



A program of the
Kentucky Environmental
Education Council

2016

KGHS-KY NEED



Youth Summit & Awards Luncheon

Attendee Registration Form

Date: Thursday, April 28, 2016

Location: Frankfort Convention Center
405 Mero St, Frankfort, KY 40601

Deadlines:

- Final Reports for KGHS Improvement Projects: March 25
- Projects for NEED's Youth Awards for Energy Achievement: April 15
- RSVP / Summit Registration Form: April 15, 5:00 PM Eastern Time

General Schedule for Summit: (Eastern Time Zone)

9:30 – 10:00 AM	Schools arrive (and set up exhibits if exhibiting) Teachers and students may arrive at any point during this window
10:00 – 11:00 AM	School Exhibits and Photos; Resource Exhibits
11:15 – 11:30 AM	Guest Speaker Hal Heiner, Secretary of Education and Workforce Development
11:30 – 12:15 PM	Luncheon (Menu to be announced)
12:15 PM	Awards Presentation for KGHS and KY NEED
1:45 – 2:00 PM	Closing Remarks

Groups may leave at any point during the Summit in order to return to school on time.

Instructions for Summit Registration:

1. Complete page 2.
2. Save a copy for your records.
3. Email a copy to KGHS@ky.gov or fax a copy to 502-564-6784.
4. You will receive a confirmation email once your registration has been processed.

Space for the Youth Summit and Awards Luncheon is reserved on a first-come, first-served basis. Please return this form as soon as possible!

If you have any questions, please email KGHS@ky.gov or call (502) 564-5937.

School Name: _____

Teacher Name: _____

Teacher Email: _____

Teacher Phone Number: _____

Alternate Contact Name: _____

Alternate Contact Number: _____

1) Program Designation. Choose which program(s) your school participated in for the 2015-16 school year:

2) Event Attendees.

- a. If you chose KGHS (only), you may bring up to 10 representatives from your school, and at least 6 individuals must be students.
- b. If you chose NEED (only), you may bring up to 5 representatives from your school, and at least 4 individuals must be students.
- c. If you chose KGHS and NEED (both), you may bring up to 15 representatives from your school, and at least 10 must be students.

Indicate number of event attendees:

*

**If you select more than the allowable number of attendees, please contact KGHS@ky.gov, or KY NEED if you chose NEED only, for approval and to arrange payment for extra individuals.*

3) Project Exhibiting.

Students are highly encouraged to share their projects with their peers. *Groups who exhibit will receive priority registration.* An 8' x 2.5' table will be provided for anything that students bring to showcase their project.

To reserve a display table, check here:

If you need electricity for your display, check here:

If you plan to exhibit, provide a scavenger hunt question that other Summit attendees may find the answer to in your display. Please write the question and answer below:

Other Important Event Information:

- **Schools are responsible for ensuring that students who attend the event have photo releases on file.** There will be a photographer at this event, and all student images may be used to promote the KGHS and KY NEED Programs.
- **KGHS Awards are calculated based on completed KGHS Categories by March 25, 2016.** A category is completed when you have submitted a completed KGHS Student Project Form and supporting documentation. To learn more about the different award levels, visit greenschools.ky.gov/Summit%20and%20Awards.
- **Model KGHS Schools with Year Plate Plaque.** If your school previously received a large wood and gold plaque with year plates, please bring the plaque with you and turn it into the KGHS Coordinator *as soon as* you arrive at the Summit. This will ensure that we can present the plaque to your school with the new Year Plate attached.

FAQ:

- **Q: Does my school need to have reached a new award level to attend?**
 - A: For KY NEED, yes. For KGHS, no.
 - KY NEED schools must submit projects online by April 15 in order to attend.
 - All KGHS schools are welcome to attend the Summit and share their progress with their peers and learn from other schools' work and exhibits.
- **Q: Is there a way to bring more than the allowable number of students or adults in our group?**
 - A: Yes. If you wish to bring more attendees than the quantity allowable, you need to receive written permission from the KGHS coordinator at KGHS@ky.gov. However, you or your school will also be responsible for the additional cost, estimated at \$13 per person for the 2016 Summit. This amount is due by April 15 and is nonrefundable.
- **Q: Are there scholarships available for travel expenses?**
 - A: Unfortunately, due to budget cuts, scholarships are not available for the 2016 Summit.
- **Q: Where can I get more information about the KGHS or NEED Programs?**
 - A: For more information on the KGHS program, visit greenschools.ky.gov or email KGHS@ky.gov. For more information on the NEED Program in Kentucky, visit www.need.org/kentucky or email kreagor@need.org.