

**MINUTES - WWA BOARD OF TRUSTEE MEETING
Friday, September 11, 2009**

1. Opening of Meeting

i. Roll Call/Welcome

Present: Richard Hope (Chair), Nancy Quirk (Vice Chair), Kevin Richardson (Senior Trustee), Dave Lewis (Trustee at Large), Ann-Perry Witmer (Trustee at Large), Joe Finn (Trustee at Large), Jim Chaffee (International Director), and Kelly Zylstra (Secretary/Treasurer).

Excused: Tom Krueger (Past Chair), Amy Vaclavik (Trustee at Large)

Guest: Jill Duchniak (Member Services Coordinator)

ii. Approve Agenda

Kevin Richardson, with Joe Finn seconding, made a motion to approve the agenda. All were in favor.

iii. Approve Minutes of August 14, 2009 Conference Call

Joe Finn, with Ann Witmer seconding, made a motion to approve the August 14th meeting minutes. All were in favor.

2. Finance Update

i. WWA Finance Report

Kelly emailed the following information to the Board prior to the meeting. She gave a brief summary.

“I am starting to draft the 2010 budget, so we will be on schedule to review that at our October meeting.

WWWC transaction report :

-The board sees this report from time to time and it represents that amount of money in the WWWC segregated account (we have to keep it separate as it was donated for very specific part of the organization). At the end of the year, any monies left in this account are put into a “reserve” account for the committee to use in a later year. At this time the committee has \$3,267.27+\$77.92 or \$3,345.19 available for a potential project.

Current Budget Vs. Actual High and Low Lights (not revisiting what we already covered last time unless there has been a change):

- Newsletter advertising income (account 4012) is below budget but we did have an additional \$1,200 come in last month. Expenses (account 7040) are still more than cover by income.

- Website advertizing income (account 4013) is higher than projected which is good news and the \$620 over the budget will help cover the overage for the website update.

- Annual meeting income for MAC sponsorship is almost at budget and event sponsorship (account 4103) is higher than projected – all good news. Exhibitor registration when combined with the extra booth registration (since in essence they go together) is only \$650 below the budget, which is also good news given the current state of the economy. The individual registration is currently about 50% of budget, but there is still time for those numbers to increase both before the conference starts and with on-site registrations. Room rebates (account 4110) income (the \$10 we add to each room cost) doesn't come in until we get the bill from Kalahari after the show – this is where they show the credit we get based on the hotel rooms used. Annual meeting expenses are in line, though we don't see most of these until during/after the conference. Thus far we have only spent \$13,675 of the budgeted \$73,000 of expenses. At our current income level of \$80,755 for the annual conference, we will still cover our budgeted costs of \$73,000. BUT please recall that we budgeted a deficit this year of approximately \$28,000, so without additional individual registrations, the board should still be diligent on expenses and I caution spending any of the contingency monies until we know where we stand after the conference.

- Interest income (account 4210) is below budgeted amounts and may not make budget due to low interest rates on our money market.

- Section allotment income (account 4230) will be above budget – likely by about \$4,000 based on current trend.

-Account 8601 (split from Reg Affairs with WRWA), WRWA took the registrations this year (income) and paid the expenses this year, so we are still working out the split with them, hope to have this ironed out by our next meeting.

-Account (4510) income and account (7215) expenses; in an original draft of the budget Frank said there wouldn't be a seminar, but during the board review process my notes indicate that the education committee was going to put on this seminar. Since nothing to date is planned, I assume this is not going to happen. This seminar was set up to raise about \$1,250.

-Account (4545) income and account (7250) expenses; during the budget time this was set up for the communications committee to hold a seminar on public relations. Since nothing is planned, I assume this will not be happening this year. This seminar was set to basically break even and so the bottom line is not really affected by it not happening.

Balance Sheet Highlights

Checking account and money market balances are in good shape, no change on the CD.”

3. Action Items from Last Meeting

- i. Membership (new committee chair)
Ann reported we have new leadership for the committee; Susan Fenhaus from Marshfield is taking over as committee chair and Mari Anne Martin from Dixon Engineering as Vice Chair.
- ii. WWWC – Approval of Policy
Kevin provided items for the Board's approval by email prior to the meeting. We are waiting for approval from Engineers Without Borders to use their forms and paperwork as a base starting point.

Kevin Richardson, with Dave Lewis seconding, made a motion to adopt the policy and supporting documents but not implement them until we receive approval from Engineers Without Borders approval to use their forms as a base. All were in favor.

- iii. **Small Systems**
Tom will send the information for the operations manual to Kevin to make sure it gets into the operations manual. Nancy and Jill have updated the willingness to serve form.
- iv. **Website Update**
Joe showed the Board the website as it sits now during the updating process.
- v. **Legislative Committee**
Dave reported a committee meeting is scheduled at the conference call.
- vi. **Strategic Plan update**
Ann reported she has received information from one committee. Joe has an additional response to forward. Several committees have it on their agendas for the upcoming committee meetings at the conference. Richard reminded Board liaisons to remind their committees to provide their input so we can finalize at our December meeting.
- vii. **Annual Conference Locations**
Joe provided the Board information via email prior to the meeting regarding using one location for the future meetings. He also resent the information gathered from the survey that was done earlier this year showing memberships desire to keep the conference moving among different locations. This item was tabled until the October Board meeting; where two decisions need to be made - whether or not to continue to move around the State or stay in one location, and on recommended locations for the 2014 and 2015 conference.
- viii. **New Logo**
Nancy reported the items have been received and are ready.

4. Old Business

- i. **2009 Annual Conference**
Nancy reported the onsite program printing is getting ready, speaker packets are being put together, and laptops/projectors are being set up. There are about 140 full registrations at this point. There are two more emails going out yet. Each Board member will be assigned some exhibitors to go around and thank on Thursday morning.
- ii. **Newsletter**

Ann reported the newsletter has been sent out. Editors are moving forward with the next issue.

- iii. **WWA Face Page**
Joe showed the Board the twitter page and Facebook page. The IT committee will be handing out Twitter and Facebook information at the conference.
- iv. **Cross Connection Control Update**
Nancy reported there was a meeting with the Department of Commerce this week. Public hearings are scheduled for NR codes and Jill will forward an email of these dates to our members.
- v. **Leadership Meeting**
Nancy reported it is scheduled for November 5th in Madison.
- vi. **2010 Budget Preparation**
Kelly reported the budget preparation has started. Board liaisons were asked to contact the committee chairs to see if the budget from this year is applicable for next year. We will be on schedule for the Board to review drafts of the budget when we meet in person on October 16th at AECOM's Stevens Point office.

5. New Business

- i. **Youth Education (Issues from Conference call)**
Joe reported there is not action required at this point. The Youth Education is looking to sponsor the next agenda item.
- ii. **Newspaper in Education (NIE) Program**
Dave took the lead on this item between the last meeting and this meeting. A Board vote via email was taken about WWA's interest level. Richard will try to set up a meeting with the representative from NIE at the annual conference.

Ann Witmer, with Joe Finn seconding, made a motion to adjourn at 11:08a.m. All were in favor.

5.28 WISCONSIN WATER FOR THE WORLD COMMITTEE

5.28.1 Committee Description

The Wisconsin Water for the World Committee (WWW) works to provide resources for safe drinking water to people in in-need communities. The Committee works to develop sustainable safe drinking water projects, provide training in system operations, sanitation and health, and raise funds to implement these water and sanitation programs. * In need communities shall be determined by a set of objective criteria and variables developed by the Wisconsin Water for the World Committee. Please refer to the New Program Review Form located in the Wisconsin Water for the World Committee Guidance Documents Appendix.

5.28.2 Mission Statement

The international public service arm of WWA, with selected partners, will engage with identified in-need communities to assist them in working toward sustainable, essential water and sanitation projects and promote public health and education.

5.28.3 Composition

The Committee will consist of a Chair appointed by the WWA Chair. The Committee will elect a Vice Chair, Secretary and Treasurer. The Committee will also include a Board Liaison. All committee members will be members of the American Water Works Association.

5.28.4 Coordination

The Committee may coordinate project development and implementation with other service organizations including, but not limited to, Water for People, Agua Para la Salud, Engineers Without Borders, Rotary Clubs, and Wisconsin institutions of higher learning.

The Committee is responsible for the review of the engineering and financial feasibility of proposed projects. Review criteria will include engineering & design reviews by qualified committee members and demonstration of financial feasibility. Reviews shall demonstrate sound, basic hydraulic engineering design principles and local economic sustainability of each project. The Committee will utilize the Alternatives Analysis and Design Report Guidelines located in the Wisconsin Water for the World Committee Guidance Documents Appendix.

Projects will be reviewed by WWA Board of Trustees for compliance with the Guidance Documents prior to release of project funds. During project implementation documentation of expenditures will be presented to the WWA Board of Trustees before the Board will vote on the release of funds.

Volunteers who travel to the Committee's project sites are responsible for completing the Travel Readiness Checklist and will sign the Travel Waiver Located in the Wisconsin Water for the World Committee Guidance Documents Appendix.

5.28.5 Activities/Programs

This Committee will identify, develop, and carry out projects to improve drinking water quality for people in developing countries. The Committee actively seeks support from the WWA membership through volunteered time, equipment, and funding to carry out its projects according to its mission. Funds raised may be used to purchase equipment and materials, provide in-country training to recipient communities, and – under the constraints of the Committee’s established travel policy – supplement travel expenses for members participating in implementation trips. No funding will be provided for professional services provided by Committee volunteers, nor for salary lost due to participation in projects.

The Committee also will act as primary liaison between the Wisconsin Water Association (WWA) and Non Government Organization (NGO) contacts, community contacts, and other philanthropic organizations which support WWW projects.

5.28.6 Reports, Newsletter and Website

Upon completion of each project, a report will be prepared identifying the physical improvements resulting from the project as well as a brief description of any educational activities undertaken to assist in sustaining both physical improvements and the sanitation habits of the project community. Long term effectiveness and sustainability of the project shall be reviewed by performing periodic return visits to project sites and/or through periodic reviews and reports by in-country project partners. Based on the results of return site visits and in-country project partner reviews, future project design, delivery, and implementation will be adjusted as needed to ensure continued effectiveness and long term physical and financial sustainability of each project.

A written report on Committee activities, accomplishments, and potential future projects with rough budgets/funding mechanisms shall be prepared on an annual basis and submitted to the WWA secretary/treasurer at least 30 days prior to the Annual Meeting for budget and tax preparation purposes. A written report of activities should be submitted to the Newsletter Committee for inclusion in that publication.

At least once each year, the Committee is to provide the Newsletter Committee with a report or article on Committee activities for publication in the WWA Newsletter. In addition, the Committee shall provide the Newsletter Committee with at least one article on a current topic of interest to the Committee and the general WWA membership.

The Committee is responsible for providing Committee information for the WWA website. Such information shall include the roster, mission statement, goals, action plan, calendar of activities, and meeting minutes.

Wisconsin Water for the World Committee Guidance Documents Appendix

- **New Project Review Form**
- **Instructions for Design Report Preparation**
- **Alternatives Analysis Report Instructions for Report Preparation**
- **Travel Readiness Checklists**
- **Travel Waiver Form**

NEW PROGRAM REVIEW FORM

CRITERIA

- There must be a beneficiary community (the beneficiary cannot be an individual or an organization)
- The project must be accessible by all members of the community regardless of religion, tribal affiliation, etc.
- Project ownership must lie within the community
- The community must be involved in planning, construction, operation, and maintenance
- The technology must be a proven technology.
- For this project to be successful, no currently functional operating system must be put at risk.
-

1. Project Definition

- Is the project clearly defined and is the scope appropriate?
- Is the background and historical context of the project/problem provided?
- Is there sufficient information about the political, social, cultural and economic impacts of the project to determine that its completion would result in a positive outcome?
- Is there sufficient awareness of potential drawbacks, negative impact, and a plan for mitigation?
- Is there a statement of the benefit and duration of the benefit to the community?
- Can metrics be identified to evaluate the engineering, human health and/or socio-economic project outcomes?
- Is there a stated time frame for planning, implementation, and monitoring?
- Is there a line-item budget with supporting, credible research and rationale?

2. Needs Assessment

- Is there a compelling need for the project as expressed by the host community?
- Are the problems to be addressed relevant to WWW mission values and strategic plan?
- Are project partners within the communities cognizant and respectful of WWW values?
- Does the project benefit a significant proportion (%) of the host community?
- Does the project benefit at-risk groups, such as women and children?
- Does the project exclude or marginalize any group? Who incurs a loss of livelihood or societal function?

3. Community Involvement/Contribution

- Does the project require the beneficiaries to contribute either financially or through in-kind resources, such as labor, materials, or hosting WWW teams?
- Is there a training component associated with the project that will enable the beneficiaries to operate, maintain, and repair the project as needed?
- Can community representatives be chosen and trained to gather data related to project outcomes?
- Did the beneficiary community initiate the project?
- Are local leaders or traditional governing structures involved to approve or veto a project of this type??
- Are these local social structures and elders fair and respected within the local community?
- Are mechanisms identified to integrate the project with existing successful community traditions?

4. Context of Appropriate Technology

- Are locally supplied materials, manufactured goods, labor and capacities used to implement and sustain the project?
- Does this project provide for continued improvement or modification based on changes in the community or locally available technology?
- Is the technology appropriate – Have limitations and past history been researched?
- Is the technology economically sustainable? Can it be linked with a micro-enterprise?
- Does the WWW project disrupt the local socio-cultural structures? Could local traditions be interrupted or lost? (e.g., TV is attributed to a decline in community story-telling)
- Does the WWW project also help preserve and promote the indigenous wisdom culture?
- Socio-political impacts: Who primarily benefits from the project? Are there segments of society that may be marginalized by the project (they may not necessarily have a voice)? How may they be integrated into the project?
- Does the project preserve continuity and enhance self-reliance and self-image of the community by integrating new technologies with existing successful traditions?

5. Environmental and Ecosystem Impacts

- Where are project materials derived from? Where is waste disposed? Does it encourage waste generation or natural resource depletion?
- Does the project promote excessive material use and consumerism?
- Are sensitive ecosystems being adversely impacted by the project?
- Would natural resources be conserved even when the project is widely adopted?
- If the project was applied in all villages in the entire watershed/region, what could happen?
- If the project was used long-term, what impact is expected on the environment?
- Does the project promote monoculture?
- What is the end-of-life for the engineered product? Is it biodegradable? Non-toxic? Reusable?

6. Funding

- Are there sources of funding (partner organizations, beneficiaries) separate from WWW?
- Are there sources of funding within WWW (e.g., earmarked contributions)?
- Does the project have a reasonable cost/benefit ratio?
- How is the cost/benefit ratio computed? Are environmental and social impacts included?
- What \$ value is assigned in the cost/benefit ratio to improvements in the quality of life?
- Is the financial aspect of follow up visits taken into consideration?

7. Partner/WWW/Community Coordination and Considerations

- For A-Z planning and logistics: Is there a WWW “champion”?
- Is there a community project manager for support in the field (logistical, cultural, and hosting)?
- Are the roles of WWW, the community, and affiliate local/international groups defined & agreed upon?
- Are there clear points of contact for accountability and is the infrastructure of communication between WWW, partners, and beneficiaries defined?
- Will project administration, management and outcomes assessment be enabled once WWW project team leaves?
- Is the project free of any local or international political/security complications?

Instructions for Design Report Preparation

This design document presents the basic design of the project. The intent of presenting this level of design is to review the design for reasonableness before time is spent bringing the design to completion. This document should be prepared as a matter of good engineering practice.

Technical Information - Instructions

- 1.0 Introduction- Explain the purpose of the document and clearly list the project and components being addressed in this report. If the project and components being presented in this document are a subset of a larger community program, explain this in the introduction.
- 2.0 Project Background – Provide the background of the project including a summary of information from previous documents.
- 3.0 Facility Design
 - 3.1 Description of Facilities- Provide a concise description of the facilities that are planned.
 - 3.2 Description of Design and Design Calculations – Clearly describe each of the design elements with all preliminary calculations that served as your basis of design. For example, for a water supply project, state the assumed water demand and the available water supply; for a structural project, include justifiable assumptions regarding material strengths considering local sources. Provide a clear description of all the calculations and technical analyses carried out to date for the project. This should include all the calculations that were carried out. The details of the calculations or other analyses should be included in an appendix.
 - 3.3 Drawings – Provide drawings sufficient to describe the concept of the project. The level of detail is sufficient to describe the size, location and design constraints of each of the facilities being designed. The drawings do not have to be done using a computer drafting package. The type and number of drawings is dependant on the type of project. For example, a water project that includes a spring box, water tank, water transmission line and two tap stands requires: a) a scale drawing of the project showing the general location of all the proposed facilities, topographic features that have a bearing on the design of the project and existing constructed facilities that have an influence on the project (structures, roads, stream crossings, etc.), b) a plan and profile of the pipeline with sufficient detail to allow design of the pipe and c) rough sketches showing the spring box, tank, tap stands and other pertinent details of the system. Items that would not be needed at this level of design include exact dimensions of any of the components, pipeline details or appurtenances, reinforcing of concrete structures, tap stand details. These details will, however, be required with the 95% design submittal.

Wisconsin Water for the World Guidance

- 4.0 Project Ownership – Describe who will own and operate the constructed facilities after they are completed.
- 5.0 Constructability – Provide a discussion of the constructability of the proposed facilities. Include the proposed construction schedule. Discuss what role the chapter will play in the construction (owners representative, general contractor, labor under the supervision of others, etc.). Provide a general discussion about the materials, general labor, skilled labor and equipment that will be needed for construction of the facilities. This discussion does not have to include a detailed construction plan but must be detailed enough to allow the Committee to determine the constraints for construction of the project.
- 6.0 Operation and Maintenance – Describe the operation and maintenance requirements of the facilities – financial, administrative structure, technical expertise, education, written manuals, etc.
- 7.0 Sustainability – Provide a discussion about the sustainability of the project. Ideally, the community will have the capacity to maintain, repair and expand the system without any additional outside support. Describe how your project will last in the community. Include your selection of appropriate low maintenance alternatives, the use of local materials, what education and training your team is providing to the community and how the project is financially and ecologically sustainable. Include a draft MOU (Memorandum of Understanding- formal agreement) with the Non Government Organization (i.e. Florida Rotary)(NGO), community and WWW Committee outlining each party's roles and responsibilities throughout the project and after project completion. This MOU will be signed by all parties prior to implementation.
- 8.0 Cost Estimate – Provide (30%), (60%) and (90%) level cost estimates for the project.
- 9.0 Professional Engineer's Assessment – The Professional Engineer should write a short assessment of how the project team prepared the (30%), (60%) and (90%) design documents including individuals involved, studies and designs carried out, project management, quality control procedures, etc. This section should include a description of any training that was carried out in order to enable preparation of the document.

Alternatives Analysis Report Instructions for Report Preparation

The purpose of the alternatives analysis is to document the thought process that the WWW Committee should go through to determine which alternative solution is best for a given situation. There is sufficient information presented in this analysis to justify the choices made by the Committee for the project. For example, if there are a number of different water sources that may be used for a water supply, the alternatives analysis would describe how the preferred source was chosen. There is no prescribed methodology for carrying out this analysis. Any method that the Committee finds useful can be used. The alternatives analysis can be submitted with the post-assessment report, with the design report, or at any time between these two submittals.

This is the portion of the report where the Committee provides all the technical information about the alternatives analysis that the Committee performed to determine the preferred alternative for implementation. It is the Committee's responsibility to clearly and thoroughly present the project and the alternatives analysis.

Instructions

- 1.0 Introduction – Explain the purpose of this document and list the alternatives being analyzed for the particular project. A table or schematic might be helpful.
- 2.0 Program Background – Provide the background of the project updated to include the information provided in the post assessment document.
- 3.0 Description of Comparison Methodology – Describe a rational method of comparing the alternatives. WWA does not recommend any one method of carrying out this comparison. Your method should include a clear list of factors of comparison. A partial list of these factors includes: complexity of the facility, cost of the facility, issues related to the long-term operation and maintenance of the facility, constructability, availability of construction materials, social acceptance of the technology and many other factors. Project sustainability must be included as a factor of comparison.
- 4.0 Description of Alternatives – Describe the various alternatives under consideration in sufficient detail to allow comparison of alternatives. Sketches or mapping should be used if appropriate to help describe the alternatives. A feasibility level engineering design and analysis may be required in order to describe the alternatives. The description should include those attributes of the alternative that are relevant to the comparison.
- 5.0 Analysis of Alternatives – Present the results of analysis be an effective tool for clearly illustrating your results.
- 6.0 Description of the Preferred Alternative – Present the chosen alternative along with the reasons why this alternative was chosen.

WWW Travel Readiness Checklist

Background:

Traveling overseas safely and effectively may be a component of an international Wisconsin Water for the World (WWW) project. We recommend that the WWW project team begin working on this travel readiness checklist (TRC) as soon as possible after adopting a project. The checklist should be revised as needed during the process. The team may wish to appoint a travel coordinator responsible for travel planning.

Checklist:

All items on this checklist are required.

Logistics:

- The team has checked if the country is safe to travel (US State Department website). This must be checked periodically, including on the month, week, and day of travel.
- The team has visited the other websites giving information about the country.
- Your team is aware of the political and the cultural conditions in the country
- Your team knows the climate conditions (high altitude, temperature, insects, etc) that they will be exposed to?
- The Team has watched a video(s) or read a book(s) on the culture, history and geography of the country(s) you will be visiting.

Daily Safety and Medical Care

- A Health Point Person (HPP) has been identified for the team and will be traveling with the team.
- All team members filled out *The Personal Health Checklist* and given it to the HPP.
- All team members have required immunizations/medications everyone traveling has travel health insurance and medivac insurance.
 - o (www.specialtyrisk.com is one source)
- The specific risks to the area have been identified (i.e. old land mines, snakes, political problems, racial/religious conflict), and they have been discussed them with the team.
- The team has formed general safety guidelines (i.e. don't travel alone, avoid working during hottest portion of day, etc).
- Do different areas of the country/city have significantly different safety issues (crime, ethnic fighting, etc)? This has been discussed with the team?

Emergency Planning

- The team has formulated an emergency exit plan for evacuating the country should unsafe conditions arise. Address medical, political, and weather/natural disaster related emergencies.
- The team has prepared a medical kit from the *Recommended Medical Kits Contents* and the HPP will bring the kit on the trip.
- Key contact information and emergency information contained in the *Emergency Information Sheet* has been collected and distributed to the travel team. (US consulate, nearest Hospital, Non Government Organization (NGO) contact, community contact, team cell phone, etc.)
- Each member of the team knows where the closest medical facility used by embassy and/or Peace Corps and/or NGOs is and how to go about accessing that facility.

WWW Travel Readiness Checklist

- All team members made copies of all documents (passport, insurance policies, medical information, emergency contact, etc) and given them to another team member and to a family member/contact in the US. Scanning documents and then storing them on an e-mail account or FTP site is another way of having access to these documents.
- The Implementation or Assessment Progress presentation been reviewed by all team members.
- The group has some form of reliable communication with them (radio, phone etc.).
- There is transportation (e.g. truck and driver) available 24/7 to get to the above medical facility?
- All of the individuals traveling know to register with the embassy.

Logistics:

- All team members have passports which will remain valid during the entire trip.
- All team members have visas (remember that these may take up to 8 weeks to obtain) or it is known that the visa can be acquired upon entry to the country.
- The team has checked on customs regulations, and knows that all items being taken to the country will be allowed to enter the country. All necessary paperwork has been filled out ahead of time.
- The team has made arrangements for a translator (if necessary). It is highly recommended to have more than one translator, and keep in mind that in some remote villages, only the most educated people speak the "official" language of the country.
- All items needed for the site survey are appropriate to your project, and have been acquired.
- The team has checked on the currency, whether ATM's are available, if credit cards or travelers checks (sometimes they cannot be used), or whether cash needs to be brought. Members of the team have contacted their credit card company to inform them that they will be using their card overseas to avoid being blocked for assumed fraudulent charges.

WWW Insurance and Waivers

1. Submit the following to the Wisconsin Water Assoc. Board. Submissions should be 2-3 months prior to travel.

- Volunteer Waiver form for each person traveling.
- Travel Insurance form for each person traveling.

2. Review the following information with your team.

- Travel Readiness Checklist : Project lead should review this
- Travel Tips Presentation : Have each person traveling review this
- Personal Health Checklist: give this to team's health point person (to be taken on the trip in case of an emergency)
- Volunteer Waiver & Health Insurance Form : Each person traveling should fill out this form and send it to WWA Board
- Emergency Information Sheet : Each person on the team, their families and the WWW Committee Chair should receive this form
- Detailed Field Equipment Checklist: Project lead should take this on the trip
- General information

I certify that the above checked items have been completed by the travel team.

Name (printed)

Signed

Date

WWW Personal Health Checklist

Personal Health Checklist

This form must be completed by each person who is traveling and a copy should be brought along on the trip by the Health Point Person. Participants may want to consult the ISOS www.internationalSOS.com for individual memberships, the WHO <http://www.who.int/ith/preface.html>) and CDC <http://www.cdc.gov/travel/> websites for travel and health advisories for the area. You can also obtain travel information from ISOS through: PHILADELPHIA Alarm Center Tel: + 1 215 942 8226, if you have a membership.

Name: _____ Date of Birth: _____ Age: _____

Home Address (city, state, zip): _____

Phone: (____) _____ E-Mail Address: _____

Emergency Contact: (Name and relationship): _____

Phone: (____) _____ Alternative Phone: _____ E-Mail address: _____

Travel and Evacuation Insurance Information: (www.specialtyrisk.com is one source)

The plan must cover volunteer when s/he is out of the country and cover volunteer's evacuation in case of an emergency.

Carrier or Plan Name: _____ Carrier address: _____

Name of Insured: _____ Insurance ID number: _____

Allergies: (Describe Reaction and management of the reaction. Attach additional sheets if needed)

Medication Allergies: _____

Food Allergies: _____

Other Allergies: (insect stings, hay fever, plants, animals, dust, etc.) _____

Medications Currently Taking: Please list all medications (including over-the-counter or non-prescription drugs) taken routinely or in case of emergency. Bring enough medication to last the entire trip. Keep medications in the original packaging/bottle that identifies the prescribing physician, the name of the medication, dosage, frequency of administration.

◆ I do not take any medication on a routine basis **OR**

◆ I take the following medications: (include birth control and all things that are taken on an as needed basis as well e.g. Epinephrine for allergic reactions, asthma inhalers... add additional pages as needed)

Med #1 _____ Dosage _____ Times each day _____ Reason _____

Med #2 _____ Dosage _____ Times each day _____ Reason _____

Med #3 _____ Dosage _____ Times each day _____ Reason _____

Eyewear: If you wear glasses or contact lenses, Make sure you have an extra pair and sufficient contact solution etc. Contact lenses are often problematic due to weather conditions,

WWW Personal Health Checklist

dust and poor sanitation. This can make it difficult to keep contact lenses clean and increase the risk of eye infections. **Bring a good pair of sunglasses.**

Current/Past Health History:

Have you had a recent injury, illness or infectious disease? No _____ Yes _____
Do you have diabetes? No _____ Yes _____ Treatment _____
Do you have asthma? No _____ Yes _____ Treatment _____
Ever had seizures? No _____ Yes _____ Treatment _____
Do you have any psychiatric conditions that may require treatment? No _____ Yes _____
Any other Health issue someone should be aware of in an emergency? _____
What is your blood type? _____

Tuberculosis Screening

Most Recent TB PPD Skin Test: Date _____ Size (mm) _____ Result _____
(PPD test should be placed within two years prior to travel and repeated 3 months after return.)
If you have had a positive PPD Skin Test in the past, date of your most recent Chest X-ray and result: _____
Have you taken treatment for latent TB infection? When? (date) _____

Immunization Record: (Write in the dates you received the following immunizations):
(Remember: Keep a copy at home and travel with your yellow international immunization card.)

Required Immunizations:

DPT/DOPT/DtaP: #1 _____, #2 _____, #3 _____, #4 _____, #5 _____
Td (Tetanus) booster: (should be within the past 7 years): _____
Hepatitis A: #1 _____, #2 _____ (these must be 6 months apart)
MMR (Measles/Mumps/Rubella) #1 _____, #2 _____
Polio (oral or injected) #1 _____, #2 _____, #3 _____, #4 _____
Polio booster: _____
Yellow Fever (may be required, take your stamped WHO immunization card when you travel): _____
Japanese Encephalitis (may be required, depends on country): _____

Highly Recommended Immunizations:

Varicella (chickenpox): #1 _____, #2 _____ or Date you had the disease _____
Hepatitis B: #1 _____, #2 _____, #3 _____
*may do accelerated series, pending approval by health care provider, if unable to complete series before travel.
Typhoid: _____
Influenza: _____
Meningitis: _____

Malaria Prophylaxis (drug, dose, schedule): _____

Signature of physician or travel clinic nurse: _____

Name of physician: _____ Phone: _____ Alternative phone: _____

Volunteer Signature: _____ DOB: _____

WWA TRAVEL INSURANCE REQUIREMENTS

WWA *requires* you to obtain accident, sickness, and emergency evacuation insurance for the period that you will traveling as a participant in an *international* WWA project or *international* Partnering Project.

Travel Accident and Sickness

WWA *requires* that you have accident and sickness insurance for *international* WWA projects. Your basic health insurance plan may cover accident and sickness while you are abroad. Please check with your health insurance provider to see if you are covered while outside of your home country. If you are already covered while traveling internationally, you may not need to purchase additional accident and sickness insurance. If you are not already covered by your plan, you must purchase travel accident and sickness coverage. WWA cannot specify the amount of coverage you should obtain. You should consult with the travel insurance of your choice to determine how much coverage you should purchase.

International Emergency Evacuation

This type of coverage is *required* by WWA for all *international* WWA projects. International Emergency Evacuation means that you would be covered in the case of a medical emergency necessitating your air evacuation. This type of coverage is almost never included in traditional health policies. Please purchase this coverage through a travel insurance agency and consult with them to determine the amount of coverage you should obtain. Some travel accident and sickness policies cover international emergency evacuation as well.

Travel Baggage and Trip Cancellation

This type of coverage is not required by WWA. (It is your personal choice.)

Proof of Insurance: I hereby certify that I have obtained the following travel insurance coverage.

Carrier (Name of Company) _____

Policy/Group Number _____

Insurance Company Phone Number to be called in case of emergency _____

Coverage Details

REQUIRED FOR *INTERNATIONAL*

Accident Amount _____

Sickness Amount _____

Emergency Evacuation Amount _____

PROJECTS OPTIONAL COVERAGE

Trip Cancellation ____ Amount _____

Travel Baggage ____ Amount _____

I hereby certify the accuracy of the above information. (Note: Do NOT type your signature. Typed signatures will not be accepted.)

Signature: _____ **Date:** _____

Typed or printed name: _____

WISCONSIN WATER ASSOCIATION
Statement of Responsibility, Release, Authorization and
Acknowledgement of Risks to Participate in Wisconsin Water for the World Project

I hereby indicate my desire to participate in a Wisconsin Water for World (WWW) Project
in _____

Sponsored by the Wisconsin Water Association (WWA) a Section of the American Water Works
Association (AWWA) the period of _____ to _____.

My participation in this program is completely voluntary.

As a participant in this program, I:

Participant Name

1. Assume full legal and financial responsibility for my participation in this Project.
2. May be responsible for some travel costs (whether already paid or not) if I withdraw from the Project for any reason once the Project has commenced.
3. Grant the WWA, its employees, agents and representatives the authority to act in any attempt to safeguard and preserve my health or safety during my participation in the Project including authorizing medical treatment on my behalf and at my expense and returning me to the United States at my own expense for medical treatment or in case of an emergency.
4. Realize that accident and health insurance, as well as insurance for medical evacuation and repatriation, which are applicable inside and outside of the United States is required for my participation in the program. While the program includes limited accident and health insurance as well as limited insurance for medical evacuation for the duration of the program while I am overseas, I acknowledge that I am ultimately responsible for obtaining insurance sufficient for my needs while overseas and for treatment in the event I return to the US for medical treatment during or after the program. I understand that the WWA encourages me to have appropriate insurance coverage for the entire time I am abroad. .
5. Agree to conform to all applicable policies, rules, regulations and standards of conduct as established by the WWA, any sponsoring institution, any sponsoring organization, and/or foreign affiliates, as well as program requirements, to insure the best interest, harmony, comfort, and welfare of the Project.
6. Accept termination of my participation in the program by the WWA with no refund of fees and accept responsibility for transportation costs home if I fail to maintain acceptable standards of conduct as established by the WWA, the sponsoring institution and/or foreign affiliates.
7. Understand that the WWA reserves the right to make changes to the Project any time and for any reason, with or without notice, and that the WWA shall not be liable for any loss whatsoever to Project participants as a result of such changes.
8. Agree voluntarily and without reservation to indemnify and hold harmless the AWWA, WWA, Board of Directors of WWA and their respective officers, employees, and agents from any and all liability, loss, damages, costs, or expenses (including attorney's fees) which do not arise out of the negligent acts or omission of an officer, employee, and agent of the AWWA, WWA and/or Board of Directors

while acting within the scope of their duties or agency, as a result of my participation in the Project, including any travel incident thereto.

9. Understand that while participating in the Project, there are unavoidable risks in travel and overseas project activities that may not ordinarily be encountered at home. Those risks include, but may not be limited to:

traveling to and within, and returning from, one or more foreign countries; foreign political, legal, social and economic conditions; different standards of civil defense procedures, design, safety and maintenance of buildings, public places and conveyances; local medical and emergency services; physical labor and use of construction materials, tools and equipment; local weather and environmental conditions.

I have read the foregoing entire document and have had the opportunity to ask questions about it. I hereby acknowledge that I understand it. Knowing the risks described, and in consideration of being permitted to participate in the Project, I agree on behalf of my family, heirs and personal representatives, to assume all risks and responsibilities involved with participating in the Project.

Participant Name: _____ Date: _____

Print Participant Name: _____