



United States  
Department of  
Agriculture

Forest Service  
Washington  
Office

14<sup>th</sup> & Independence SW  
P.O. Box 96090  
Washington, DC 20090-6090

DECISION MEMORANDUM FOR THE CHIEF

THROUGH: *for* Joel D. Holtrop  
Deputy Chief, S&PF *Robin L. Thompson*

FROM: Denver R. James *Denver R. James*  
Acting Director, Conservation Education

SUBJECT: Head Start Memorandum of Understanding

FILE CODE: 1620

MAY 21 2003

ISSUE:

The Chief's approval and signature are requested for the enclosed Memorandum of Understanding (MOU) with Department of Health and Human Services, Administration of Children and Families Head Start Bureau (Head Start).

BACKGROUND:

The Forest Service Conservation Education program manages the Woodsy Owl program as a means to reach pre-kindergarten through third-grade youth with messages about care for the environment. Head Start manages a comprehensive child development program for children from birth up to age five. Through family and community partnerships, Head Start provides early childhood education and health services to children, especially to minorities, including Native Americans, Alaska Natives, and inner city youth, reaching an estimated 900,000 families.

The purpose of this MOU is to establish a framework for cooperation between the Forest Service and the Department of Health and Human Service's Head Start Bureau for the use of Woodsy Owl's image and message through distribution of Woodsy Owl educational materials among Head Start Programs. The MOU also provides for the improvement of Woodsy Owl's educational products through review and advice by the Head Start Bureau.

PROS:

- Promotes awareness of natural resource conservation among Head Start families.
- Provides valuable advice and assistance to improve effectiveness of the Woodsy Owl program and materials.
- Provides increased Forest Service contact with underserved communities at local levels through Head Start offices.

CONS:

- Some increase in demands for administration of the Woodsy Owl program.



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DECISION MEMORANDUM FOR THE CHIEF

RECOMMENDATION

Sign the proposed Memorandum of Understanding.

DECISION BY THE CHIEF

Approve

Date \_\_\_\_\_

Disapprove

Discuss with me

Reviewed by: \_\_\_\_\_

Enclosure



FS Agreement No. 03-SU-11132545-025  
Cooperator's No.

**SERVICEWIDE MEMORANDUM OF UNDERSTANDING**

between

**USDA FOREST SERVICE/CONSERVATION EDUCATION/  
NATIONAL SYMBOLS PROGRAM**

and the

**DEPARTMENT OF HEALTH AND HUMAN SERVICES,  
ADMINISTRATION OF CHILDREN AND FAMILIES HEAD START BUREAU**

This **MEMORANDUM OF UNDERSTANDING** is hereby entered into by and between the USDA Forest Service, National Symbols Program, hereinafter referred to as the Forest Service, and the Department of Health and Human Services, hereinafter referred to as the Head Start Bureau.

**A. PURPOSE:**

The purpose of this Memorandum of Understanding is to establish a framework for cooperation between the Forest Service's National Symbols Program and the Department of Health and Human Service's Head Start Bureau for the use of Woodsy Owl image and message "Lend a Hand, Care for the Land," through the distribution of Woodsy Owl education materials among Head Start Programs and for the improvement of Woodsy Owl's educational products through the provision of information on Woodsy Owl potential products by the Head Start Bureau.

**B. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:**

The Forest Service uses America's icon for the conservation of the environment, Woodsy Owl, to help young children discover the natural world and join in life-long actions to care for that world. The Head Start Bureau manages a comprehensive child development program that serves over 950,000 low-income children birth to age five, including American Indian, Alaska Native and Migrant populations.

Through this partnership, the Forest Service will share with the Head Start Bureau current and future Woodsy Owl's educational materials to help Head Start children and families become familiar with natural resources, resource conservation, and environmental ethics. The Forest Service will solicit suggestions from Head Start programs to improve or develop new Woodsy Owl educational products. The Head Start Bureau will facilitate the dissemination of Woodsy Owl current and future products, will help promote Woodsy Owl's message: "Lend a Hand, Care for the Land," and will provide information on the

the dissemination of Woodsy Owl current and future products, will help promote Woodsy Owl's message: "Lend a Hand, Care for the Land," and will provide information on the

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effectiveness, usability, and attractiveness of current and future Woodsy Owl educational products.

C. THE FOREST SERVICE SHALL:

1. Make available Woodsy Owl educational packages and other Woodsy Owl educational products to Head Start programs. This educational package will include information on Woodsy Owl and his message "Lend a Hand, Care for the Land."
2. Provide one Woodsy Owl workshop during a Head Start Bureau national meeting.
3. Notify Forest Service local units of this MOU and encourage them to work with their local Head Start Programs in the development of activities and events for environmental awareness.
4. Work with the Head Start Bureau in identifying areas where the Woodsy Owl program can help convey the Head Start Program's mission and objectives at the local and national levels.
5. Include a copy of the agreement at the [www.symbols.gov](http://www.symbols.gov) website.
6. Provide a list of Forest Service regional contacts for this MOU.
7. Solicit feedback from Head Start programs on the effectiveness, appropriateness, usability, and attractiveness of the Woodsy Owl educational products and materials.

D. THE HEAD START BUREAU SHALL:

1. Provide a list of Head Start Grantees for this MOU.
2. Support Forest Service efforts in identifying the effectiveness, attractiveness, usability, and appropriateness of new and/or proposed Woodsy Owl educational materials and products.
3. Collaborate with the Forest Service in identifying subjects and themes that will be compatible with the Head Start Program's mission and objectives.
4. Inform the Head Start State Collaboration Offices about the local Forest Service Office contacts and the potential opportunities for the development of local program activities featuring Woodsy Owl.
5. Work with the Forest Service in the development of activities to promote awareness in natural resources conservation for Head Start families.

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E. IT IS MUTUALLY AGREED AND UNDERSTOOD BY ALL PARTIES THAT:

1. FREEDOM OF INFORMATION ACT (FOIA). Any information furnished to the Forest Service under this instrument is subject to the Freedom of Information Act (5 U.S.C. 552).
2. PARTICIPATION IN SIMILAR ACTIVITIES. This instrument in no way restricts the Forest Service or the Head Start Bureau from participating in similar activities with other public or private agencies, organizations, and individuals.
3. COMMENCEMENT/EXPIRATION/TERMINATION. This MOU takes effect upon the signature of the Chief of the USDA Forest Service and the Associate Commissioner of the Head Start Bureau and shall remain in effect for five years from the date of execution. This MOU may be extended or amended upon written request of either the Forest Service or the Head Start Bureau and the subsequent written concurrence of the other(s). Either the Forest Service or the Head Start Bureau may terminate this MOU with a 60-day written notice to the other(s).
4. RESPONSIBILITIES OF PARTIES. The Forest Service and the Head Start Bureau and their respective agencies and office will handle their own activities and utilize their own resources, including the expenditure of their own funds, in pursuing these objectives. Each party will carry out its separate activities in a coordinated and mutually beneficial manner.
5. PRINCIPAL CONTACT. The principal contacts for this instrument are:

Forest Service Project Contact	Head Start Bureau Contact
Iris L. Vélez, National Symbols Program Manager	Dottie Wolverton, Chief Educational Services Branch
USDA Forest Service - Conservation Education	Head Start Bureau
Stop Code: 1147 - 1400 Independence Ave. SW Washington DC 20250	380 C Street SW Washington, DC 20447
Phone: (202) 205-0991	Phone: (202) 205-8418
FAX: (202) 690-5658	FAX: (202) 260-9336
E-Mail: ivelez@fs.fed.us	E-Mail: dwolverton@acf.hhs.gov

E-Mail: [ivelez@fs.fed.us](mailto:ivelez@fs.fed.us)E-Mail: [wolverton@acf.hhs.gov](mailto:wolverton@acf.hhs.gov)

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Forest Service Administrative Contact	Head Start Bureau Administrative Contact
Teresa Jones	Craig Turner, Special Assist.
USDA Forest Service	Head Start Bureau
P.O. Box 96090	300 G Street SW
Washington DC 20090-6090	Washington, DC 20447
Phone: (703) 605-4870	Phone: (202) 205-8236
FAX: (703) 605-5100	FAX: (202) 260-9336
E-Mail: <a href="mailto:tjones05@fs.fed.us">tjones05@fs.fed.us</a>	E-Mail: <a href="mailto:cturner@acf.hhs.gov">cturner@acf.hhs.gov</a>

6. NON-FUND OBLIGATING DOCUMENT: Nothing in this MOU shall obligate either the Forest Service or the Head Start Bureau to obligate or transfer any funds. Specific work projects or activities that involve the transfer of funds, services, or property among the various agencies and offices of the Forest Service and the Head Start Bureau will require execution of separate agreements and be contingent upon the availability of appropriated funds. Such activities must be independently authorized by appropriate statutory authority. This MOU does not provide such authority. Negotiation, execution, and administration of each such agreement must comply with all applicable statutes and regulations.

7. ESTABLISHMENT OF RESPONSIBILITY: This MOU is not intended to, and does not create, any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, by a party against the United States, its agencies, its officers, or any person.

8. MODIFICATION. Modifications within the scope of the instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed. The Forest Service is not obligated to fund any changes not properly approved in advance.

THE PARTIES HERETO have executed this instrument

ASSOCIATE COMMISSIONER  
HEAD START BUREAU

CHIEF  
USDA FOREST SERVICE

HEAD START BUREAU

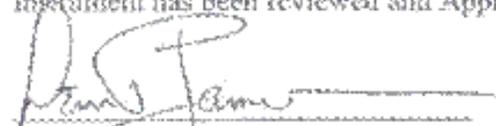
USDA FOREST SERVICE

  
WINDY M. HILL

  
of DALE BOSWORTH 5/27/03

FS Agreement No. 03-SU-11132545-025  
Cooperator's No.

The authority and format of this  
Instrument has been reviewed and Approved for signature

  
Name)  
Date 4/30/2003  
FS Agreement Coordinator

## **Forest Service Briefing**

### **MOU between the Woodsy Owl Program and the Department of Health and Human Services, Administration of Children and Families Head Start Bureau**

The Woodsy Owl conservation program is part of the National Symbols Program, a unit of the State and Private Forestry Conservation Education program.

The purpose of the Woodsy Owl program is to help young children (Pre-k through 3<sup>rd</sup> grade) discover the natural world and join in life-long actions to care for that world. According to behavioral researchers, early childhood has been identified as the critical stage for instilling long lasting values in an individual. The Woodsy Owl program addresses this opportunity to instill conservation values and land ethics in our Nation's children.

The Woodsy Owl program has been in a revamping phase since fiscal year 2001. During this time, we have created and implemented a strategic plan including; defining a target audience, identifying action strategies for the program's development, and improving a licensing program and educational products to promote Woodsy Owl as America's icon with its message, "Lend a Hand – Care for the Land."

The Administration of Children and Families Head Start Bureau (Head Start) manages a comprehensive child development program for children from birth up to age five. Through family and community partnerships, Head Start provides early childhood education and health services to children, especially to minorities, including Native Americans, Alaska Natives, and inner city youth.

Head Start provides opportunities for children to express themselves through art, music, movement, and storytelling. Children participate in indoor and outdoor activities, learn about books, words, numbers, and the

world around them. Children who participate in Head Start are encouraged to communicate their ideas and feelings to develop self-confidence and the ability to get along with others.

This MOU provides the framework for cooperation between the Forest Service and Head Start to use Woodsy Owl's image and message to promote conservation values in our Nation's children. The Associate Commissioner of the Head Start Bureau signed the MOU in March. The Forest Service Chief's signature is needed to make this official and initiate the partnership with Head Start.

Anticipating acceptance of this MOU, the National Symbols program is planning a meeting with Head Start and Forest Service field representatives to define an implementation plan, May 13 and 14, 2003.