

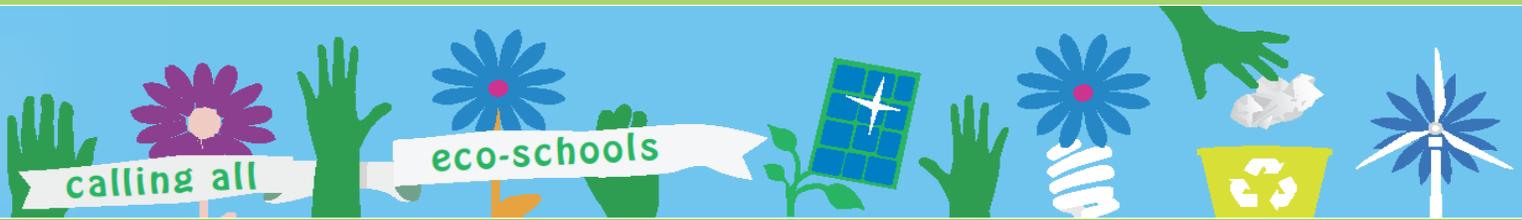
Eco-Schools USA Award Checklist: **Green Flag**

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 green flag award. You will need 300 points to qualify for a green flag.

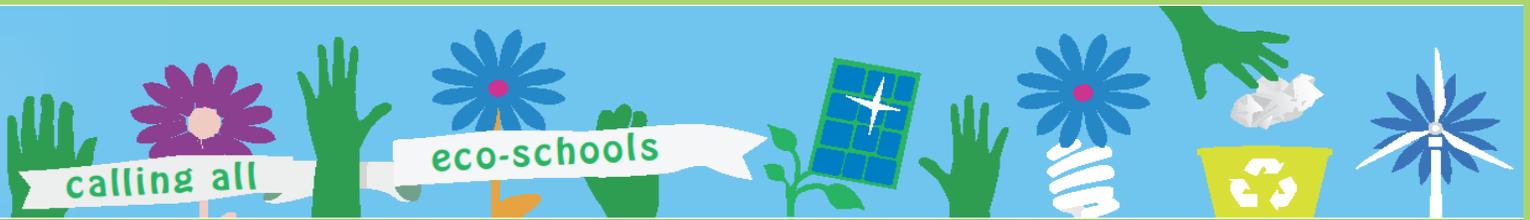
Criteria	Points	Completed (√)	Notes	Tips
Eco-Action Team (Total 40 points)				
50% of the Eco-Action Team is composed of students in addition to teachers, community members, and other school staff on the team.	15			Consider connecting with resource professionals from local government or conservation organizations.
The Eco-Action Team meets a minimum of eight times a year.	15			Some schools meet more frequently in the beginning and then scale back meetings once their program has become established.
Students take significant responsibility for conducting the meetings, are part of the team's decision-making process, and help keep minutes.	5			If they are old enough give students the opportunity to lead some of the team meetings.
Students actively engage other students and take suggestions from the student body	5			Allow students to determine how they will share information and in what form.
Environmental Audit (Total 50 points)				
The audits for at least three Pathways, one of which must be Energy, are conducted on a formal and comprehensive basis utilizing the Eco-Schools USA audit forms	20			Include as many members of the school community in the auditing process as possible.



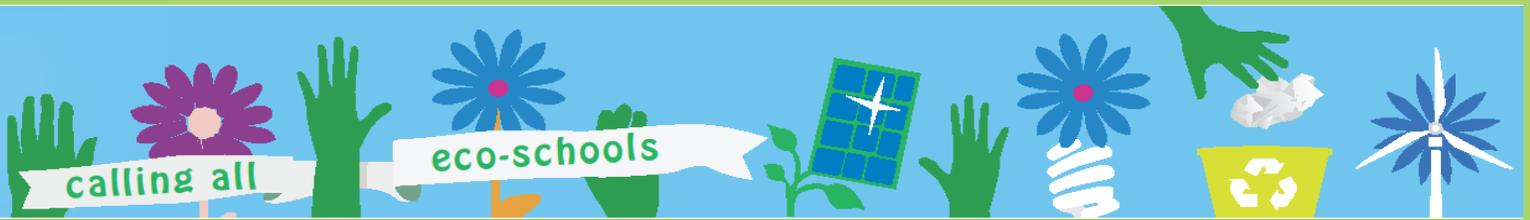
Criteria	Points	Completed (√)	Notes	Tips
Environmental Audit (continued)				
Students are involved in conducting the environmental audit and engaging resource specialists in the community.	20			Determine which audit steps are safe for students to complete and which should be completed by an adult.
Results of the audit are shared with the whole school and wider community.	5			Go over audit results at an assembly, PTA meeting, post on a bulletin board, or write an article for the school paper.
The audit is completed every year.	5			Before completing the audit every year review results from the last year to establish a benchmark.
Eco-Action Plan (Total 50 points)				
Create an action plan based on audit results that has quantifiable targets and a timeframe. Your action plan should focus on the energy pathway and two other pathways. Additional Pathways: _____ _____	20			Two of the pathways can be the pathways you focused on when applying for the silver level award.
The action plan is shared with the entire school and local community.	10			Contact your local newspaper and ask the paper to publicize details about the success of your Eco-Schools USA Program.



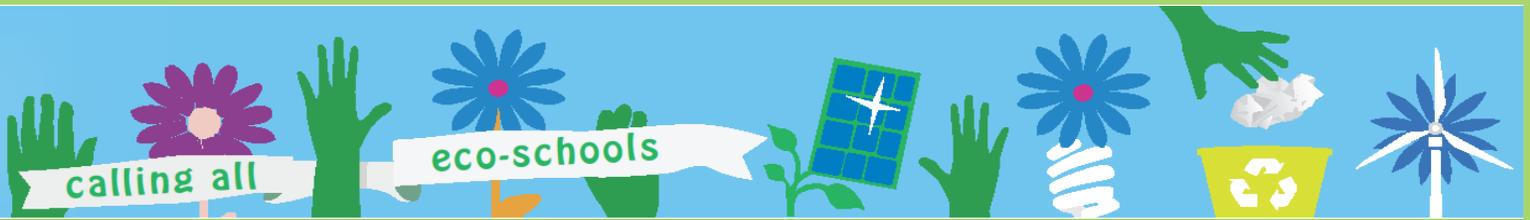
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Eco-Action Plan (continued)				
A range of actions are planned, targets are prioritized, and cost-benefit information is provided for each action	20			Prioritize your actions by dividing them into what is achievable in the short, medium and longer term.
Monitor & Evaluate (Total 50 points)				
The Eco-Action Team Monitors and reviews progress against time-frames and targets outlined in the action plan	15			Your procedure for monitoring progress should be developed in parallel with the action plan.
Progress and challenges are communicated to the whole school and wider community.	5			Progress and challenges should also be recorded in meeting minutes.
The school shows significant progress on several large-scale projects that focus on three Eco-Schools pathways	5			You are required to focus on the energy pathway, so one project needs to focus on energy.
Students are engaged in portions of monitoring and evaluation. Data is used in some curriculum work.	5			Encourage students to plot data on a graph or do calculations by hand.
Metrics data is entered on the award application for the pathway(s) your school is focusing on.	20			You should be able to pull metrics data from the pathways audit forms.
Link to Curriculum (Total 50 points)				
Environmental issues are integrated into the classroom at all grade levels and across disciplines.	20			You may not be able to integrate across as many disciplines as you'd like, but you should make an effort to integrate across as many as possible to show it is a whole school effort.



Criteria	Total	Completed (√)	Notes	Tips
Link to Curriculum (continued)				
Student experiences are integrated into the curriculum and are inquiry-based.	15			If needed, we have a list of recommended curriculum on the Eco-Schools USA website, under each pathway.
School staff are provided with professional development and training on best practices, knowledge and skills for environmental education.	15			Reach out to organizations in the community who can train staff on environmental education.
Community Involvement (Total 30 points)				
The school has a bulletin board, website or newsletter which details Eco-Schools USA activities.	10			See if students can write content as part of their English or journalism class.
The whole school, along with volunteers from the community engage in a number of Eco-Schools activities.	5			Don't be shy about reaching out to the community and asking them for help or donations.
A special event is planned that engages the greater community in learning about and helping with Eco-Schools projects.	5			Consider holding an audit party or holding an event to celebrate Earth Day.
Students write about Eco-Schools projects for local papers and magazines.	5			Don't forget about online opportunities to publish information about your work.



Criteria	Total	Completed (✓)	Notes	Tips
Community Involvement (continued)				
The school shares its Eco-Schools project with other schools in the U.S. and with the global community through the Eco-Schools USA website and other communication tools.	5			Reach out to Eco-Schools staff and let us know if you'd like to connect with an Eco-School in another country.
Eco-Code (Total 30 points)				
An Eco-Code is developed that includes input from the whole school, and is agreed upon and adopted.	15			It should demonstrate, in a clear and imaginative way, your school's commitment to improving its environmental performance.
The finished Eco-Code is prominently displayed for all to read as they enter the school	10			We'd love to see a framed copy of your Eco-Code by the main door.
Each year the Eco-Code is reviewed as part of a review process to make sure it is still relevant	5			Consider whether it might make sense to add something new to the Eco-Code each year as your program grows and develops.



Applying for a Green Flag Award

STEPS

1	Check the Eco-Schools USA map (www.eco-schoolsusa.org/map) to find out if your school is already registered as an Eco-School. If not, go to our registration page (www.eco-schoolsusa.org/registration) and sign-up! Complete the registration form and click 'submit'.
2	If you previously registered as an Eco-School, login to access your school's profile. You do this by going to the registration page (www.eco-schoolsusa.org/registration) and clicking on the green arrow that says 'login'. You will need to enter your email and password.
3	Once on your school's profile page, locate the 'submit new form' section. Using the pull down menu select the green flag award level and click 'submit'.
4	Fill-out the online application form and attach the in-depth comprehensive application which is downloadable- at www.eco-schoolsusa.org/greenflag . (note: make sure you also attach supporting documentation which is outlined on the comprehensive application form)
4	When your application is complete click 'submit'. If the application is only partially completed you can click 'save' and return to it at a later point.
5	Once the application is successfully uploaded, your school will receive email confirmation that Eco-Schools USA has received all Green Flag application materials.
6	Shortly after submitting your application you will receive a site visit request form via email which will need to be completed and returned to Eco-Schools USA.
7	The Eco-Schools USA team will review your application and schedule a time to make a site visit at your school. Once your school is certified we will schedule a ceremony to award you your green flag!