour handout, print appropriate number of copies, provide electronic version to SCC. Confirm with those who will be providing commentary during the tour and review information to provide along the route.
- Confirm attendee list from RSVP’s and those received (if any) at the district office. Coordinate with SCC to ensure RSVP list is accurate.
- Confirm head count with caterer.

- Most tour companies like to receive a tour itinerary ahead of time. Depends on company.

Day of the Tour:

District Host Responsibilities:

- Arrange for name tags to be handed out (reimbursable through the SCC-See “after the tour” section).
- Conduct introductions prior to boarding the bus(es) or at the first tour stop.
- It is helpful to describe the schedule for the day to attendees – how many stops, bathroom stops, refreshment stops, time and location where Interaction Dinner will be held, whether the bus will be taking the group directly to the Interaction Dinner, or back to a drop off location.
- A district Supervisor to provide commentary, answer questions from guests while traveling on the bus between sites.
- Dinner -> bring receipt book and have a dedicated staff member to assist in proper cash handling.
 - The district can pay for the meals up front and get reimbursed from the guests, or the district can arrange with the restaurant to pay the restaurant directly. Traditionally, districts pay meals up front from the headcounts received through the SCC’s RSVP system. A note is put into the dinner invitation for a cancellation cutoff date and invoice will be charged to no-shows.
 - SCC representative will submit a list of SCC members who will join the dinner, and CD host will invoice SCC directly for payment (Please see below “After the tour and how to claim reimbursement” section for more information).
 - Please discuss with SCC coordinator or SCC fiscal staff for alternate options around dinner coordinating.

After the Tour and How to Claim Reimbursement:

Districts may request reimbursement from SCC for the following:

- Tour bus charter/rental for commission tour.
 - SCC needs a copy of the invoice that the district has paid for the bus. Please note the SCC can only reimburse for the tour charge. We are unable to reimburse for any credit card processing fees or any tips/gratuity.
- Up to \$75.00 for snacks/light refreshments for the tour.
 - Per SCC agency-wide policy, snacks/light refreshments are limited to \$75. In order to receive reimbursement, the district must have a policy in place for meals with meetings and light refreshments prior to the tour date. You can find the [District Meeting Expense Authorization](#) form on page 8 of this packet.
 - Please note that the SCC requires two separate signatures on the meeting expense form. The requesting individual and the approving individual must not be the same person. Please work with your RM or Sarah Groth if you don't have a policy in place or have any further questions.
- Up to \$25.00 for miscellaneous items
 - Per SCC agency-wide policy, miscellaneous items for tours are limited to \$25. This reimbursement can go towards additional costs outside of snacks/light refreshments. Some examples could be name tags, printing, folders, napkins, etc. Receipt of purchase is required.
- Meals for SCC staff and commission members attending the interaction dinner.
 - SCC will need a list of staff/commission members who attended the dinner. Meals are limited to current state per diem rates for applicable meal. The SCC can not reimburse for any amount that exceeds the per diem rate, including gratuities. Current per diem rates can be found [here](#). Please speak with SCC staff if there are questions regarding rates.

**After the tour, the district will create an invoice and send it to SCC fiscal staff within 30 days of the commission meeting. Please send the invoice(s) to: sccgrants@scc.wa.gov with the subject line: Date of Commission Meeting, Location, Commission Meeting Request for Reimbursement. (Example: 1/19/2023, King CD, Commission Meeting Request for Reimbursement)

Thank You's:

- For special guests, consider sending a thank you note for their attendance and asking for any feedback, or if they would like a special district tour to expand their knowledge of district projects.

District Meeting Expense Authorization

ATTACHMENT A

Request for prior authorization for meeting expenses including meals with meetings/coffee & light refreshments form. . Districts must have a policy in place for meals with meetings and light refreshments. This form is to be completed and signed by the requesting staff member for prior authorization and given to an authorized district signatory.

Purpose of Meeting: <input type="checkbox"/> Meeting <input type="checkbox"/> Conference <input type="checkbox"/> Workshop <input type="checkbox"/> Other Please specify "Other": _____	Estimated cost of meeting: Actual Cost
Place of Meeting:	Date(s) of Meeting:

Facilities and Meal/Refreshments

Beverages Please check applicable items and indicate amount beneath each

Coffee Tea Juice Soda Pop Other (please specify)

Refreshments Please check applicable items and indicate amount beneath each

Muffins Pastries Cookies Fruit/vegetables

Will meals be provided Yes No

	Number	Dates
Breakfast		
Lunch		
Dinner		
	Estimated Cost	
Name of Caterer or Company providing Meals		
Equipment Rental		
Meeting Room Rental (must meet ADA requirements)		
Coffee/Light Refreshments		

Please describe how this meal or light refreshments is an integral part of the meeting:

Participants

Name	Organization/Agency	Name	Organization/Agency

Note: When turning in the invoice for the meals with meetings or coffee and light refreshments, please make sure an actual meeting list of attendees and meeting agenda are also attached.

Requested by: _____ Date _____

Approved by: _____ Date _____

Reimbursement Check-List

- **SCC Staff and Commission Member Interaction Dinner Reimbursement**
 - List of SCC staff and Commission Members who attended interaction dinner
 - Ensure amount that you're asking for reimbursement is within per diem. Each person attending is limited to per diem amount that dinner took place. Per diem amount can be found here: [Travel | Office of Financial Management \(wa.gov\)](#)
 - Receipt for Interaction Dinner costs- SCC will not reimburse for tip and taxes if they exceed the maximum per diem amount
 - District Meeting Expense Authorization Form- this form needs to be filled out and approved PRIOR to the date of commission meeting. This form also will include approval and costs for refreshments supplied during the tour. The form can be found here: [16-02 Coffee & Light Refreshments Policy_Final.pdf \(govdelivery.com\)](#)
 - Ensure district's policy for meals with meetings and light refreshments is being followed- contact Sarah Groth or your RM if you don't have a policy in place
- **Snacks/Light Refreshment Reimbursement**
 - Amount to be reimbursed for snacks and light refreshments is limited to \$75
 - Ensure district's policy for meals with meetings and light refreshments is being followed- contact Sarah Groth or your RM if you don't have a policy in place
 - District Meeting Expense Authorization Form- this form needs to be filled out and approved PRIOR to the date of commission meeting. This form will also include approval and costs for the interaction dinner. Form can be found here: [16-02 Coffee & Light Refreshments Policy_Final.pdf \(govdelivery.com\)](#)
 - List of attendees who attended the tour
 - Receipt for all refreshments provided
- **Tour Bus Charter/Rental Reimbursement**
 - Invoice for tour bus charter/rental- SCC will not reimburse for credit card processing fees or gratuities.
- **Miscellaneous Reimbursements**
 - Amount to be reimbursed for miscellaneous items is limited to \$25
 - Receipt for all miscellaneous items
- **Email Reimbursement**
 - Completed reimbursement needs to be sent to SCC within 30 days of commission meeting
 - Once all information is complied with proper approvals, send to SCC Grants Inbox at sccgrants@scc.wa.gov .
 - Subject lines needs to be in the following format: "Date of Commission Meeting, Location" Commission Meeting Request for Reimbursement (EX: 5/15/2023 Pullman CD Commission Meeting Request for Reimbursement) .

Benton Conservation District



April 7, 2023

You are cordially invited to attend a half-day field tour featuring Benton Conservation District (BCD) projects and dinner. The tour and dinner will take place on Tuesday, May 16th, from 1:30 p.m. to 7:30 p.m. The charter bus will depart at 1:30 pm from Holiday Inn Richland (802 George Washington Way, Richland WA 99352). Water and snacks will be provided on the bus. Please remember to dress appropriately for the weather.

The multi-stop tour will include:

- Hansen Park ~ Heritage Garden Tour
- Yakima Delta Habitat Management Unit ~ RM 2.5 Yakima Delta Cool Water Refugia Project
- Columbia Park Marina ~ Aquatic Weed Harvester Project

We hope you will join us for the tour, and then continue on to Barker Ranch for a Tip Pit BBQ dinner at 5:00 pm. Cost per person will be \$30. Exact cash or a check made out to Benton Conservation District will be accepted at the door. If you are participating in the tour only, please make sure to indicate it on your registration, and arrangements will be made for transportation back to the hotel.

[Click here May 2023 WSCC Tour / Dinner / Meeting](#) - Registration to reserve your spot for one or both events by registering on or before May 9, 2023. Dinner is pre-ordered with your registration. If you have dietary needs (e.g. vegetarian, gluten free), please include that information on the registration. Please note: Dinner cancellations must be made by noon on May 11th to receive a refund.

Sincerely,

BCD Board of Supervisors

MASON CONSERVATION DISTRICT

Example "B"

CONSERVATION DISTRICT

2024 WSCC Tour - Mason County

You are cordially invited to attend a half-day field tour featuring Mason County natural resources and projects, followed by dinner at the Little Creek Casino. The tour will take place on Wednesday, March 20th, from 12:30 p.m. to 5:00 p.m. Dinner will take place from 5:30 p.m. to 7:30 p.m. Cost per person will be \$28. We will meet in the hotel lobby at 12:30 and depart by charter bus at 12:45 p.m. from Little Creek Casino (91 WA-108, Shelton, WA 98584). Water and snacks will be provided on the bus. Please remember to dress appropriately for the weather.

Field Tour Schedule

Approximate Time	Location
1:00 p.m.	<i>Taylor Shellfish Farms - Clean Water Leads to Healthy Communities Tour processing facilities</i>
2:45 p.m.	<i>Skokomish River Discuss Skokomish River Challenges and a Multi-benefit Flood/Fish Project</i>
4:00 p.m.	<i>Squaxin Island Tribe's Salish Roots Farm Tour First Foods Trail and Pollinator Habitat Installation</i>
5:00 p.m.	<i>Return to Little Creek Casino</i>
5:30 p.m.	<i>Dinner at Little Creek Casino</i>

[Click here to register for the March 2024 WSCC Tour / Dinner](#): Register to reserve your spot for one or both events before March 9, 2024. Dinner is pre-ordered with your registration. If you have dietary needs (e.g., vegetarian, gluten-free), please include that information on the registration. Please note: Dinner cancellations must be made by noon on March 9th to receive a refund.

Sincerely,