

Water Resources Field Trip Grant Recipient Guide

Clean Stormwater Grant Program

Fresno Metropolitan Flood Control District (FMFCD)

Grant Year: 2026



**Fresno Metropolitan
Flood Control District**

Capturing Stormwater since 1956

Welcome & Overview

Welcome to the Clean Stormwater Grant Program and congratulations on receiving support for your 2026 water resources field trip! This guide is designed to walk you step-by-step through the process of planning, documenting, and reporting your trip. It includes important instructions, reminders, and optional resources to help make your experience smooth and successful.

This document is intended to complement your signed Grant Agreement (titled “Project Performance Provisions & Agreement”), which outlines the full terms and conditions of your participation. Please review both the agreement and this guide carefully and reach out to the FMFCD if you have any questions.

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Step-by-Step Instructions



Reserve your field trip date

| | |
|------------------------|---|
| Field Trip Host | Scout Island Outdoor Education Center |
| Who to Contact | LuAnn Ramirez McCaslin |
| Title | Administrative Assistant, Fresno County Superintendent of Schools |
| Address | 7695 Van Ness Blvd., Fresno, CA 93711 |
| Phone Number | (559) 265-4062 |
| Email | lrnccaslin@fcoe.org |
| Website | https://scoutisland.org/scout-island-programs |

| | |
|------------------------|--|
| Field Trip Host | San Joaquin River Parkway & Conservation Trust |
| Who to Contact | Tania Mitchum |
| Title | Community Programs Director |
| Address | 11605 Old Friant Rd., Fresno, CA 93730 |
| Phone Number | (559) 248-8480, ext. 104 |
| Email | tmitchum@riverparkway.org |

| | |
|----------------|---|
| Website | https://riverparkway.org/activities/school-field-trips/ |
|----------------|---|

| | |
|------------------------|---|
| Field Trip Host | City of Fresno Department of Public Utilities Wastewater Management Division |
| Address | Fresno-Clovis Regional Wastewater Treatment Facility, 5607 W Jensen Ave., Fresno, CA 93706 |
| Phone Number | (559) 621-2489 |
| Email | RWRF.WastewaterTours@fresno.gov |
| Website | https://www.fresno.gov/publicutilities/sewer-wastewater/ |

Reminders

- Mention your trip is funded by the FMFCD's Clean Stormwater Grant Program.
- Booking is first-come, first-served. Book ASAP!



Action Required

- You **MUST** submit a Certificate of Insurance listing the FMFCD as additional insured for the date of your field trip.
 - Check with your school or organization's administrative office or insurance provider to submit a request. See attached example.
- You **MUST** submit a completed W-9 (or W-4, as applicable) from your school or organization.



Arrange your transportation

| For schools | For organizations |
|---|--|
| Book transportation through your school district. | Contact the FMFCD to discuss available transportation options. |

Payment Options

FMFCD can either:

1. Reimburse your school or organization, OR
2. Pay the transportation provider directly



Action Required

- You MUST email, mail, or fax your transportation invoice to the FMFCD.



Optional: Pre-trip educational presentation

Enhance Your Field Trip with a Classroom Presentation!

- The FMFCD can offer a free, interactive water conservation presentation at your school or meeting site.



Action Required

- To schedule a presentation, contact the FMFCD. Include in your message:
 - Preferred and alternate presentation dates
 - Grade level and number of students/participants
 - AV availability (screen/projector)



Optional: Order FREE educational materials

- Materials include:
 - Student activity books
 - Posters
 - Educational “swag” (e.g., pencils, stickers)



Action Required

- Order materials [here](https://www.fresnofloodcontrol.org/educational-material/) (https://www.fresnofloodcontrol.org/educational-material/)



Enjoy your field trip



Action Required

- Have fun!

Post-Trip Reporting Requirements

1. Field trip fees invoice
2. Transportation invoice
3. Photos (at least one; digital preferred)
4. Total number of participants that went on field trip
(students, teachers, chaperones)
5. Optional: Feedback about your experience

Funding & Liability Reminders

- Grant funds must only be used for approved expenses outlined in your application. Use for other purposes is not allowed without prior written approval from the FMFCD.
- Documentation is required for reimbursement.
- The FMFCD is not responsible for field trip operations. The grant recipient must ensure safe, lawful activities.
 - Liability: A Certificate of Insurance naming the FMFCD as additional insured **must be submitted prior to the scheduled field trip date(s).**
- Final deadline: All documentation must be submitted to the FMFCD by December 31, 2026.

Frequently Asked Questions (FAQ)

Q: What if I need to change my trip date, transportation, or other plans?

If anything changes, you must notify the FMFCD in advance and receive written approval before proceeding.

Q: When is everything due?

All post-trip materials, including your final report, receipts, photos, and acknowledgements, are due by December 31, 2026.

Q: Do I have to submit photos?

Yes. At least **one digital photo is required** as part of your final report. The FMFCD loves sharing field trip stories in newsletters and on social media. Just be sure you obtain consent forms to share any images that include students.

Q: Can the FMFCD pay our transportation provider directly?

Yes. The FMFCD can:

- 1.) Pay the provider directly *after receiving an invoice*,

OR

- 2.) Reimburse your school or organization (an invoice is required for either method).

Q: I need help with the Certificate of Insurance.

We've included an example Certificate of Insurance as a reference. Please share it with your school or organization's insurance provider if needed to ensure proper formatting. *(See attached PDF: "Example – Certificate of Insurance.pdf")*

Q: Who do I contact if I have more questions?

Reach out to environmental@fresnofloodcontrol.org or (559) 456-3292.

Pre- & Post-Trip Quick Checklist

Before Your Trip

- ☐ Reserve your trip date with the appropriate host
- ☐ Arrange transportation
- ☐ Submit Certificate of Insurance (name the FMFCD as additional insured)
- ☐ Submit W-9 or W-4 form
- ☐ Optional: Schedule a pre-trip presentation with FMFCD
- ☐ Optional: Order free educational materials

During Your Trip

- ☐ Take photos (obtain consent forms if minors are shown)

After Your Trip

- ☐ Submit an optional short trip summary with student & teacher feedback

- ☐ Submit a participant count
- ☐ Submit copies of transportation receipts to the FMFCD
- ☐ Share at least one digital photo from the trip
- ☐ **Submit all materials to environmental@fresnofloodcontrol.org by December 31, 2026.**