

**2018-19 Green Schools Recognition Program  
APPLICATION INSTRUCTIONS  
& COVER SHEET**



**PROGRAM GOAL:** To recognize public and private schools that encourage cultures of sustainability and environmental stewardship within their school communities.

**ELIGIBILITY:** All public and private schools in Palm Beach and Martin Counties.

**REQUIREMENTS:**

- New schools participating in the program for the first time must complete an Introductory Green Schools Workshop to be eligible to submit an application.
- All activities described in the application should reflect projects that are ongoing or will occur during the 2018-2019 school year.
- To be eligible for recognition, application must address at least **one** indicator from each category of the **2018-19 Green Schools Rubric**. For rubric, visit [www.pinejog.fau.edu/ourgreenschools/](http://www.pinejog.fau.edu/ourgreenschools/)
- Applications must be received by **Tuesday, March 5, 2019**. Only applications submitted by this date will be considered.

**INSTRUCTIONS:**

Please use the new **2018-19 APPLICATION TEMPLATE** to assemble and submit your application this year. This template is a PowerPoint document. It includes sections for **Parts A, B and C** of the Green Schools application:

**Part A – Cover Sheet (1 page, form provided below)**

Must be completed and signed by the principal, SAC chair (public schools only), two lead teachers, and PTO/PTA president. Please scan/photograph signed Cover Sheet to insert where indicated in template.

**Part B – School Summary (1 paragraph)**

A brief introduction to your school (size, demographics, special distinctions, Green School history). Schools may also self-nominate for Judge’s Choice Awards and submit optional video in this section.

**Part C – Detailed Description of Activities and Documentation (Up to 73 pages/slides)**

Descriptions and supporting documentation for each rubric indicator addressed. Schools should use **detailed bullet-point format** and **12-point font** for all written sections of the application. Please follow template format. Sections are provided for each indicator and corresponding documentation.

**Applications must not exceed page number requirements indicated in sections A, B & C (75 pages/slides total, not including title slide and Application Guidelines).**

In addition, schools are required to provide six photos (JPG or PNG files) for **Part D** of their applications.

**Part D – Photos (6 separate JPG files)**

These photos will be used by the Green Schools Recognition Program for educational and public relations purposes. They are separate from “documentation” for Part C and schools are welcome to re-use some of the same photos they included in Part C for Part D.

**All students depicted must have signed photo releases on file with the school.**

**SUBMITTING YOUR APPLICATION:**

1. Go to [www.pinejog.fau.edu/ourgreenschools/](http://www.pinejog.fau.edu/ourgreenschools/) and click on “Submit Application” under “Quick Links” (or under “Become a Green School” tab). Follow directions to upload the following documents:
  - Completed Application Template (Parts A, B, & C)
  - Six high resolution photos (Part D)
2. **Your school name MUST be in the file name of ALL of these documents.**
3. You will receive an email confirming that we have received your application and photos.

**Green Schools Recognition Program  
2018-2019 APPLICATION COVER SHEET**

**PART A: COVER SHEET** (Please scan or photograph signed cover sheet to include in application template.)

School Name: \_\_\_\_\_

County: \_\_\_\_\_ School Grade Levels: \_\_\_\_\_ Total Student Enrollment: \_\_\_\_\_

School Type (district, charter, private, alternative, other): \_\_\_\_\_

School Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Contact Person 1: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Contact Person 2: \_\_\_\_\_ Email: \_\_\_\_\_

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- I have reviewed the information in this application and certify that to the best of my knowledge it is accurate.
  - FAU Pine Jog Environmental Education Center has permission to use the photographs included in this application for promotional purposes. I understand that it is our school's responsibility to have photo releases on file for all students represented herein and that FAU Pine Jog Environmental Education Center will not identify any individual student by name. Yes \_\_\_\_\_ No \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

SAC Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(if applicable)

Lead Teacher #1 Signature \_\_\_\_\_ Date \_\_\_\_\_

Lead Teacher #2 Signature \_\_\_\_\_ Date \_\_\_\_\_

PTO/PTA President's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Green Team:** Please list all **Green Team** members and other individuals involved in this year's green school initiatives and/or the preparation of your application.

Name:

Position/Title:

_____	_____
_____	_____
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