

## NC Green Schools Application for Recognition Instructions

**GOAL:** To recognize North Carolina PK-12 public and private schools that engage in sustainability in 5 designated areas.

### ELIGIBILITY:

- All public and private PK-12 schools in North Carolina
- All activities described in the application should reflect projects that are ongoing or will occur during the current school year.
- Applications must be received by May 5 at midnight.

### INSTRUCTIONS FOR APPLICATION: -

- A PDF and 5 high resolution photos will be submitted on-line to the NC Green Schools Program. Schools should send all information to [info@ncgreenschools.org](mailto:info@ncgreenschools.org) and confirm receipt of the application.
- Please use 12 pt font and 1 inch margins for all narratives.
- Only complete applications submitted on time will be considered.
- Applications should be organized in the provided format and contain the following parts:

#### 1. PDF entitled, “Your School Name\_ NC Green Schools Application\_ Submission Date” includes:

##### Part A - Cover Sheet: Administrator Image Release Statement, and Key Signatures

The Cover Sheet (page 2) must be completed and signed by the principal, two lead teachers, and the PTO/PTA president.

##### Part B – Summary of Green School Activities

This is a stand-alone summary that should provide a concise and coherent snapshot of how your school addresses each of the Rubric components (400 word maximum).

##### Part C – Narrative Summary and Documentation

To be eligible for the Green School Recognition, your school **must demonstrate** how it has addressed **each** component (at least 3 out of 5). A narrative summary (800 word max/component) and supporting documentation is required for each indicator. See page 3 for guidelines for supporting documentation.

##### Part D – Rubric Submission Form (Page 6)

Each school will evaluate its success in all rubric areas. Applicants must submit a Rubric Submission Form with completed points in each rubric component and totals for final submission to be a NC Green School (Must score in 3 out of 5 components minimum). May use worksheets provided. See Page 6.

#### 2. Power Point, entitled “Your School Name\_ NC Green Schools photos” includes:

##### Part E – Power Point Presentation with 5 Photos

All applicants must submit a power point with **five high resolution photos with titles/captions (Minimum: 300KB each; Best if 1KB each)**. Each photo should represent one component of the Green Schools Rubric. These photos will be used for public relations purposes in various media for the Green Schools Recognition Program. Do not include names of students.

**NC Green Schools Program**  
**NC Green Schools Application Form**

**PART A: COVER SHEET** (to be submitted as part of the one PDF application file)

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

Current School Year: 20\_\_\_\_ - \_\_\_\_ NC Green School of: \_\_\_\_ Promise \_\_\_\_ Quality \_\_\_\_ Excellence

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

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

I have reviewed the information in this application and certify that to the best of my knowledge it is accurate. I have read the image release consent statement below and agree by signing below.

**IMAGE RELEASE STATEMENT:** *The NC Green Schools Recognition Program has permission to use our photographs for promotional purposes for pamphlets, brochures, newspaper publications, public presentations and on the NC Green Schools website. The images we are submitting have all been checked and we guarantee that the school has attained the proper release for their use. We understand that no students will be identified by name.*

**KEY SIGNATURES:**

Principal's Name /Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

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

**Preparation of Application:**

One of the indicators in our recognition program involves the creation of the **Green Team** consisting of teachers, administrators, students, and community members to coordinate the systematic planning and implementation of ongoing Green School activities. Please list all individuals and/or **Green Team** members involved in the preparation of your application.

Name:

Position/Title:

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## **PART B: SUMMARY OF GREEN SCHOOL HIGHLIGHTS**

Please provide a concise (400 word max) summary that describes how your school is representative of a Green School. Focus on what your school has accomplished in each of the Green Schools Rubric components. Describe what makes your school unique and successful in efforts to be sustainable. Also, be sure to describe the level of student involvement in projects and the involvement of the Green Team.

This summary provides the judges with highlights to your Green School accomplishments. This information will also be used as public information via the NC Green Schools website. *It should be written as a stand-alone summary, in third person, and submitted as part of the one PDF application file.*

## **PART C: NARRATIVE SUMMARY AND DOCUMENTATION**

For this part of the application, applicants address current activities, improvements to ongoing activities, and/or new projects for the current school year. Indicators (at least 1) from each component should be addressed within the narrative summary **immediately** followed by supportive documentation. See the rubric worksheet for all indicators within each component.

*Part C must be submitted as part of the one PDF application file.*

Part C should be organized and submitted as follows. Each section I.- IV. should include a Narrative Summary (800 word max) including Indicator categories and Documentation (up to 8 pages). The Innovation section (V) will be considerably less in length (400 words max and up to 4 pages of documentation).

- I. Culture and Community
- II. School Sustainability
- III. Healthy Schools
- IV. Curriculum Integration
- V. Innovation

Documentation may include, but is not limited to:

- **Captioned** photographs (please do NOT include student names)
- Lesson plans
- Agendas from workshops and meetings
- Powerpoint presentations
- Letters of intent or commitment from community partners
- Records of related community service hours
- Newspaper articles
- School newsletters

## **PART D: RUBRIC SUBMISSION FORM**

Each school will evaluate its success in all rubric areas. Applicants must submit a Rubric Submission Form with completed points in each rubric component and totals for final submission to be recognized as a NC Green School (Must score in 3 out of 5 components minimum). Use the worksheets online to assess your school's progress and then fill out Part D with the totals.

## **PART E: POWER POINT with 5 PHOTO .jpg FILES**

Applicants must submit a power point with **five high resolution photos with titles/captions (Minimum: 300KB each; Best if 1KB each)**– preferably one photo representing each component of the Green Schools Rubric. Include photos in one Power Point presentation. These photos will be used for public relations purposes in various media for the Green Schools Recognition Program and have been approved by School Administrator for use in this context (Part A: Image Release Statement).

## PART D: Rubric Submission Form



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

**Instructions:** Use the Rubric worksheets found online to assess your school’s progress and total points in each indicator category, then add up your total scores in each component and TOTAL FINAL POINTS for recognition award level your school is pursuing.

Component	Indicators	Earned	Possible
<b>Culture &amp; Community</b>	School Philosophy and Culture		4
	Professional Development		4
	Planning		4
	Outreach		4
	Community Partnerships		4
	<b>TOTAL</b>		<b>20</b>
<b>School Sustainability</b>	Energy		4
	Water		4
	Solid Waste		4
	Transportation		4
	Student Engagement		8
	<b>TOTAL</b>		<b>24</b>
<b>Healthy Schools</b>	Outdoor Learning Labs		4
	Habitat Improvements		4
	School Gardens & Farm Connections		4
	Air Quality		4
	Whole Nutrition		4
	Health and Fitness		4
	<b>TOTAL</b>		<b>24</b>
<b>Curriculum Integration</b>	Interdisciplinary Approach		4
	Environmental Education		4
	Field Studies & Hands On Learning		4
	Responsible Citizenship		4
	STEAM Integration		4
	Service Learning		4
	<b>TOTAL</b>		<b>24</b>
<b>Innovation</b>	<b>TOTAL</b>		<b>8</b>
<b>TOTAL FINAL POINTS</b>			<b>100</b>

I certify that, to the best of my knowledge, all information is presented truthfully and respectfully to the NC Green Schools Program with the intent to be recognized as a (check one box):

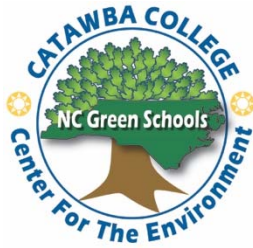
NC Green School of Promise (40-59 points and scores in three of the five components)

NC Green School of Quality (60-79 points and scores in four of the five components)

NC Green School of Excellence (80-100 points and scores in all five components)

\_\_\_\_\_  
Lead Teacher Signature

\_\_\_\_\_  
Date



## NC Green Schools Recognition Program Application Completion Checklist

Before submitting, please review your application PDF file to ensure it includes the following:

**1. PDF Format, entitled, “Your School Name\_ NC Green Schools Application\_ Submission Date”**

- Part A: Cover Sheet with Administrator Image Release Statement and Key Signatures
- Part B: Summary of Green School Activities (400 word max)
- Part C: Narrative Summary and Documentation for each of the components you decide to apply for (min 3 out of 5). Refer to the Part D to ensure that at least one indicator for each category has been addressed. Organize the narratives and documentation by component.
- Part D: Rubric Submission Form

**2. Power Point Format, entitled “Your School Name\_ NC Green Schools photos”**

- Part E: Power Point with at least 5 High Resolution Photos with captions (Minimum: 300KB each; Best if 1MB each)

Process for Submitting Complete Application:

- 1) **Submit the PDF application and power point to:** [info@ncgreenschools.org](mailto:info@ncgreenschools.org). School may share files through google drive if the files are too big to send via email.
- 2) **Schools should send an email to** [info@ncgreenschools.org](mailto:info@ncgreenschools.org) **to confirm receipt** of the application.

**NC Green School Applications are due May 5 by midnight.**