

Institute for Tribal Environmental Professionals

Northern Arizona University

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<http://www.nau.edu/itep>

May 25, 2016

Climate Change Program

Climate Change Adaptation Planning

August 2-4, 2016

Billings, MT

Course Description: This course provides an introduction to planning for climate change impacts, highlighting the work of several tribes. The course is intended for tribal environmental and natural resource professionals who expect to be involved in climate change adaptation planning. Since the course will focus on climate change impacts and planning in the Northern Plains and Rocky Mountains, we especially encourage people from that region to attend.

Topics include:

- Climate change in the Northern Plains and Rocky Mountains
- Process of developing climate change adaptation plans
- Climate change impacts, vulnerabilities, and adaptation strategies
- Tools and resources for the planning process

This course employs a variety of instructional methods such as presentations including tribal case studies, large- and small-group discussions, and a ½-day field trip. Participants will complete a pre-course assignment prior to attending.

Pre-Requisites: There are no pre-requisites. However, we expect participants to have a basic understanding of climate change and its impacts. ITEP can recommend background material to review upon request.

How to Apply for the Course: **Read all enclosed information carefully.** Fill out both sides of the attached Application and NAU Release Forms and follow the instructions for submission. The forms must be received by ITEP by **June 15, 2016**.

The “Personal Data” section is ***required for first-time applicants*** or applicants who need to update information. The “Course-Related Information” section is ***required of all applicants***. Information obtained on the application form is used to aid the selection process and prepare instructors for interaction with participants; please be as specific as possible. Incomplete application forms may be omitted from the applicant pool.

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Selection for the course will be limited to approximately 22 registrants. ITEP staff will review each application and will select applicants based on criteria such as location of the applicants within the training's geographic region, distribution of the applicants among different tribes and tribal organizations, and submission of the application form by the designated due date.

Training Course Costs: Lodging and reimbursement for per diem will be paid by ITEP and will be limited to course participants employed by federally recognized tribes. Reimbursement forms must be submitted **10 business days** after the end of the course. Costs for transportation to and from the training location (mileage, airfare, shuttles, etc.), as well as incidentals such as phone calls and room service are the responsibility of the participant. There is no registration fee.

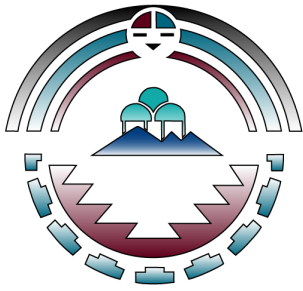
Travel and Hotel Arrangements: Your hotel reservations will be made by ITEP. Detailed information regarding hotel arrangements will be sent to you with notification of your selection for this training course. Lodging costs are FREE to tribal participants, provided that they *attend the entire course*. Please read the enclosed "**Attendee Expectations**" sheet for more information. Transportation arrangements to and from the training location are the responsibility of the participant; however, you *must* obtain a letter of selection for the course prior to making airline arrangements. Families are not encouraged to travel as full participation by the attendee is required.

Additional Responsibilities: Once you have agreed to attend it is *absolutely essential* that you complete the training course *in full* in order to receive your Certificate of Completion. Please review the travel and cancellation policy. Excessive cancellations or poor attendance may jeopardize your eligibility for future courses.

Questions?

If you have any questions about the course, please contact:

Karen Cozzetto
Program Coordinator, Sr.
Institute for Tribal Environmental Professionals
Email: karen.cozzetto@nau.edu
Phone: 928-523-6758
<http://www7.nau.edu/itep/main/Home/>



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Training Course Application Form

Complete this application form and the NAU Release Form and submit them in one of the following ways:

- Fax to 928-523-1266 (ATTN: ITEP Climate Change Program), or
- Scan and email the forms to karen.cozzetto@nau.edu, or
- Mail to: ITEP Climate Change Program; Institute for Tribal Environmental Professionals; PO Box 15004; Flagstaff, AZ 86011-5004

Please type or print clearly. Applications **must** be approved by ITEP in order to be accepted to attend the course.

****The due date for the Application and NAU Release forms to be received by ITEP is: June 14, 2016****

Name _____

Title _____

Tribe or Organization [employer] _____

Tribal Federal ID Number [9 digit number; verify with tribal financial dept.] _____

Department _____

Mailing Address _____

City _____ State _____ ZIP Code _____

Telephone _____ Fax _____

Email _____

Cell Phone [required for last-minute contact—if no cell phone, please list home phone] _____

Emergency Contact Name and Phone _____

How did you hear about this training? _____

By submitting this application you will automatically be added to ITEP's email list for the monthly Tribal Climate Change Newsletter. If you wish to opt-out of this service, please check here:

***ITEP takes photos of course-related activities for use in presentations, web pages, brochures, and other materials in order to promote ITEP programs. Please check the appropriate space below:**

YES, I authorize ITEP to use pictures of me taken during the course

NO, I do **not** authorize ITEP to use pictures of me taken during the course

The signature of your supervisor is REQUIRED to approve your application for, and travel to, this training course AND to accept the terms of ITEP's policy on cancellations

I verify that I have read and understand all enclosed statements and requirements related to attendance, travel costs, and cancellations.

Applicant Signature: _____

Supervisor Name: _____

Supervisor Signature: _____

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Personal Data [This information is kept confidential—please update as necessary]

Name [required] _____

Job description/duties _____

Year you began working in the environmental field: _____

Are you over the age of 18? _____ Date of High School Diploma or GED _____

Do you have a college degree? 2-year 4-year Other _____

Field of study or technical training: _____

Please list the dates of degrees/certificates: _____

College science and math courses completed: _____

Please detail your experience and/or training in environmental monitoring/management:

Course-Related Information [please fill this section out as *completely* as possible]

1. Has your tribe made any formal climate change declarations or resolutions?
 YES NO UNKNOWN
2. Is your tribe planning to conduct climate change impact and vulnerability assessments?
 YES NO UNKNOWN
3. Is your tribe planning to develop a climate change action or adaptation plan?
 YES NO UNKNOWN
4. What specific topics or questions would you like instructors to address in this training?



RELEASE FORM

THIS RELEASE IS A CONTRACT WITH LEGAL CONSEQUENCES. READ IT CAREFULLY BEFORE SIGNING.

Participant's Name: _____

Event: _____

Location(s): _____

Date(s): _____

In consideration of being allowed to participate in any way in this event, program, and related activities, I:

1. Acknowledge and fully understand that I will be participating in activities that may or may not involve risk of serious injury, permanent disability, property damage and/or death. These risks may result not only from my own actions, inactions, or negligence, but also from the action, inactions, or negligence of others. Further, there may be other risks not known to me, or not reasonably foreseeable, such as disability or death.
2. Assume all the foregoing risks and accept personal responsibility for any damages following any such injury, permanent disability, property damage, or death.
3. Release, waive, discharge, and covenant not to sue the State of Arizona, the Arizona Board of Regents, Northern Arizona University, their officers, employees, and agents, and their heirs, administrators, and executors, from demands, losses, or damages on account of injury, including death or damage to property, caused or alleged to be caused in whole or in part by the negligence of any person or otherwise, for myself and my spouse, if any, and our heirs, successors, and assigns.
4. Understand that the State of Arizona, the Arizona Board of Regents, and Northern Arizona University do not provide medical coverage to a participant if injured while participating in the event described above or attendant activities. Any medical costs incurred as a result of this activity will be my financial responsibility.
5. ACKNOWLEDGE THAT I HAVE READ THE ABOVE WAIVER AND RELEASE, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT VOLUNTARILY.

Participant's Name (print): _____
Mailing Address: _____
State: _____ Zip Code: _____ Home Phone Number: _____
Work Phone Number: _____ Emergency Phone Number: _____
Is the participant covered by health insurance? Yes _____ No _____
Health Insurance Company: _____
Policy #: _____ Group #: _____ ID#: _____

I verify that the above information is true and correct.

Participant's Signature

Date:

Parent/ Guardian's signature (if participant is under 18 years of age)

Date:

Return Release Form to NAU, Department of Safety & Environmental Services, Box 4067, Flagstaff, AZ 86011
7/1/09

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Course Travel & Cancellation Policy

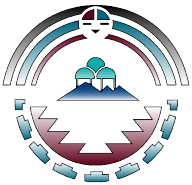
By confirming your attendance for an ITEP training course, you agree to accept the following policy on travel and cancellations. These policies help ensure the efficient use of federal funds for the courses, which allows more tribal participants to benefit from this program. Please read this entire document carefully.

I. Transportation Arrangements

- a. Transportation arrangements and costs are the responsibility of the traveler. Please do not make any travel arrangements until you have received notification of your acceptance for a course.
- b. A copy of the travel itinerary (for air or ground travel) must be **provided to ITEP by the specified date** so that ITEP staff can make appropriate hotel arrangements.
- c. All travel itineraries must coincide with the course agenda, provided with selection materials, to ensure full participation in the course. If the itinerary you submit does not allow for full participation, ITEP reserves the right to deny your attendance at the course.

II. Cancellations

- a. Hotel arrangements are made in advance by ITEP through a legally binding contract. If you must cancel your hotel room, please **contact ITEP directly; do not contact the hotel**. You must notify ITEP at least **72 hours prior** to your scheduled arrival date; otherwise, your tribe will be billed for any lodging costs incurred.
- c. Excessive cancellations or outstanding payment due to ITEP will jeopardize your eligibility for future trainings.



INSTITUTE FOR TRIBAL ENVIRONMENTAL PROFESSIONALS

ATTENDEE EXPECTATIONS

Note from the ITEP Director: The following expectations have been put into place for several reasons: 1) it is difficult for ITEP to justify federal expenditures when class attendance is not satisfactory; 2) other tribal participants who would have benefited from the training are denied the opportunity to attend; 3) ITEP functions are short, but convey a great deal of content; 4) In order to receive proper training, it is crucial that all participants cooperate with the following guidelines. Thank you for your understanding and adherence to these expectations.

The following are expectations for participants, instructors, and facilitators at ITEP training courses, internships, conferences, and meetings. These guidelines have been employed in order to continue providing useful training programs to tribal environmental professionals. The word "attendee" herein refers to **any** person attending an ITEP function.

Attendance

Complete attendance at ITEP functions is mandatory. Certificates of Completion and per diem reimbursements will be given only to participants who attend and participate in **all sessions**, including completion of in-class assignments. Participants who fail to attend all sessions may be billed for any pre-paid expenses and/or reimbursements may be withheld. If an emergency situation occurs, please consult with support staff as soon as possible.

Tardiness and Leaving Early

Attendees are expected to arrive on time to the function and all related activities. Attendees are also expected to be in the room and remain attentive while the function is in session, and to stay until the function is adjourned.

Meeting Room Conduct

Attendees are expected to be respectful of one another and keep discussions and activities during the function focused on the topics at hand.

Safe Working and Learning Environment

As a subsidiary of Northern Arizona University, ITEP must uphold the Safe Working and Learning Environment Policy. This policy affirms that everyone has the right to feel safe and unthreatened during ITEP functions. Discrimination or harassment of any kind by any person is not acceptable. For more information, please see the support staff for a copy of the entire policy.

Alcohol and Illegal Drug Use

The effects of alcohol consumption can impair one's ability to make sound judgments, hinder one's ability to participate effectively, and negatively impact others. Abuse of alcohol or illegal drugs will be grounds for dismissal.

Cell Phones & Computers

Cell phones must be silenced during the sessions and text messaging is not allowed. Use of computers during class sessions for personal reasons (email, internet searches, etc.) is also not allowed. Experience has shown that such activities are a distraction to both participants and presenters. Phone calls, texting, and emails can be conducted during scheduled breaks and lunches.