



Award Checklist: **Bronze**

Use this handy checklist to help track your school’s progress through the Eco-Schools USA program and confirm that you are meeting criteria to apply for a bronze-level award. **100 points are required to qualify for a Bronze award.**

CRITERIA	POINTS	COMPLETED	NOTES	TIPS
Eco-Action Team Total 15 points				
The school has established an Eco-Action team that is composed of a diverse group of teachers and students.	5			Consider utilizing an existing student council or after-school club.
The Eco-Action Team meets four times a year and informal minutes are kept.	5			Some schools meet more frequently in the beginning and then scale back meetings once their program has become established.
The Eco-Action Team shares information with the school.	5			Put up a bulletin board or create an Eco-Action Team website.
Pathway Audit Total 20 points Required documentation for upload: Baseline Pathway Audit				
A pathway audit of the school is conducted using the Eco-Schools USA baseline audit form for the team’s chosen pathway.	5			Include as many members of the school community in the auditing process as possible and be inclusive of the larger community and pathway experts.
Students are involved in the auditing process.	5			Determine if the entire audit or parts of the audit can be completed safely by students.



CRITERIA	POINTS	COMPLETED	NOTES	TIPS
Environmental Audit (continued)				
The Eco-Action Team analyzes the data and draws conclusions.	5			Go over audit results at an assembly or include them in a school-wide newsletter.
Results of the audit are shared with the whole school community.	5			We recommend that you complete the audit annually in order to measure and evaluate improvement in your school's environmental performance.
Eco-Action Plan Total 15 points Required documentation for upload: Action Plan				
Results from the pathway audit are used to develop an action plan that is focused on one Eco-Schools USA pathway.	5			Goals should be achievable and provide realistic targets and deadlines to improve the environmental quality of your school.
The action plan is shared with the entire school community.	5			Don't just share the action plan, but try to get the entire student body excited about reaching your goals.
The Eco-Action Plan is used to take at least one action at the school to address an Eco-Schools USA pathway for improvement.	5			Prioritize your actions by dividing them into what is achievable in the short, medium and longer term.
Monitor & Evaluate Total 20 points Required documentation for upload: Evidence of progress (post-action audit, photos, videos, etc.)				
The Eco-Action Team monitors progress toward achieving actions stated in the Eco-Action Plan.	5			Your procedure for monitoring progress should be developed in parallel with the action plan.



CRITERIA	POINTS	COMPLETED	NOTES	TIPS
Monitor & Evaluate (continued)				
Successes and challenges are noted in meeting minutes.	5			Also note potential solutions to challenges and next-steps.
The post-action audit for the selected pathway has been completed	10			You should be able to pull metrics data from the pathway audit form.
Link to Curriculum Total 10 points				
At most grade levels, students are engaged in interdisciplinary, authentic learning experiences around environmental topics.	10			Prioritize your actions by dividing them into what is achievable in the short, medium and longer term.
Community Involvement Total 10 points				
The school has a prominent, designated way to communicate with the whole school and greater community, such as a bulletin board, website or newsletter that details Eco-Schools USA activities and accomplishments.	10			Consider reaching out to your local newspaper to educate and involve members or your local community, not just school community.
Eco-Code Total 10 points Required documentation for upload: Copy of the Eco-Code				
An Eco-Code is developed that includes input from the whole school, and is agreed upon and adopted.	10			It should demonstrate, in a clear and imaginative way, your school's commitment to improving its environmental performance.



APPLYING FOR A BRONZE AWARD

Steps

1 Before applying ensure you have all your evidence ready to upload. We advise doing this over 2 sessions.

2 [Login](#) to your Eco-Schools USA dashboard.

3 Once on your school's dashboard, click on "Apply for an Award" in the left side navigation. Click on the "Bronze Award" button.

4 Fill-out the award application and click 'submit'. If the application is only partially completed you can click 'save' and return to it at a later point.

5 If the application is successfully entered and all criteria met, your school will automatically receive the Eco-Schools USA Bronze award. The Bronze Award icon will appear on your dashboard. You will receive an email where you can download your certificate or you can also retrieve your certificate by going to, "Apply for an Award" on your dashboard.