



Sample Schoolyear **Timeline**

SCHOOL YEAR: _____

Welcome to the National Wildlife Federation’s Eco-Schools USA. Utilize this timeline to help the school on its journey toward sustainability. As a team, develop a realistic timeframe for implementing the Eco-Schools USA program based on the structure and culture of the school. This is only a guideline. The Eco-Schools USA program is flexible and can be organized and developed in a manner that works best for the school community.

Students are the driving force behind Eco-Schools USA program. Their commitment to sustainability, conservation of natural resources and protection of habitat and wildlife that make the biggest impact.

WHEN	WHO	WHAT
<p>WEEK 1</p> <p>GET STARTED</p>	<p>Teachers, administrators, district personal, parent</p>	<p>GET STARTED. Request a meeting with your school administration to discuss the Eco-Schools USA program, including its academic, behavioral, financial, and environmental benefits, what you hope to accomplish by participating, and what the program might look like for the campus.</p> <p>REGISTER YOUR SCHOOL. Complete the free registration by going to www.eco-schoolsusa.org/registration.</p>
<p>MONTH 1</p> <p>ORGANIZE THE ECO-ACTION TEAM</p>	<p>Person identified as the primary contact for the Eco-Action team.</p>	<p>IT’S TIME TO BUILD THE ECO-ACTION TEAM. Solicit volunteers via the suggestions below.</p> <ol style="list-style-type: none"> Students-morning announcements, school newsletter, school to home connections. Teachers-faculty meeting, email, note in teacher mailbox. Custodians/Grounds Keepers-email or note in their mailbox. School District Staff-send personal invite, email or phone call. Parents-school website, e-newsletter, announcement note home, auto-calls or PTA/PTO. Community members-personal invite, in-person invite, or phone call.



WHEN	WHO	WHAT
<p>MONTH 1</p> <p>ORGANIZE THE ECO-ACTION TEAM, CONTINUED</p>	Eco-Action team	<p>HOLD FIRST ECO-ACTION TEAM MEETING. Things to discuss include:</p> <ol style="list-style-type: none"> 1. What is Eco-Schools USA? (brief overview) 2. How often should we meet? Be sure to refer to the award checklists, as the meeting number requirements change based on award level. 3. First Order of Business- School Environmental Checklist. Schedule a time for the Eco-Action Team to perform this task. <p>COMPLETE THE SCHOOL ENVIRONMENT CHECKLIST. This checklist is an easy and simple way to start thinking about sustainability at school. The data collected will allow the Eco-Action team to identify priority pathways for further investigation.</p>
<p>MONTH 2</p> <p>ENVIRONMENTAL AUDITS</p>	Eco-Action team	<p>SCHEDULE AND HOLD SECOND ECO-ACTION TEAM MEETING. Things to discuss include:</p> <ol style="list-style-type: none"> 1. Review results from the Environmental Audit Checklist. 2. Identify top three environmental focus areas needing improvement. 3. Make copies of the pathway audit(s) and schedule time for the audit(s) to be conducted. *Note* be sure to see if there are district or community personnel who could assist you in conducting the audits. <p>COMPLETE ONE PATHWAY AUDIT FOLLOWING THE SEVEN STEP FRAMEWORK.</p>
<p>MONTH 3</p> <p>ENVIRONMENTAL AUDITS</p>	Eco-Action team and district/ community volunteers	<p>AUDIT WORK:</p> <ol style="list-style-type: none"> 1. Complete another pathway audit if you choose and/or 2. Prepare and organize data from the environmental audit(s) for the next Eco-Action team meeting.
<p>MONTH 4</p> <p>ECO-ACTION PLAN</p>	Eco-Action team	<p>SCHEDULE AND HOLD THE NEXT ECO-ACTION TEAM MEETING. Things to discuss include:</p> <ol style="list-style-type: none"> 1. Have members of the Eco-Action team present the data collected from each of the audits. 2. Use the data to decide which pathway the Eco-Action Team should address first. 3. Begin developing the Eco-Action Plan.



WHEN	WHO	WHAT
<p>MONTH 5 & 6</p> <p>ECO-ACTION PLAN</p>	<p>Eco-Action team</p>	<p>COMPLETE DEVELOPMENT OF ECO-ACTION PLAN – Strive for goals that are realistic, achievable, and measureable.</p> <p>DEVELOP A CAMPAIGN TIMELINE – Strive for goals that are realistic, achievable, and measureable.</p> <ol style="list-style-type: none"> 1. How will we get our message out? 2. When will it start and when will it finish? 3. Will there be weekend work days? 4. Will there be assemblies to schedule? 5. Are there any expenses? Do we have a fund? Do we need to ask for donations? Do we need to apply for a grant? <p>BEGIN TO CARRY OUT THE GOALS OF YOUR ECO-ACTION PLAN</p> <ol style="list-style-type: none"> 1. Put your campaign in action. 2. Monitor and evaluate your progress as you carry out your goals.
<p>MONTH 6-9</p> <p>MONITOR AND EVALUATE</p>	<p>Eco-Action team</p>	<p>Monitoring and evaluation will allow the team to gather quantifiable data, which will be necessary when applying for awards and measuring the impacts of the school’s work. If needed, use the results of the evaluation to make changes to the Eco-Action Plan.</p>
<p>MONTH 6-9</p> <p>LINK TO CURRICULUM</p>	<p>school contact, club sponsor, teachers, students</p>	<p>Over time, it is important for the Eco-Schools program to become a part of the culture of the school. One way in which this happens is to link the Eco-Action Team’s work with state-mandated curriculum.</p> <p>Look for ways you already address the pathway on which the school is working. For example, if you are working on the Energy Pathway what are the expectations around the topic of energy for the various grade levels at your school? You could have a working session for groups or grade level teachers to work on this or create a professional learning community around the topic.</p>



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<p>MONTH 6-9</p> <p>INVOLVE THE COMMUNITY</p>	Eco-Action team	<p>Expand the focus of your program beyond the school and out to the local community. Involving your community will bring a wide array of benefits. Below are just a few ideas.</p> <ol style="list-style-type: none"> 1. Publish information about Eco-Schools activities and pathway audit results on the school's website or create an Eco-Schools page on your school website to disseminate your work. 2. Send letters to local businesses seeking support for initiatives. 3. Encourage students, with adult supervision, to go out into the community by being a part of events, talking at council meetings, asking for donations, etc. 4. Have students contact your local newspaper and ask the paper to publicize details about the success of your Eco-Schools program.
<p>MONTH 8-9</p> <p>CREATING AN ECO-CODE</p>	Eco-Action team	<p>The Eco-Code can take many forms. It is a mission statement for your school and should be reflective of both your Eco-Action Plan and your curriculum.</p> <p>Consider:</p> <ol style="list-style-type: none"> 1. Holding a competition to create the Eco-Code. 2. Ensuring that students play a central role in its creation. 3. Displaying the code prominently in the main entrance and throughout the school.
<p>MONTH 9</p> <p>END OF YEAR</p>	Teacher, administrators, district personnel and/or parent/ Eco-Action team	<p>CELEBRATE SUCCESSES!</p> <ol style="list-style-type: none"> 1. Apply for an Eco-Schools USA Award. 2. Plan a celebration for the team or a school-wide event. 3. Where have you ended your year? What goals did the team meet? What work still needs to be completed? 4. Recognize students and community members for their contributions. 5. Update the school's dashboard and team's contact information for the Eco-Action team members. <div style="border: 1px dashed black; padding: 5px; margin-top: 10px;"> <p>Summer: You may want to keep in contact with the Eco-Action Team via an email list, website announcements, etc. Plan a summer clean-up day or weed warrior activity for the school garden. There may also be community gardening or greening festivities in which the team could participate to keep up the momentum.</p> </div>



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<p>MONTH 10</p> <p>BACK TO SCHOOL</p>	<p>Teacher, administrators, district personnel and/or parent/ Eco-Action team</p>	<p>SCHEDULE THE FIRST ECO-ACTION TEAM MEETING OF THE NEW SCHOOL YEAR. Things to discuss:</p> <ol style="list-style-type: none"> 1. Review the Seven Step Framework and Eco-Code. 2. Review the checklists for Silver and Green Flag Awards. 3. Make plans to create the next Eco-Action Plan based on the results of the School Environment Checklist performed in the previous year or plan to conduct this year. 4. Develop a communications schedule to keep the school and community engaged and involved. (I.e., announcements/newsletters/ action days).
<p>MONTH 12-18</p> <p>MONITOR AND EVALUATE</p>	<p>Eco-Action team</p>	<p>Monitoring and evaluation will allow the team to gather quantifiable data, which will be necessary when applying for awards and measuring the impacts of the school's work. If needed, use the results of the evaluation to make changes to the Eco-Action Plan.</p>
<p>MONTH 13-17</p> <p>LINK TO CURRICULUM</p>	<p>school contact, club sponsor, teachers, students</p>	<p>Over time, it is important for the Eco-Schools program to become a part of the culture of the school. One way in which this happens is to link the Eco-Action Team's work with state-mandated curriculum.</p> <p>Look for ways you already address the pathway on which the school is working. For example, if you are working on the Energy Pathway what are the expectations around the topic of energy for the various grade levels at your school? You could have a working session for groups or grade level teachers to work on this or create a professional learning community around the topic.</p>



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<p>MONTH 14 OR 15</p> <p>APPLY FOR AN AWARD</p>	Teacher, administrator, district personnel, or parent/ Eco-Action team	<p>Apply for an Eco-Schools USA award. You will need your username and password to access your account.</p> <ol style="list-style-type: none"> 1. Review the appropriate award checklist. 2. Make sure the team has been monitoring and evaluating progress. 3. Share the stories that led to the award with the school, in school social media networks and with local media.
<p>MONTH 16</p> <p>Eco-Code</p>	Eco-Action team	<p>Upon review and reflection determine if updates to the Eco-Code are needed.</p>
<p>MONTH 16-18</p> <p>END OF YEAR</p>	Teacher, administrator, district personnel, or parent/ Eco-Action team	<p>CELEBRATE THE SCHOOL'S SUCCESS AND PREPARE FOR THE GREEN FLAG CEREMONY!</p> <ol style="list-style-type: none"> 1. Review the Green Flag award checklist. 2. Where has the team ended the year? What goals did we meet? What work still needs to be addressed? 3. Submit your application for the Eco-Schools USA Green Flag. 4. Prepare participation certificates for the Eco-Action team to recognize their contributions to sustainability. 5. Plan a school-wide event to celebrate the honor and achievements. The Eco-Action team can plan a day of festivities around the awarding and flying of the Green Flag. 6. Update the school's dashboard and team contact information.