



# United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
Wyoming State Office  
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July 12, 2016

EMS TRANSMISSION: 7/14/2016  
Instruction Memorandum No. WY-2016-022  
Expires: 09/30/2018

To: District Managers and Deputy State Directors

From: State Director

Subject: Fiscal Year (FY) 2016 Education, Interpretation, and Youth Engagement Accomplishments Reporting DD: 8/31/2016  
DD: 9/30/2016  
DD: 10/29/2016

**Purpose:** This Instruction Memorandum (IM) transmits directions for reporting FY 2016 Education, Interpretation, and Youth Engagement (EIY) accomplishments for the Bureau of Land Management (BLM).

**Policy/Action:** Wyoming is required to coordinate comprehensive reporting by Field Offices on EIY activities for the BLM. This includes education and interpretive products and programs that were offered to children and families, teachers and youth group leaders, as well as all other adult audiences. This request does not include reporting for volunteers and partner-supported hires.

By August 31, 2016, each District Resource Advisor will submit a minimum of two staff names from each Field Office to Noelle Glines-Bovio, Acting Wyoming State Youth Lead. Upon receipt of the list of Field Office representatives, a request for access authorizations will be submitted to the Washington Office. (Attachment 1 is the current list of authorized Wyoming SharePoint users.) These staff will be responsible for entering data onto the following forms available on the national SharePoint site for their Field Offices (Attachment 2 is a Description of the following categories):

1. Take It Outside and Youth Organized Activities
2. Hands on the Land
3. Formal and Informal Education Activities
4. Interpretive Activities
5. Educational and Interpretive Products

Anyone that has conducted, participated, developed, or produced educational/interpretive products/programs, presented a formal or informal educational program, etc. in one of the above reporting categories, can now enter it or have their Field Office representatives enter the information into the SharePoint-based reporting system that is linked at: [http://web.blm.gov/wo-170/wo-172/data\\_collection\\_fy2016.html](http://web.blm.gov/wo-170/wo-172/data_collection_fy2016.html). Anyone can get access to the site by sending a request to Noelle Glines-Bovio via email. Data can be entered year-round.

By September 30, 2016, each Field Office will have provided to their respective Resource Advisor two (2) narrative summaries and two (2) related high-resolution photos (JPEGs) covering the top projects or programs in two of the following categories: **Play, Learn, Work, and Serve**. These summaries, approximately 200 words each, will be used to describe and promote the BLM's programs to both internal and external audiences. Photos should show subjects in action rather than staged group shots. Resource Advisors will then provide them to the Wyoming's State Youth Lead to initiate the state office review and selection of the top four summaries. (Attachment 3 is the Summary Report for Play, Learn, Work, and Serve programs for FY 2014).

**Timeframe:** Effective upon issuance. **The deadline for submitting forms, photos, and attachments to the SharePoint site is October 29, 2016.**

**Budget Impact:** None

**Background:** In past years, only a handful of Wyoming staff has entered data into the SharePoint site. Using this data entry method, many of our wonderful programs were not captured and the number of youth served was not accurately reported. This type of reporting has resulted in Wyoming not meeting our annual youth targets.

The Secretary of the Interior's Youth Initiative focuses on providing young people with opportunities to Play, Learn, Work, and Serve. The BLM is collecting accomplishments reports in order to demonstrate careful stewardship of limited funding as well as its commitment to the Secretary's goal of creating the next generation of conservation leaders.

**Manual/Handbook Sections Affected:** None

If you have questions about report EIY accomplishments, please feel free to contact Noelle Glines-Bovio, Acting Wyoming State Youth Lead, at 307-775-6035 or email [nglinesbovio@blm.gov](mailto:nglinesbovio@blm.gov).

Signed By:  
Buddy Green  
Acting State Director

Authenticated By:  
Jessica Camargo  
State Director's Office

**3 Attachments:**

- 1 – Current List of Field Office Representatives with Access Authorization to enter Data on the national SharePoint Site (1 pp)
- 2 – Description of Education, Interpretation, and Youth Engagement Data Collection Forms (2 pp)
- 3 – Attachment 3 is the Summary Report for Play, Learn, Work, and Serve programs for FY 2016 (5 pp)

**Distribution:**

Director (200) Rm. 5644, MIB

1 (w/atch.)

Central Files

2 (w/atch.)

Attachment 1

Current List of Field Office Representatives with Access Authorization to Enter Data on the National SharePoint Site

High Desert District (HDD)

Georgia 'Jo' Foster – Rock Springs  
Gavin Lovell – Rock Springs  
Caleb Hiner – Kemmerer / District RA  
Martin Hudson - Pinedale  
Kyle Hansen - Pinedale  
David Hullum - Rawlins  
Tim Novotny - Rawlins

Wind River Bighorn Basin District (WRBBD)

Jim Wolf

High Plains District (HPD)

Stacey Moore  
Eve Skillman

Description of Education, Interpretation, and Youth Engagement Data Forms for FY 2016

**BLM SharePoint site:**

[http://teamspace/sites-wo/wo170nlc/WO172/FY\\_2016\\_Data/SitePages/Home.aspx](http://teamspace/sites-wo/wo170nlc/WO172/FY_2016_Data/SitePages/Home.aspx)

SharePoint access is required to fill in the forms and view the form libraries. Contact your State Office Lead for education or interpretation (Noelle Glines-Bovio, Acting Wyoming State Youth Lead) if you need permission to access the Data Collection SharePoint site. For technical questions regarding entering and updating data, contact Kevin Flynn, [kflynn@blm.gov](mailto:kflynn@blm.gov), 202-912-7631.

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**Hands on the Land and Teachers on the Public Lands Site Reports**

Use this form to report on programs at Hands on the Land sites in FY 2016, including Teachers on the Public Lands programs. The form includes a drop-down listing of sites. Include details on partners, contributions, and number of youth and teachers in Hands on the Land programs.

**Who should fill out this form?** Hands on the Land Site Coordinators (Newcastle, Casper, NHTIC, Buffalo, and Rawlins)/ Field Office Representatives with SharePoint access

**Scope of the form:** Hands on the Land Sites and Teachers on the Public Lands programs, annual summary.

**Additional items requested:** Photos and testimonials from program partners

**Contact:** Derrick Baldwin, [dbaldwin@blm.gov](mailto:dbaldwin@blm.gov), 970-882-6805

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**Formal Education Activities**

If you conducted a formal educational program that does not fit into any of the above categories (such as “Hands on the Land”), use this form. These include K-12 classroom presentations, field schools, or outdoor classrooms, as well as college-level projects and partnerships with schools. Include hours, number of participants, and funding levels. **Note:** Use the Hands on the Land form (above) for educational programs at those sites.

**Who should fill out this form?** State and Field Office Education Coordinators/Field Office Representatives with SharePoint access

**Scope of the form:** State and Field Offices, Annual Summary

**Additional items requested:** Photos and descriptions of the State’s best programs

**Contact:** Megg Heath, [mheath@blm.gov](mailto:mheath@blm.gov), 970-882-6855

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## Interpretive Activities

BLM visitor centers and field offices offer a variety of interpretive programs. Use this form to report on interpretive activities in FY 2016. These include facilitated programs (delivered in person) and non-facilitated products or media developed. In addition, a brief description of the programs delivered at your venue is requested. **Note: Does not include visitation statistics reported through RMIS.**

**Who should fill out this form?** State and Field Office Interpretive Specialists or Interpreters at Visitor Centers/Field Office Representatives with SharePoint access

**Scope of the form:** Interpretive Sites, Annual Summary

**Additional items requested:** Photos and descriptions of the State's best programs

**Contact:** Brianna Candelaria, [bcandelari@blm.gov](mailto:bcandelari@blm.gov), 202-912-7583

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## “Take It Outside!” and Youth Organization Activities

“Take it Outside!” is the BLM’s youth engagement program for kids and families for outdoor activities outside of classrooms. Use this form to report on Take it Outside! activities that were conducted during FY 2016. Please provide a brief description of the activities, the hours of staffing, and funding information. These projects included funded and non-funded projects. Also included are activities with national youth organizations.

**Who should fill out this form?** State and Field Offices conducting “Take it Outside!” activities/Field Office Representatives with SharePoint access

**Scope of the form:** Individual activities delivered, Annual Summary

**Additional items requested:** Photos and testimonials from partners

**Contact:** Patti Klein, [pklein@blm.gov](mailto:pklein@blm.gov), 801-539-4235

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## Educational & Interpretive Products

Use this form to report on educational and interpretive products that were produced by BLM State and Field Offices during FY 2016. These include printed products, lesson plans, web products, Junior Explorer booklets, or audiovisual productions. We are also seeking a brief description of the product, the intended age group, and connections to related events.

**Who should fill out this form?** State and Field Office Education and Interpretive Coordinators/Field Office Representatives with SharePoint access

**Scope of the form:** Individual products produced

**Additional items requested:** Links to electronic versions of the products

**Contact:** Megg Heath, [mheath@blm.gov](mailto:mheath@blm.gov), 970-882-6855

# Wyoming

## By the Numbers

<b>Education and Interpretation Program Participants</b>	365,466
<b>Volunteer Hours</b>	33,736
<b>Volunteer Contributed Labor</b>	\$760,747
<b>Youth Hires</b>	173

Wyoming is famous for its vast open spaces and unique landscapes, including high desert plains, formidable mountains, badlands, and sand dunes. The BLM manages more than 17.5 million acres of public lands in the sparsely populated Cowboy State, mostly in its western two-thirds.

The state is rich in opportunities for people to play, learn, serve, and work on public lands. For example, because 19<sup>th</sup> Century pioneers discovered routes west through Wyoming, today's visitors can view original wagon ruts along historic trails in landscapes that remain much as they were then.

Children and families particularly love walking in the fossilized prints of giant dinosaurs. At the Red Gulch Dinosaur Tracksite in the Worland area, educational and interpretive programs enlighten visitors about the state's largest trackway, which dates to the Middle Jurassic Period (160 million to 180 million years ago). The site is an ancient ocean shoreline that was once prowled by two-legged dinosaurs weighing up to 400 pounds each.

The BLM also focuses on keeping significant pieces of American history alive through educational programs such as those offered at the National Historic Trails Interpretive Center in Casper, the first BLM Hands on the Land site in Wyoming. BLM-Wyoming offered educational and interpretative programs that reached more than 365,000 people of all ages in 2014.

BLM-Wyoming relies on volunteers and partner organizations to assist in accomplishing numerous on-the-ground projects, including trail work, wildlife monitoring, rock art restoration, visitor education, riparian area restoration, tree planting, mapping, and data input. All told, volunteers contributed more than \$760,000 in contributed labor across the state last year. Additionally, BLM-Wyoming hired 173 youth interns and seasonal workers to help meet crucial needs such as reducing fuel for wildfires.

Read on for a sample of additional ways in which BLM-Wyoming engaged citizens of all ages in 2014.



## **PLAY:**

### **Cody Naturalists “Spring into Yellowstone”**

The “Spring into Yellowstone” Birding and Wildlife Festival, an annual event based in Cody, showcases the wildlife, landscapes, and ecology of the Greater Yellowstone Region. Celebrating its third year in 2014, the event welcomed more than 150 guests from 14 states and 3 countries. Resource specialists from the BLM Cody Field Office offered many different tours, including guided walks to observe sage-grouse strutting, geologic tours to McCullough Peaks, interpretive float trips on the Shoshone River, and a nature hike to famed Bald Ridge, an area famous for its beauty as well as the scale and steepness of the route. Partners include non-profit organizations such as The Nature Conservancy and government agencies, including the National Park Service.



## **LEARN:**

### **Upton Middle School Students Discover the Great Outdoors**

Thanks to the BLM-Newcastle Field Office and partners, 15 students from Upton Middle School had the chance to enjoy the great outdoors last summer and gain firsthand exposure to careers in natural resource management. Through three separate, week-long programs students learned about a wide variety of topics, including archaeology, outdoor photography, forestry, bird watching, wildlife monitoring, fire management, and outdoor ethics. As “capstone” projects, students created an ePostcard to share with their sister school at the BLM’s Trackways National Monument. They also prepared a short presentation of photographs and video interviews that highlighted key program concepts. Partners of the Upton Summer Discovery Program include the Weston County School District #7, the Audubon Society, Black Hills National Forest, and the Wyoming Atlatl and Social Club.



## **SERVE:**

### **Citizens Advance Conservation Initiative**

Wyoming State Director Don Simpson recognized local citizens last year for their volunteer efforts to advance the Wyoming Landscape Conservation Initiative. This is a multi-agency, long-term, landscape-scale effort to assess and enhance aquatic and terrestrial habitats in southwest Wyoming, while also facilitating responsible development through local partnerships. Award winners included the Green River High School who for three years collected data for use in targeting herbicide applications to control invasive Russian olive trees. The state director also recognized the Eagle Scouts of Rock Springs Boy Scout Troop #286 who helped place reflective markers on 24 miles of new fencing to prevent Greater Sage Grouse from colliding with fence wires. “It is this kind of pro-active dedication,” said Simpson, “that will sustain some of Wyoming’s most valued resources and habitats.”



## **WORK:**

### **College Students Gather Critical Data for Fire Program**

In 2014, students from Central Wyoming College surveyed 800 acres of land, providing BLM with valuable information for a multiple-year fire fuels reduction project. The initiative, called the Native American Youth Project, resulted from a cooperative agreement between BLM-Wyoming's Casper Field Office and the college's Archaeological Field School. Prior to the field work, the 12 students enrolled in the project learned how to use global positioning system (GPS) technology as well as geographic information systems (GIS), both extremely valuable skills used in the natural resource management profession. The Archaeological Field School has a proven record of success: a number of students have won awards at professional conferences and have gone on to obtain bachelors and graduate degrees.