

# Project Archaeology Guidelines

# The Designation and Organization of Project Archaeology

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- 1.1 *The Official Name.* The official name of the national program is Project Archaeology. All sponsors, partners, and entities participating in the Project Archaeology program are required to operate under the Project Archaeology name.
- 1.2 *Vision and Goal.* We envision a world in which all people understand and appreciate their own culture and history and the culture and history of others. The goal of Project Archaeology is to protect cultural resources through education, while providing educators with engaging ways to teach science, social studies, literacy, and citizenship.
- 1.3 *Mission.* Project Archaeology uses scientific and historical inquiry to foster understanding of past and present cultures; improve social studies and science education and literacy; and enhance citizenship education to help preserve our archaeological legacy.
- 1.4 *Enduring Understandings.* Project Archaeology teaches four enduring understandings:
  - Understanding the human past is essential for understanding the present and shaping the future.
  - Learning about cultures, past and present, is essential for living in a pluralistic society and world.
  - Archaeology is a systematic way to learn about past cultures.
  - Stewardship of archaeological resources is everyone's responsibility.
- 1.5 *Audience.* Project Archaeology is for anyone interested in learning and teaching about archaeology and historic preservation. Examples of interested parties may include: elementary and secondary teachers and their students, museum docents, youth group leaders, heritage site interpreters, environmental educators, parents, and citizens.
- 1.6 *The Program.* Project Archaeology is a comprehensive archaeology education program for everyone interested in learning or teaching about our nation's rich archaeological legacy and protecting it for future generations to learn from and enjoy. Project Archaeology includes curriculum guides, publications, professional development, networking opportunities, and continuing support for participants. Using an innovative hands-on approach to learning about the past, Project Archaeology teaches scientific inquiry, citizenship, personal ethics and character, and cultural understanding.
- 1.7 *The Official Seal/Logo.* All sponsors shall use the officially trademarked logo of Project Archaeology. Two parts comprise the logo: the name and the handprints image. "Project Archaeology" must always be typed in capital letters written in the Papyrus font in black ink, with "Project" on one line and "Archaeology" typed directly below. The handprints' image must always be featured to the left of the word "Project." This is a negative image of a right and a left handprint, in dark purple ink with a green spiral in the respective palm areas.

The logo is available to Project Archaeology sponsors at <http://www.projectarchaeology.org>.



- 1.8** *Principal Management.* Management of Project Archaeology is and shall be determined by Montana State University.
- 1.9** *The Organization of Project Archaeology.* Project Archaeology is a program managed by Montana State University through an assistance agreement with the Bureau of Land Management.
- 1.10** *The Principal Location.* The principal location and National Office of Project Archaeology is at Montana State University, Bozeman, Montana.
- 1.11** *Definitions:*
- Coordinator – person or persons designated to be responsible for the day-to-day operations of a state, regional, or local Project Archaeology program.
- Copyright – the exclusive legal right to reproduce, publish, and sell a literary work.
- Facilitator – person who has received official Project Archaeology facilitator training and is authorized to conduct teacher workshops and other Project Archaeology events.
- Lesson – any segment of a copyrighted Project Archaeology curriculum.
- Master Professional Development Instructor – graduate of the Project Archaeology Leadership Academy; qualified to teach Project Archaeology workshops, institutes, and/or peer mentoring.
- Online Course Instructor – instructor who is qualified to teach Project Archaeology courses online.
- Partner – an organization or individual who works with Project Archaeology on a mutually beneficial project.
- Program – a continuing Project Archaeology program that offers professional development to educators on a regular basis. A program may encompass an entire state, a region of two or more states, or locality such as a county or city.
- Service mark – a mark or device used to identify a service offered to customers, e.g., a logo.

Sponsor – organization that provides a physical and/or financial home for a state, regional or local Project Archaeology program. In this document, the sponsor may be referred to as “sponsor,” “sponsoring institution,” or “sponsoring organization.”

Trademark – a device pointing distinctly to the origin or ownership of merchandise to which it is applied and legally reserved to the exclusive use of the owner as maker or seller.

Trainer – person who is authorized by the national program to assist state or regional programs and train facilitators.

## Guidelines for Use of the Project Archaeology Name, Image, and Related Materials

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- 2.1** *Purpose.* The purpose of this document is to provide the National Project Archaeology Office (located in Bozeman, Montana) and heritage education practitioners with general minimum guidelines for permissible actions concerning the Project Archaeology name and associated materials. These guidelines are both practical and comprehensive, and are subject to modification.

Montana State University is vested with legal responsibility for protecting the “Project Archaeology” name and materials. We ask for the diligence of our network participants both in educating the public about our chosen issues, as well as in spotting, reporting, and promptly correcting misuses or unauthorized uses.

- 2.2** *Copyrights, Trademarks, Service Marks.* The Project Archaeology name, image, and all future Project Archaeology publications are or will be registered in the United States as service marks and/or trademarks, and the written material found within the Project Archaeology printed materials are or will be copyrighted. The purpose of a trademark or service mark is to identify all goods bearing that mark as originating from the same source—in this case, the Project Archaeology program on behalf of Montana State University—and to distinguish those goods or services from the goods or services of others. Copyright is a form of protection provided to the authors of original works, including literary and certain other intellectual works, both published and unpublished.

Another purpose of the copyrights, trademarks, and service marks is to identify the source of products or services, so that the public can assess the quality of those products and services by that registration. Protection of Project Archaeology requires that Montana State University develop and maintain standards of controlling the nature and quality of such products and services. If the public cannot recognize any standard of quality attached to the Project Archaeology program, its products, and its services, and if they are not applied uniformly, the copyrights, service marks, and trademarks would have no meaning.

### Standards for General Use

- 2.3** *Dissemination.* Printed materials provided by the National Project Archaeology Office may be disseminated only by sponsoring institutions, state and regional coordinators, and master professional development instructors, provided materials are distributed in compliance with the current Project Archaeology Materials Distribution Policy and are not used for profit.
- 2.4** *Copying or reproduction.* No part of the Project Archaeology publications may be copied or reproduced by any means without the written permission of National Project Archaeology, **except** for those pages designated within lessons to be copied for classroom use. These pages may be reproduced without permission for educational use

in conjunction with the appropriate lessons. Allowed users may duplicate (photocopy) and use materials in classroom or other educational settings, provided the Project Archaeology name is visible on the duplicates.

- 2.5** *Purpose.* Materials must be used primarily for the purpose of heritage and archaeology education and those who use them must strive to teach the four ‘enduring understandings’ outlined in section 1.4.
- 2.6** *Integrity and Consistency.* Anyone who receives permission to use Project Archaeology materials incurs an obligation to maintain the integrity and consistency of the material. Additionally, all Project Archaeology sponsors and facilitators must assume responsibility for properly citing published material.

### **Standards for Reprinting or Adaptation**

- 2.7** *Application for Approval for Reprinting or Adaptation.* These guidelines do not give presumptive approval for reprinting or adaptation of the titles or materials. Any requests for use or adaptation of Project Archaeology lessons for publication of any sort must be submitted in writing to the National Project Archaeology Office for the organization’s written approval. In all cases, the power to grant permission to reprint or alter copyrighted Project Archaeology materials resides with the copyright holders.
- 2.8** *Correct Citation.* All approved reprints or adaptations must cite the source documents and original authors. For example: Letts, C.A & Moe, J.M. (2012). *Project Archaeology: Investigating Shelter*, Montana State University, Bozeman, MT.
- 2.9** *Review.* Approved reprints or adaptations of copyrighted materials are subject to periodic review and/or renewal requirements. They are subject to revocation for misuse, misrepresentation, or failure to comply with approval conditions of these guidelines, among other reasons.
- 2.10** *Failure to comply.* If Project Archaeology materials have been adapted or the materials are being used without permission and/or appropriate citation, either in publications or through any form of electronic media including the Internet, the offending organization must cease and desist immediately or suffer potential legal action.
- 2.11** *State Coordinators’ Role in Reprinting or Adaptation.* When a State Coordinator receives a request for permission to reprint or alter copyrighted Project Archaeology materials, a Permission Form is completed and sent to the National Project Archaeology Office. Should Project Archaeology receive a request that did not originate with the State Coordinator, Project Archaeology will consult with the State Coordinator prior to issuing permission.

### **Permissions Policy**

- 2.12** *Permissions Form.* All requests for reprint or adaptation of lessons – in any format (e.g., print, electronic, and film) – must be submitted using the Permission Form and addressed

to the National Project Archaeology Office. Please allow six to eight weeks for review. Project Archaeology will respond to written requests in a timely manner, but will not review requests based on others' schedules or publishing deadlines. Project Archaeology will provide a written response to formal requests. Permission forms are available by contacting:

Project Archaeology  
2-128 Wilson Hall, MSU-Bozeman  
Bozeman, MT 59717

406-994-7582  
406-994-3177 (fax)  
[projectarchaeology@montana.edu](mailto:projectarchaeology@montana.edu)

- 2.13** *Valuation of Lessons.* Each Project Archaeology lesson has a value of \$5000 (US\$).
- 2.14** *Template License.* Licenses to use templates for some Project Archaeology materials may be purchased from Montana State University. Requests to purchase a Project Archaeology template license should be directed to the National Project Archaeology Office at the address above (see 2.12).
- 2.15** *Number of Lessons.* Publishers may be granted the use of a maximum of three lessons. Publishers requesting to reprint more than three lessons will be required to provide additional justification and will be asked to discuss a co-publishing agreement.
- 2.16** *Donation or Fee.* If Project Archaeology donates lessons, Project Archaeology must be listed as a sponsor/contributor. If a publisher should decide not to list Project Archaeology as a sponsor/contributor and still wants to use approved lessons, Project Archaeology will invoice the publisher for \$5,000 (US\$) per lesson and upon the receipt of payment, the publisher will be granted a one-time right to use the lessons without listing Project Archaeology as a sponsor. The author(s) of the lessons still must be credited.
- 2.17** *One-Time Use Right.* All permissions to reprint copyrighted Project Archaeology materials are for one time use. This means that the approved lessons can be used once per publication and that only Project Archaeology can authorize future uses. If a publisher wishes to reprint or create a new publication in any format that incorporates the Project Archaeology lessons, it will need permission again.
- 2.18** *Copyright.* The statement, "Copyright Project Archaeology," must be on every page of Project Archaeology lessons or for the use of parts of a lesson, the statement "© Project Archaeology" must be included in text as the source of information.
- 2.19** *Contact Information.* The following Project Archaeology contact information must be included in the publication on the sponsor's/contributor's page: Project Archaeology, 2-128 Wilson Hall, Montana State University, Bozeman, Montana, U.S.A., 59717, website <http://www.projectarchaeology.org>

- 2.20** *Use without Permission.* If copyrighted Project Archaeology lessons (whole lesson, method, or any distinguishable part) are used without first receiving written permission, an invoice for \$5,000 (US\$) per Project Archaeology lesson and a notice of copyright violation will be sent to the publisher. Copyright violations will be prosecuted to the fullest extent of the law.
- 2.21** *Use of Photographs and Art Work.* Project Archaeology lessons may include photographs and artwork purchased from private photographic and artistic companies for the specific use by Project Archaeology. Project Archaeology does not grant permission for the use of the photographic and artistic works of others.
- 2.22** *Adaptations.* Project Archaeology will not approve requests by publishers to significantly modify/adapt Project Archaeology lessons without prior review and approval.
- 2.23** *Submittal of Publication.* No later than three months after publication, publishers who are granted permission to reprint copyrighted materials must send Project Archaeology one copy of the published work. If a publisher fails to submit a copy, all future requests will be denied until the publisher complies.

### **Criteria for State Specific Project Archaeology Materials**

- 2.24** *Criteria for State Specific Materials.* Project Archaeology welcomes sponsoring programs to develop state or regionally specific materials to complement or enhance national Project Archaeology materials. Those wishing to adapt existing copyrighted Project Archaeology materials should refer to Section 2.1 – 2.23 of this document.

State specific materials that are not adaptations of copyrighted Project Archaeology materials must meet the following criteria to be considered as State Specific Project Archaeology Materials and bear the Project Archaeology logo. All State Specific Project Archaeology Materials:

- Must complement national Project Archaeology materials and programming
  - share or complement Project Archaeology themes
  - teach the Project Archaeology overarching enduring understandings
  - enhance Project Archaeology content
  - share the basic philosophy of existing or planned Project Archaeology materials
- Must be developed by or with an experienced curriculum writer or writers.
- Must be reviewed by qualified teachers, archaeologists, historians, and other appropriate professionals. The state should inform the National Project Archaeology Office in writing of its intent to develop state-specific Project Archaeology materials at the outset of the development process in the form of a short written proposal that outlines the purpose of the materials' development, anticipated process of review, and anticipated venues of use. The formation of an advisory team composed of teachers and content experts at the outset of the project is ideal, but is not required. The materials must be reviewed by three qualified individuals before the National Office undertakes its review. Reviewers can include qualified teachers, archaeologists, historians, and other relevant professionals, but the group must include at least two professional educators. For National Office review, the State program must provide two hardcopy final drafts of the materials and two copies of the written reviews.

Existing materials may be considered if they have been subject to a similar development and review process.

- Must be reviewed by at least one national reviewer chosen or approved by the National Office. The reviewer may be anonymous. The sponsoring program should be prepared to pay a reasonable honorarium for the service, the amount of which will be negotiated by the National Office, the sponsoring program, and the reviewer.

**2.25** *Decision Guidelines* The National Project Archaeology Office will follow the guidelines in Section 2.23 for reviewing and approving state specific materials.

- All materials and documentation of the requirements in Section 2.23 should be submitted to the National Office for review. The National Office reserves the right to determine if the above criteria have been met.
- The National Office will examine the materials and the results of the state and national reviews and provide a written decision to the applicant in a timely manner. If the proposed materials do not meet the criteria, the applicant will have additional time to address the issues and may resubmit the materials for review.
- The applicant will receive the Project Archaeology logo and an appropriate introductory section to include in the approved publication.

**Permissions Application Form for Reprinting of Copyrighted  
Project Archaeology Lessons in Other Publications**

**For office use only**

Date received by Project Archaeology \_\_\_\_\_

This request has been: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Conditions: \_\_\_\_\_  
\_\_\_\_\_

Authorizing signature: \_\_\_\_\_ Date: \_\_\_\_\_  
MSU VP for Research

Publishers seeking to use Project Archaeology lessons should carefully review Project Archaeology's Permissions Policy for Reprinting or Adaptation of Copyrighted Project Archaeology Lessons. By signing this permission form, publisher agrees to all stated conditions. Please call (406) 994-7582 if you have questions.

**PART ONE**

Name of person making request \_\_\_\_\_

Affiliation to publisher (e.g., Contractor or Staff) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Web site \_\_\_\_\_

Do you have signature authority for Publisher? \_\_\_ Yes \_\_\_ No

**PART TWO**

Name of publisher (e.g., Agency, Company, Individual) \_\_\_\_\_  
\_\_\_\_\_

Name of publisher's CEO (e.g., Director, President, Commissioner)

\_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

### **PART THREE**

1. What is the exact title of the publication in which the Project Archaeology lessons will be used? \_\_\_\_\_

2. How many copies of this publication will be printed?

\_\_\_\_\_

3. In what format (e.g., print, CD, electronic) will the lessons be published? \_\_\_\_\_

\_\_\_\_\_

4. Will the publisher charge for this publication? Yes or no. Please explain. \_\_\_\_\_

\_\_\_\_\_

5. How will the publisher distribute this publication? \_\_\_\_\_

\_\_\_\_\_

6. Does the publisher have a plan to reprint this publication? Please explain. \_\_\_\_\_

\_\_\_\_\_

7. What are the publisher's target audiences for this publication? \_\_\_\_\_

\_\_\_\_\_

8. How will this publication benefit Project Archaeology? \_\_\_\_\_

\_\_\_\_\_

9. Is the publisher working with Project Archaeology (local, state, national) on this subject/publishing project? \_\_\_\_\_

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**PART FOUR**

1. From what Project Archaeology publication are you requesting lessons? \_\_\_\_\_

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2. Please list the exact titles and page numbers of lessons to be used:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

3. If the publisher is requesting the use of a specific part of a Project Archaeology lesson, please photocopy the section and attach it to this permission form.

4. Will the publisher modify or adapt the requested Project Archaeology lesson? Please explain. Attach continuation sheets as needed. \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

For additional information, contact the National Project Archaeology Office, 2-128 Wilson Hall, Montana State University, Bozeman, Montana, 59717 or at (406) 994-7582.

## State, Regional, or Local Programs

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### Steps to Become a Sponsor of a State, Regional, or Local Program

- 3.1** *Negotiating Sponsorship.* After the potential sponsor reviews criteria for becoming a sponsoring institution, sponsor notifies the National Project Archaeology Office expressing interest in becoming a sponsor of Project Archaeology in that state or region, and agreeing to commit to achieving the standards listed below.
- 3.2** *Official Letter of Welcome.* The National Project Archaeology Office prepares an official Letter of Welcome for the State or Regional Sponsor.
- 3.3** *Existing State, Local, and Regional Programs:* Existing state, local, and regional programs should update their contact information with the National Project Archaeology Office as needed. If program sponsors can no longer sponsor Project Archaeology in their state or region, the coordinator should notify the National Project Archaeology Office as soon as possible. Assistance with finding a replacement for program sponsorship will be greatly appreciated.
- 3.4** *Selection of State or Regional Coordinator.* Sponsor designates a person to serve as the State or Regional Project Archaeology Coordinator. This person will be the National Project Archaeology Office point-of-contact and will be responsible for administering Project Archaeology in the state or region and for communicating with the state network. The Coordinator is initially trained by a member of the National Office staff or by a Project Archaeology National Trainer.

### Standards for Sponsoring Organizations

- 3.5** *Implementation Plan.* Sponsor agrees to establish, administer, and sustain a Project Archaeology office, including filing an official Implementation Plan with the National Project Archaeology Office. An Implementation Plan should address the following:
- State Program Goals.
  - Staffing.
  - Funding.
  - Partnerships.
  - State Policies and Guidelines – to be used in addition to national policies and guidelines.
  - State Specific Materials – to be used in conjunction with national curricula.
  - Professional Development.
  - Continuing Professional Support for Project Archaeology Educators.
  - Program Evaluation.
  - Estimated Annual Budget.

- 3.6** *Budget.* Sponsor should provide a reasonable budget to sustain the state or regional Project Archaeology program, including the purchase of the Project Archaeology Curriculum and Supplements.
- 3.7** *Establishment of Facilitator Network.* During the first year, the State or Regional Coordinator plans and conducts a Project Archaeology Facilitator Network Development workshop to establish a network of formal and informal educators and resource specialists to assist in conducting professional development. Alternatively, Coordinators may attend the Project Archaeology Leadership Academy to obtain credentials for offering professional development. Facilitators, State Coordinators, and Master Professional Development Instructors may offer Project Archaeology professional development for educators throughout the state. The State Coordinator should conduct refresher courses and advanced topical courses for his/her Facilitator Network to meet program goals.
- 3.8** *Statewide Communication.* Coordinator should establish a method of communication with educators and resource specialists throughout the state (e.g., a newsletter, listserv, or website).
- 3.9** *Communication with the National Project Archaeology Office.* Coordinator must submit an annual report of state Project Archaeology accomplishments, including the estimated annual budget, numbers and types of workshops conducted and participants reached, and location of workshops and events. Additionally, the coordinator should provide the National Project Archaeology Office with examples of newsletters, clippings, and participant comments.
- 3.10** *Professional Development Programs.* The sponsoring organization should establish a training and instruction program for formal and informal educators to deliver Project Archaeology curricula through Project Archaeology professional development. Project Archaeology sponsoring institutions or coordinators may recover the cost of the curriculum and other designated materials through material fees; however, the curriculum must not be sold for profit.
- 3.11** *National Level Meetings.* Each year, the sponsoring organization should support the Project Archaeology coordinator or his/her designee to attend the Project Archaeology Biennial Coordinators' Conference (usually held in the autumn) and/or the Annual Business Meeting (usually held before the Society for American Archaeology annual conference).
- 3.12** *State Specific Printed Materials.* State programs may produce state specific materials such as student handbooks, brochures, and other materials. State handbooks should meet national guidelines if they use the title, *Intrigue of the Past: Discovering Archaeology in (name of state)*. State programs must follow guidelines when using Project Archaeology logos, names, or reprinting materials as outlined in Section 2. States are encouraged to copyright their own materials when appropriate.

State programs must obtain permission from the Bureau of Land Management Heritage Education Program before converting any previously published student handbook materials (*Intrigue of the Past: Discovering Archaeology* series) into digital

formats or posting them on web pages. Many of the illustrations used in the books have restrictions that limit their subsequent use in printed materials or other formats.

### **Project Archaeology Leadership Academy (PALA) Graduates**

#### **3:13** Obligations of State or Regional Coordinators:

- Develop an understanding with each PALA graduate (name and contact information will be supplied by the National Office); understandings may be written or verbal.

Understandings should include:

- Scheduling and marketing of professional development events.
  - Purchase of materials from the National Office.
  - Role of State or Regional Office including potential support for PALA graduates.
  - Annual reporting requirements and processes for collecting data.
  - Other as needed.
- Review requirements annually and revise agreements as personnel and/or circumstances change.
  - To the best of your ability, support each PALA graduate in his/her efforts in providing professional development.
  - To the best of your ability, support each PALA graduate in his/her efforts by advising of potential funding opportunities.

#### **3.14** Obligations of PALA graduates:

- Employ a good-faith effort to offer professional development in your state or region at least once every year for four years following Academy attendance; professional development may include workshops, institutes, peer mentoring, or other events as approved by the National Office.
- Develop an understanding with State Coordinator for your state or region as specified in 3.13; understandings may be written or verbal.
- Review requirements annually and revise understandings as personnel and/or circumstances change.
- Inform State Coordinator of all professional development activities before each event occurs and provide statistics on the number of educators attending professional development each year for the state or regional program annual report
- File an annual report with National Project Archaeology and your state coordinator during the four-year period after PALA. Annual report example after 3.15.

#### **3.15** Obligations of the National Office:

- Provide current contact information to state and regional coordinators and to PALA graduates and assist with networking within states as needed.
- Assist state and regional coordinators and to PALA graduates with professional development events as needed.

## PALA Graduate Annual Report

PALA graduate (name): \_\_\_\_\_ State: \_\_\_\_\_

Federal Fiscal Year (10/1 – 9/30): \_\_\_\_\_

Check each activity you completed within the reporting year:

Workshops and institutes: \_\_\_\_\_

Peer mentoring: \_\_\_\_\_

Conference presentations: \_\_\_\_\_

Assisting network (blogs, curriculum writing, etc.): \_\_\_\_\_

Communication with National Project Archaeology (annual report, consultation, planning):  
\_\_\_\_\_

Send your report to Erika Malo (Erika.malo@montana.edu) of National Project Archaeology and your state coordinator by November 1st of each year.

# National Project Archaeology Support Services for Sponsoring Agencies

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## Start-up Services and Support

- 4.1 *Introduction to Project Archaeology.* The National Project Archaeology Office will supply a packet of introductory materials to potential sponsoring agencies and coordinators, and will host conference calls for discussion of materials and future planning.
- 4.2 *Full Set of Support Materials.* Once selected as an official state sponsor, the institution will receive one complete set of publications and materials, including: *Intrigue of the Past: A Teacher's Activity Guide for Fourth through Seventh Grades*; *Project Archaeology Primer: The Complete Guide for Creating a State or Regional Program*; *Project Archaeology Facilitator Handbook*; and a set of "Discovering Archaeology" supplements for a reference library, as these items are available; they will also receive a supply of 50 Project Archaeology brochures.
- 4.3 *Leadership Development.* The National Project Archaeology Office will assist the state archaeology sponsor with planning and conducting a Project Archaeology Facilitator Network Development Workshop and other meetings to promote the program to other agencies and individuals in that state. The state Project Archaeology sponsor should provide funding for these workshops and meetings; for the travel of national trainers; and in some cases, for their time.

## General Services and Support

- 4.4 *National Project Archaeology Office.* Administer and sustain the National Office of Project Archaeology.
- 4.5 *Support System.* The National Project Archaeology Office will establish and maintain a comprehensive support system for state or regional Project Archaeology programs based on the following objectives:
- Education trends. To stay abreast of emerging state and national heritage education trends and standards, and to stay in touch with the education needs of citizens.
  - National Instructors. To provide accessibility and ensure open communication with experienced Project Archaeology educators.
  - Publications. To produce and publish creative and informative materials to meet the needs identified through research.
  - Instruction and training. To provide leadership training and instruction to ensure that materials and services are fully utilized, and to support grassroots participants in their ability to educate others.

- Research. To provide frequent updates on current education research and development.
  - Networking and Partnerships. To form partnerships with organizations to enhance awareness, distribution, and use of materials and services.
  - Evaluation. To improve the program through an aggressive, ongoing, and multifaceted evaluation program.
  - Recognition. To seek ways to acknowledge and recognize people and organizations for their contributions to archaeology and heritage education.
- 4.6** *Protection.* The National Project Archaeology Office will protect designated Project Archaeology sponsors as the sole distributors of the Project Archaeology materials and professional development within their state or region.
- 4.7** *Commitment to Low Costs.* The National Project Archaeology Office will publish and distribute materials to Project Archaeology sponsors at reasonable costs.
- 4.8** *Communication.* The National Project Archaeology Office will establish and maintain open and ongoing communication with Project Archaeology sponsoring institutions via the following methods:
- Conduct an annual conference for state Project Archaeology coordinators.
  - Publish and distribute a Project Archaeology newsletter (paper or electronic).
  - Conduct periodic state Project Archaeology needs surveys.
  - Inform state Project Archaeology sponsors of National Project Archaeology Offices' events that will take place in that state, and whenever appropriate, extend an invitation to state coordinators to participate.
  - Provide opportunities for involvement in the National Project Archaeology Offices' grant development efforts that support state Project Archaeology programs.
  - Provide the Project Archaeology Annual Report to state Project Archaeology sponsors.
  - Provide a timely response to questions from state coordinators and sponsors.
  - Maintain an up-to-date list of state sponsors and contact information through the Project Archaeology website.

## Contracts & Partnerships

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### **Matters Relating to Contracts**

- 5.1** *State Coordinators.* Persons wishing to represent Project Archaeology outside of their state or region as part of a contract must notify the National Office ahead of time in each circumstance.

### **Matters Relating to Partnerships**

- 5.2** To be written.

## Project Archaeology Leadership Team

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- 6.1** *Description.* The Project Archaeology Leadership Team provides advice and general guidance to the national program. The role of the Leadership Team is limited to making recommendations to the national program, while program decisions are ultimately made by Montana State University in consultation with the US Bureau of Land Management.
- 6.2** *Goals.* The goals of the Leadership Team are to provide:
1. General assistance with setting direction for the national program.
  2. Occasional assistance with problem-solving and decision-making.
  3. Opportunities to take the pulse of the coordinators and other stakeholders.
- 6.3** *Member responsibilities.* Responsibilities for Leadership Team members:
- Attend the Leadership Team Retreat.
  - Attend either the Coordinator’s Conference or the Annual Meeting held in conjunction with the Society for American Archaeology (SAA). Attendance at both would be optimal.
  - Participate in three or four conference calls annually.
  - Communicate with other coordinators as needed.
  - Serve as a recorder for one of the meetings or conference calls.
  - Assist the National Office in identifying the needs of the coordinators, especially in regard to their ability to attend the annual conference.
  - Serve staggered three-year terms to maintain the benefits of long term experience within the group.
- 6.4** *Selection criteria.* Criteria for member selection: (A broad representation that would consider the following elements is desired, but it is not necessary to include one person for each element.)
- Employment profile: federal, state, academic, non-profit, or other.
  - Geographic representation from all regions, if possible.
  - Variety and balance of expertise.
  - Special experience needs (could add an ex-officio member on an ad hoc basis).
  - Ability to attend the biennial Leadership Team Retreat is essential; attendance at either the biennial Coordinators’ Conference or the Annual Meeting held in conjunction with the SAA is very important.
- 6.5** *Team composition and terms.* Leadership Team composition and terms of service:
- Team will consist of a maximum of eight people; three ex-officio members and five regular members selected from the National Project Archaeology Network. The three ex-officio members are the Bureau of Land Management (BLM) Project Archaeology Lead; a representative from BLM Heritage Resources program; the education coordinator from the Society for American Archaeology (SAA), the Society for Historical Archaeology (SHA), the Archaeological Institute of America (AIA), or a similar professional organization. Five regular members are selected

from the National Project Archaeology Network; one of these members will be a BLM employee, if possible. All members except the BLM Project Archaeology Lead will be voting members of the Leadership Team.

- Three positions (BLM Project Archaeology Lead, BLM representative, and the education coordinator from a professional organization) will be ex-officio positions and will be refilled only when vacated. The BLM Project Archaeology Lead will be selected by the BLM; incumbents of the other two ex-officio positions will be chosen by the Leadership Team. Because the people in these positions serve as a function of their employment, they are considered ex-officio members and up for replacement only when their status changes or when the Leadership Team desires new perspectives.
- Appointment will be on a calendar year basis; selection is made in September; new appointees will attend the Leadership Team meeting or the Coordinators' Conference, but will not vote until the new term begins in January.
- Each regular member will serve one three-year term.
- The terms will be staggered to achieve continuity of membership.
- A member may be reappointed one time to serve two consecutive terms for a maximum of six consecutive years.
- New members will be chosen by the current Leadership Team, excluding the BLM Project Archaeology Lead.

**6.6** *Member nomination and selection.* Nomination and selection of the four regular members:

- Anyone in the Project Archaeology Network may nominate a Leadership Team member including him- or herself.
- Nominations will be accepted by the Leadership Team from May 1 to August 1 each year.
- By August 15 of each year, nominees will submit to the BLM Project Archaeology Lead a brief description of their qualifications, a personal statement explaining why they wish to serve, and their anticipated contributions to the Project Archaeology Leadership Team.
- The BLM Project Archaeology Lead may make recommendations to the Leadership Team.
- Current Leadership Team members will review the nominees' qualifications via electronic and telephonic means as needed.
- Current Leadership Team members will select new members by September 15 each year.