

Memorandum of Intent - 2026-2027 School Year

TO: The Mid-Atlantic Trout in the Classroom (MATIC) Contact in each Nature Center or Learning Organization (Center)

FROM: Mid-Atlantic Trout in the Classroom (MATIC)

Welcome to the Trout in the Classroom (TIC) family for 2026-2027

All of us who manage and coordinate the program are pleased that your (school/center) would like to take part in The Mid-Atlantic Trout in the Classroom (from this point forward named as TIC) program during the 2026-2027 school year. We look forward to the establishment or maintenance of an exciting and rewarding experience for you, your students, visitors and staff, and a productive and mutually beneficial relationship with the TIC program.

The mission of TIC is to introduce youth to cold water conservation as the first step in becoming future protectors of and advocates for clean and healthy streams, lakes and rivers. More broadly, TIC aims to reinforce experiences that nurture a conservation ethic in Maryland and D.C. youth.

The purpose of this memorandum of intent is to make key TIC relationships clear: what a school/center can expect from TIC and what TIC expects from participating schools/centers. The objective is to promote a mutually collaborative and supportive relationship among the key participants – students grade 3-12, educators, administrators, visitors and volunteers - to achieve the program's mission and make TIC an enjoyable and rewarding experience for all those involved.

Please read Chapter 1 of the teacher's manual defines those relationships in detail and constitutes an integral part of this memorandum: [https://drive.google.com/file/d/1RBtSD\\_VwnINXtjM3gALK7xaKeJg2IMq5/view?usp=sharing](https://drive.google.com/file/d/1RBtSD_VwnINXtjM3gALK7xaKeJg2IMq5/view?usp=sharing) . Below are the highlights:

- 1) The TIC program is teacher driven. Teachers, rather than school administrators, initiate applications to join the TIC family.
- 2) Teachers are responsible for implementing TIC's mission of introducing students to cold water conservation.
- 3) Schools own the equipment required to successfully raise the trout if it has been purchased with school funds. Equipment funded by Department of Natural Resource (DNR) grants belongs to the DNR.
- 4) Schools provide financial and administrative support to the program.
- 5) Under teacher supervision, students are responsible for carrying out all TIC trout raising activities.
- 6) The release event as a yearly field trip during school hours is an integral part of the TIC program.
- 7) TIC management will facilitate the TIC program with technical, training, advisory and other types of support.
- 8) Volunteers have an essential role in helping implement MATIC. Because of its mission, TIC needs to partner with like-minded organizations that promote conservation in order to implement and enrich its program to the students.
- 9) All first-year teachers must attend a free one-day special session on October 24, 2026 where they receive TIC orientation, training and resource materials.
- 10) TIC is a self-reliant teacher model. For the first two years of their participation in TIC, each teacher will receive priority technical support and access to emergency equipment from the program's volunteer network. Teachers with more than two years of TIC experience will now be fully responsible for recruiting guest speakers and planning, organizing and conducting their own release programs.
- 11) It is desirable for as many students as possible to carry out all trout-raising activities, including water quality testing and maintenance, trout feeding, tank maintenance and year-end equipment cleanup as specified in the teacher's manual. Students are expected to maintain an up-to-date record on the Data Sheet of conditions in the tank and fish health as specified in the teacher's manual. All of these activities should be done under teacher supervision. It is hoped that students taking an active role in the care of the fish and their environment are more likely to feel more caring and responsible for trout, not only in the tank but in nature.
- 12) TIC will not be supported if any unsafe conditions are present where TIC equipment is setup.
- 13) The 2023 NEC (Section 210.8(B)) requires Class A GFCI protection for all 125-volt through 250-volt, single-phase, 15- and 20-ampere receptacles in classrooms, specifically within 6 feet of sinks, on kitchen counters, or near food/beverage preparation areas. These must be readily accessible, often installed as GFCI circuit breakers or receptacles.

To affirm agreement, the responsible educator with permission of their (principle/director) for your (school/center) implementing TIC are requested to sign, date this memorandum of intent (MOI).

This information will enable us to begin planning for your participation in the fall of 2026. (See TIC Guide for additional guidance) Please retain a copy of this memorandum of intent for your records. For more information or questions email [aburrows53@gmail.com](mailto:aburrows53@gmail.com) or [tomgiann@verizon.net](mailto:tomgiann@verizon.net) . By Signing this you are agreeing that you want to participate in TIC and have permission of your principal or administrator.

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The parties acknowledge that TIC is not a manufacturer or seller of equipment used in TIC, and MATIC assumes no liability for the use of TIC equipment by participating schools.

School or Center Agrees (**must answer Yes to all**):

- 1) New teachers agree to attend the TIC Seminar Saturday October 24, 2026 at Bear Branch Nature Center, 300 John Owings Rd, Westminster MD 21158.
- 2) All schools/centers agree to obtain the following items at their cost: 4’x8’x1” insulation board, surge power strip, a 5-gallon bucket with lid, plastic measuring spoons, pipette, box baking soda, safety glasses, turkey baster & large towel. Optional: gloves, algae scraper & tweezers (for macros).
- 3) Agrees to adhere to any and all conditions stated in their Aquatic Studies Permits issued to them by DNR. This includes releases and reporting rules and protocols.
- 4) Returning schools must order annual TIC replacement supplies at schools cost OR apply for a kit from DNR: <https://dnr.maryland.gov/ccs/Pages/trout-in-the-classroom.aspx>  
DNR web site form opens January 1st. Annual supplies needed: 4 Chemi-Pure 5.5 oz, 2 Nite Out II 16 oz, API freshwater test kit, Dr Tim’s Ammonium CL 2 oz, Fluval 2 polishing pads, 2 blue & 2 white prefilter pads, replacement batteries for digital thermometer, auto feeder & emergency air & Biomax media.
- 5) Agrees that all equipment funded by the DNR belongs to DNR & will be returned to DNR if School discontinues TIC.
- 6) School/Center agrees to dedicate all the time necessary to follow all TIC procedures in the TIC Guide or instructions provided by email.
- 7) Agrees to download and read the TIC Guide or the TIC Power Point presentation.
- 8) Agrees to Pre-Cycle tank starting the first week of November. Schools/centers not Pre-Cycling tank by November 12<sup>th</sup>, 2026 will be dropped from TIC program & must return equipment to DNR.
- 9) Agrees to organize a class trip to release TIC at DNR approved stream, river or pond.
- 10) Agrees to drain, rinse, clean and air-dry TIC equipment immediately after TIC release & store for next season.

The DNR will not process a funding request without a MOI. The last day to submit a funding request is March 15, 2026.

CENTER/SCHOOL \_\_\_\_\_ NUMBER of TANKS or Runs \_\_\_\_\_

EDUCATOR/TEACHER \_\_\_\_\_  
Please Print Name Signature Date

CENTER/SCHOOL ADMINISTRATOR \_\_\_\_\_  
Please Print Name Signature Date