



IGNITE LA

FELLOWSHIP GUIDELINES

The Fellowship Guidelines will assist you in understanding the details and requirements of your fellowship, before, during, and after your time in the field.

Earthwatch Contact:
ignite@earthwatch.org
800.776.0188



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Boston, MA 02135

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Fellowship Responsibilities Checklist

Accepting the Fellowship

By accepting this fellowship, you are indicating your commitment to the Ignite LA Student Science Awards program for the dates of your expedition. Please read these guidelines and your Online Expedition Briefing to gain a complete understanding of the requirements. If you have to cancel your participation on the program, 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 Durfee Foundation will be unable to recover the cost of your fellowship. Detailed explanations of each of these items can be found on the following pages.

Immediately

- ✓ Read/submit the following documents in your My Earthwatch portal and the website:
 - Award Letter and Fellowship Award Agreement (*Applications* tab)
 - Fellowship Guidelines (*Expeditions* Tab)
 - Online Expedition Briefing (*Earthwatch Website*)
- ✓ Your guardian must also read and accept **their own** Fellowship Award Agreement. They will receive this by email.

Before Your Expedition

- ✓ Complete the Participations Form and the COVID-19 Disclosure form located in **your guardian's** My Earthwatch portal under the *Expeditions* tab.
 - *If you and your guardian cannot complete your forms by computer, please contact your Program Coordinator immediately so that they can provide you with printed copies of the forms
- ✓ Familiarize yourself with your travel itinerary (sent to you by your Program Coordinator)
- ✓ Review the "**Packing Checklist**" located in your Expedition Briefing to ensure you have all the necessary supplies
- ✓ Contact your Program Coordinator to get any gear purchases approved for reimbursement. **Please read the reimbursement policy below**
- ✓ Leave the Earthwatch 24-hour helpline number with a guardian or relative (found in your Expedition Briefing).
- ✓ Begin your fellowship journal/blog
- ✓ Complete your pre-fielding survey emailed to you by your Program Coordinator
- ✓ Write and submit your story to a local news organization (optional)
- ✓ Approve fieldwork credit with your school (optional)
- ✓ Attend the virtual Ignite Fellowship Orientation Event
- ✓ Receive a negative test for COVID-19 within 72 hours of your expedition's departure date.

On Your Expedition

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

After Your Expedition

Complete the following Fellowship Reporting Materials and return them to Earthwatch within **30 days after your expedition:**

- ✓ Write your final journal entry
- ✓ Fellowship Reporting Materials Form emailed to you by your Program Coordinator



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- ✓ Submit your reimbursements for gear and COVID-19 testing. **Please note you will not be reimbursed for gear unless it was approved by your program coordinator before your expedition**
- ✓ Complete your team presentation or video for the Ignite LA Culmination Event
- ✓ Participate in 2022 recruitment competition leading up to the LA Culmination Event
- ✓ Attend the Ignite LA Culmination Event

Looking Ahead

- ✓ Complete additional surveys and evaluations.
- ✓ Participate in Earthwatch gatherings or alumni events in your area.
- ✓ Share your experience!

Fellowship Responsibility Details

BEFORE YOUR EXPEDITION

Award Letter and Fellowship Award Agreement

Please make sure you understand your responsibilities as an Earthwatch Ignite Fellow. All the requirements of your specific fellowship are located in this Fellowship Guidelines document. By signing, you are confirming your participation on the expedition as well as agreeing you will fulfill your responsibilities as an Earthwatch Fellow.

If you **choose to decline your award**, please let Earthwatch know as soon as possible. Delays will keep other applicants waiting!

If **accepting your award**, you are required to return your completed Fellowship Award Agreement by the date indicated on your award letter. If we have not heard from you by the decision deadline, we reserve the right to re-assign your award to another candidate.

My Earthwatch Account

You and your guardian will receive emails with instructions on how to access and complete your Fellowship Award Agreements. To login, visit Earthwatch.org. In this portal, through your guardian's login, you and your guardian will be able to complete your required forms for your expedition and access all materials pertaining to your time in the field.

Earthwatch Participation Forms

You and your guardian will use your guardian's My Earthwatch portal to complete your required forms for your expedition. You must complete the Travel form and Earthwatch Participation Form at least 60 days before your expedition. Without timely completion and submission of all required forms, participation is prohibited.

Familiarize yourself with your travel plans

Your program coordinator will arrange air or bus travel to and from the expedition for you and your team. Once your group flight or bus 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) or your bus departure location.

Earthwatch will begin booking travel by the end of March, **please note:**

- Once they are booked, your travel plans 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 or busses to and from the expedition.

You will be required to wear a high quality face mask the entire time you are travelling to and from your expedition. Earthwatch will provide you with the appropriate facemask to wear during transit.

Flying

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**" section in the Appendix below for more travel advice.

Your fellowship also includes a travel award for checked baggage, **so be sure to keep your receipt(s)**. To avoid losing your receipts, we suggest taking pictures and saving them on your phone. Please be prepared to pay \$25 per checked bag to



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and from the expedition. Some airlines allow pre-registration, but as many do not, 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, an Earthwatch representative will 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. Earthwatch will notify you of who your representative is once your travel is booked. Please contact your designated representative if you are delayed arriving to the airport or have trouble finding her. **You must check in with your representative at the airport.** Your team facilitator and/or member of your project staff will meet you at the expedition rendezvous.

Bussing

If you are on an expedition with bus travel, please meet your bus driver and facilitators at the bus meeting location at the allocated time – specific information will be communicated to you in your Logistics Document located in the portal. Please do not be late to meet your team and arrive 45 minutes before your bus departure time.

Each bus ride will be 6 – 10 hours, so please wear comfortable clothes and bring activities for the long drive. The bus will stop for bathroom and food breaks and Earthwatch will reimburse you for your food costs during travel. **Please save receipts for your purchases so you can submit them through the reimbursement process.**

ONLINE Expedition Briefing and Logistics Document

Your Online Expedition Briefing offers a detailed description of the research you will be doing while on your Earthwatch Expedition. Your briefing also contains a packing checklist. Your Logistics Document contains your rendezvous and departure information, and emergency numbers. These documents are vital to being an effective volunteer, and your expedition leader expects you to read the Online Expedition Briefing before you arrive on your expedition.

A link to the webpage with your Online Expedition Briefing and a copy of your Logistics Document will be added to your account on your My Earthwatch portal as soon as it is available. Please bring a copy of the Logistics Document with you when you travel (you can print it out or save it to your phone).

If you have any questions about your expedition before you accept or decline your award, please contact Earthwatch Institute (ignite@earthwatch.org).

Review your packing list

Make sure you have everything you will need before you go on your expedition by reviewing the packing list included in your Online Expedition Briefing and in your Logistics Document. 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 guardian, 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.

Begin journaling

It is great to record your thoughts as you go through this journey, and we encourage you to keep a journal – either by video entries or written entries. As part of your fellowship, you will receive a journal from the Durfee Foundation. Start writing journal entries before your expedition begins to record your expectations and goals. Your journal will provide you with the information necessary to write a detailed thank you letter for your funder, and will become a keepsake for you to remember your fellowship. When beginning your journal, think about:

- What are you looking forward to?
- What new skills do you hope to learn?
- What are you nervous about?
- Do you have questions for the scientists?

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. You will receive a certificate of your participation at the Ignite LA Culmination Event.

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 is 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.

Attend the Ignite Fellowship Virtual Orientation Event

Saturday, April 24, 2021

12pm – 2pm

Details will be emailed out to fellows

Your attendance is required at the Ignite Fellowship Orientation Event. During the Ignite Orientation Event you and your guardian(s) will have the chance to ask questions, meet your fellow Ignite 2021 participants, and hear about Ignite from Ignite 2019 Alums and their guardians!

COVID-19

The COVID-19 pandemic has altered our lives for over a year, and we understand that this fellowship is no different. Earthwatch has spent the last year preparing our expeditions and fellowships so participants and field staff can stay safe. Please visit our [website](#) to find out the precautions we have put in place for you while you are in the field. In addition, Ignite Fellows are following the additional precautions:

- All Ignite fellows are required to receive a negative COVID-19 test within 72 hours of your departure date. If you are not able to obtain a test or if you receive a positive COVID-19 test, you will not be allowed on your expedition. Please visit [this website](#) to find testing near you and reach out to your Program Coordinator (ignite@earthwatch.org) if you have trouble. Earthwatch will be reimbursing fellows for COVID-19 testing, but we ask that you try to find the most affordable option. Please read the reimbursement policy below.
- Fellows will receive a high quality mask to travel with on your way to your expedition. We expect you to wear these masks at all times during transit.
- Fellows will receive a thermometer and hand sanitizer to use throughout the trip. Field Staff will have fellows participate in daily COVID-19 screening throughout your expedition.
- Earthwatch has increased the number of facilitators on each expedition in order to ensure our protocols are followed and that you feel supported on your expeditions.



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ON YOUR EXPEDITION

Get pictures of yourself working in the field

You are requested to submit a photo of yourself working in the field, so 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. Remember to clearly label/name your photos when sharing.

Write or record daily journal entries

Keeping a **daily** journal during the expedition is important to documenting your experience. It is important to write, video, and/or sketch daily so that you can follow your progression of ideas and learning over the course of the expedition. These questions can guide your journaling:

- Describe your journey to the expedition site.
- What are your first impressions?
- What did you do or try?
- What surprised or confused you?
- What are your team members like?
- What are you still wondering about?
- What are you most excited to share with others when you return home?
- Did you see any interesting plants or animals?

Cell phone Policy

The Ignite Fellowship allows fellows to fully immerse themselves in the program by interacting with the beautiful natural setting of their awarded expedition and to connect with their peers and the scientists. While photos and videos in the field are acceptable, Earthwatch encourages volunteers to immerse themselves in the experience by avoiding outgoing calls, texts, and social media presence during group activities, including field work and facilitated activities; likewise, family and friends should restrict calls to urgent messages only. Program staff will designate times for contacting home if cell service or Wi-Fi is available. Outside of those designated times, we ask that you adhere to the Teen Behavior Agreement and Ignite Fellowship Guidelines regarding technology use and avoid any non-urgent contact to others outside the expedition

AFTER YOUR EXPEDITION

WRITE or Record A FINAL JOURNAL ENTRY

Write or record a summary about your experience and how what you have learned relates to your school or community. These questions can guide your summary of the expedition:

- What were the highlights for you?
- What were the challenges?
- How will you bring your experience home?
- How does the research relate to you and your local community?
- What new skills did you learn?
- What have you learned about scientific research and conservation?



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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. Earthwatch will remind you 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, 2021** will not be accepted.

The form will contain the following sections:

- **Post-Fielding 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**- 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 questions about your time in the field.
 - **Reimbursements**- there will be a section where you can attach receipts for reimbursement. Additionally, we ask that you provide a mailing address for this reimbursement. Earthwatch will only reimburse purchases that have previously been approved. Please see reimbursement policy section below.
- **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 and guarantees reimbursement for one standard-size checked bag to and from your expedition. **You must submit receipts (not the tag) 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 MUST be approved by your Program Coordinator BEFORE purchase, and reimbursements will be approved on a need by need basis. If you do not get approval before purchasing an item, you are not guaranteed reimbursement.** We recommend visiting a consignment or thrift store to purchase any field supplies for the project. Please do not take advantage and keep in mind that we are a non-profit organization.

Receipts for your reimbursements can be submitted through the **Student Report Submission Form** following your expedition. Reimbursements can take up to 6 weeks to arrive by mail.

Complete your team presentation

After completing your expedition, you and your team will present at the Ignite Culmination event. This is a chance for you and your team to illustrate what you learned and how you grew during your expedition. For this presentation, you can submit a video or a PowerPoint presentation. See the guidelines below so that you and your team can start capturing important information, photos, and videos during your expedition!

Your whole team will be on stage, but you will choose 1-2 representative(s) from your team to speak.

Please use the following guidelines when creating your team's presentation:

- Each team should submit 1 video or PowerPoint by October 5, 2021 to stella@durfee.org
- Total presentation should be no longer than 5 minutes
- Limit videos to 2-3 minutes
- Limit PowerPoints to 8 slides
- Video should be saved in a .mp4 format
- Please do not feel obliged to thank Earthwatch or the Durfee Foundation during your presentation

Please use the following questions to guide the content of your video or PowerPoint presentation:

- What is the geography of your research site like?
- What science did you learn while on your project?
- What did you learn from each other?
- How did your team grow and change throughout the two weeks?
- What are your lead scientists like?
- What did you learn from the lead scientists and/or facilitators?
- What were your highlights from recreational time?
- How does the research relate to climate change and sustainability?
- How does the research relate to issues in Los Angeles?
- How has this trip helped you to re-imagine what science is like?

Recruit new applicants

After you get back from your expedition, tell your friends about Ignite LA. Ignite Alumni have traditionally been strong advocates for the program. To encourage and support this type of sharing, there is an Ignite Alumni Ambassador Program to recognize and reward top alumni ambassadors. Each team has access to a Google spreadsheet where they can type in email addresses of all the students they spoke to regarding the Ignite LA program. Points will be awarded based on the number of unique students, and double points will be applied for student email addresses that come from a school not affiliated with any of existing team members' alma maters. All teams will get access to a recorded training webinar to provide guidance on how to present on the Ignite opportunity, as well as a fact sheet detailing an overview of this reward program. Points will be tallied before the culmination event and the winning group will be given a reward and recognized at the culmination event!

Attend the Ignite LA Culmination Event

October 2021
10am-12pm
Location and Date TBD

Your attendance is required at the Ignite LA Culmination Event. Please come prepared to present your Team's video or Power Point presentation.



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LOOKING AHEAD

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.

STAY IN TOUCH WITH EARTHWATCH

You are now an Earthwatch Ignite Alumni and will receive periodic emails with the latest achievements of Earthwatch program. We love hearing from alumni! Keep us posted on what have done since returning from your expedition through ignite@earthwatch.org. Or let us know on Facebook, Twitter, or Instagram!

As a past fellow, you will also be eligible to join our application review panel. Each year, we receive hundreds of applications from students and teachers. We need help from past fellow like you to review all the applications!

SHARE YOUR EXPERIENCE!

Give a presentation to people back home – your peers, the local community, and/or your family – covering what you have learned, accomplished, and intend to do following your experience. Share your journal you worked on in the field. Please contact your Program Coordinator if you would like the Earthwatch PowerPoint template or any Earthwatch materials.



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/>.

An Earthwatch Airport Greeter will be at the airport to meet you during departure times.

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. Keep your receipt for your checked bag to submit for reimbursement once you return from the field.

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- If you cannot find the Airport Greeter, please contact Ellie Perry directly (805) 419-0633. 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 an Ignite Student Fellow and you have an emergency communication. Give the name of your research



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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 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:

The Durfee Foundation

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

Dear Durfee Foundation,

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

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.
- ✓ **Identify the appropriate editor or reporter** to whom you can send your story. The best contacts would be Feature, Education, and Science reporters.
- ✓ 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.
 - When you call, identify yourself quickly and make your pitch quickly: “I am a local student and I think my upcoming Earthwatch expedition to Colorado's Pueblo Communities would be of interest to the community. I sent you an email about it yesterday and wanted to make sure you received it. Can I tell you more about it?”
 - It is best to call reporters around 8:30-9 a.m., before the day grows hectic. If you leave a message, be concise and be specific about your availability and leave your phone number.
 - 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. If you have a great photograph to share, mention it in the body of the email—but only send it once you clear with the reporter that attachments on their messages are OK.

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 [School Name]. I leave next week on a week-long expedition with Earthwatch to study [Expedition Title] and thought you might be interested in my story. 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]

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.



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POST-EXPEDITION EMAIL AND PRESS RELEASE TEMPLATE:

Dear [Reporter Name],

I wrote you a few weeks ago about my Earthwatch Expedition to study [Expedition Name]. Below is a follow-up. You can reach me at [your email] and/or [your number].

Sincerely,

[Your Name]

Press Release: For Immediate Release

Headline: [School Name] Student Joins Research Team with Earthwatch Institute

Contact: [Your Name], [your number], [your email]

Date:

IMAGES AVAILABLE

[Your Name], a [Grade] student at [School Name] joined an Earthwatch research team for an ___-day expedition in _____to help scientists understand how [research topic]. [Your Name] was a part of Earthwatch's Ignite Fellowship Program funded by the Durfee Foundation.

From [Expedition Dates], [Your Name] joined [Team size] other Earthwatch volunteers from the United States for the "[Expedition Title]" project. The research team was led by [PI Name] of the [Associated University].

"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].

[Blurb about project] [Ex. 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 Ignite fellows [Describe project activities].

"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 classroom and community."

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.

Send copies of the press release and story (if published) to your Earthwatch contact, and cc: ignite@earthwatch.org.

FELLOWSHIP GLOSSARY

Award Letter	The letter you received at the beginning of your fellowship. It contains: <ul style="list-style-type: none"> ✓ Expedition title and dates and the amount of your travel award ✓ Fellowship Information ✓ Award Agreement
Award Agreement	Document that states whether or not you accept the terms and conditions of the Fellowship program. The agreement must be returned to Earthwatch by the deadline indicated in the Award Letter. If it is not returned by the due date, we reserve the right to assign your place to another applicant.
Program Coordinator	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. The name of your coordinator is listed in your Award Letter.
Funder/Donor/Sponsor	Generous donors who are passionate about conservation and education make this program possible. Funding comes from a combination of individuals, family foundations, community organizations, non-profits, and corporations.
Online Expedition Briefing	All the information regarding your expedition will be detailed on this webpage. If you have questions about your expedition, this should be your first stop.
Logistics Document	This is the document you should take with you when you travel. It will contain your meeting spot, your travel information, your packing list, and your contact information for emergencies. Please review this document carefully before your expedition.
Fellowship Guidelines	This document, it will walk you through what you need to do to successfully complete this Fellowship Program. It includes Fellowship checklists and details on reporting requirements.
Fellowship Report	To successfully complete this program you must accomplish all of the reporting requirements listed in your Award Letter. Your report is due 30 days after you return from your expedition. Fellowship reports illustrate the impact of Earthwatch's Fellowship Program and help us to secure funding. Without complete reports from all participants renewed funding is in jeopardy.
'In the field'	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.
Team	Your 'team' is made up of all the volunteers on your expedition. Field staff and scientists will accompany your team.

