

STEP 4: BECOME A SCHOOL FOREST

Submit a Proposal to the School Board

To become a School Forest your application must include a copy of the School Board Resolution designating the site as a School Forest. Sample resolutions can be found in this section. Writing and submitting a proposal to the School Board is an important and necessary step!

Before you may request a school board resolution, the property must be owned by the school district or partnering agency (city, county, state, federal, or private) with which the School Board is willing to enter into agreement.

If your school is private or parochial, your school may not be administered by the local School Board. If so, your governing body (parish council, etc.) shall submit a similar resolution with the application.

Be prepared when you submit your School Forest proposal to the local School Board. Don't waste the time of this busy panel. Keep the following items in mind.

1. Consider the benefits and potential risks involved with the School Forest **BEFORE** you meet with the board so you can anticipate their questions and be prepared with well thought out answers.
2. Have visible support with you. Ask your school administrators and fellow faculty members to attend the meeting. Invite parents who believe the school would be a more complete educational institution with the addition of a School Forest. Invite business owners who have pledged their support.

3. A picture is worth a thousand words. Take photographs so school board members can become familiar with the site and questions can be answered more succinctly. Take maps to present information concerning future requests for site improvements.
4. Prepare to attend more than one meeting. The proposal may be tabled if all questions cannot be answered or if additional time is needed for the School Board to render its decision. Don't be discouraged if this is the case.
5. Consult the Minnesota School Forest Program Manager and local DNR Forester for support and information.
6. Prepare a draft resolution before the meeting so school board members are not scrambling to find the proper wording.



School Board Resolutions

The following, four sample resolutions can be used as a model for forming a School Forest resolution.

1. “NOW THEREFORE BE IT RESOLVED THAT: Approximately thirty acres currently known as the Stillwater Area High School Environmental Learning Center within Parcel B (Section 1) be designated as an outdoor classroom and Minnesota School Forest.”
2. “Resolved, the Board of Education of Lake Superior School District No. 381 approves the establishment of a Silver Bay School Forest and outdoor classroom comprising 40 acres described as the SW1/4 of the NW 1/4, Section 36, Township 56 North, Range 8 West, and supports enrollment of said school forest in the DNR School Forest Program for educational purposes.”
3. “Be it resolved by the School Board of Independent School District No. 719, State of Minnesota, as follows: That the forest land within the Five Hawks Outdoor Learning Center be designated School Forest land and be named Five Hawks School Forest.”
4. “BE IT RESOLVED by the School Board of Independent School District No. 622 that 3 acres of land located at T29N R22W, Section 13 be designated as an outdoor classroom and Minnesota School Forest, effective May 15, 2002.”



Submit a School Forest Application

Application should be made to the Minnesota School Forest Program Manager using the form available on the School Forest Web site www.mndnr.gov/schoolforest. It is recommended that contact (by phone or e-mail) be made early in the process to receive better advice and instruction. Include the following items when you submit your paperwork to the Minnesota School Forest Program Manager for entrance into the School Forest Program:

- Completed application
- Copy of Property Deed
- Legal description of designated land
- Map of area
- School Board Resolution

If you have difficulty obtaining any of the items listed, contact the Minnesota School Forest Program Manager for assistance.

Minnesota School Forest Program Manager
 Minnesota Department of Natural Resources
 Division of Forestry
 500 Lafayette Road, St. Paul, MN 55155-4044
 651-259-5272 or 1-888-646-6367
schoolforestdnr@state.mn.us
www.mndnr.gov/schoolforest



Minnesota School Forest Program
Minnesota Department of Natural Resources, Division of Forestry,
500 Lafayette Road, St. Paul, MN 55155-4044
651-259-5272 or 1-888-646-6367
schoolforestdnr@state.mn.us
www.mndnr.gov/schoolforest