



Green Flag Award Documentation Form

This documentation form must be completed by the school, and uploaded as an attachment to your online green flag application. For instructions on how to do this, please see the Green Flag Award page on www.eco-schoolsusa.org/greenflag.

This form will provide us with detailed information about your school's efforts. Note that schools must renew their Green Flag award every two years.

School Name	
Name of Eco-Schools USA Coordinator	
Application Date	

STEP 1 - Eco-Action Team

Who are the "Action Team" members and which groups do they represent? (Parents, teachers, students, etc.)

Please explain how Eco-Action Team meetings are run? Specifically:

Who chairs/organizes the meetings?	
Who takes minutes/records the proceedings of team meetings?	
How often has your team met to date?	
On how many occasions has a parent, volunteer or other member of the "out-of-school" community attended to date?	
How are decisions arrived at during meetings?	
How can students not on the Eco-Action Team make suggestions?	
How does the Eco-Action Team communicate with the rest of the school?	

STEP 2 - Environmental Audit

Which of the following pathway audits have you completed?

(Note: You must address the Energy pathway and two other pathways of your choosing to qualify for the Green Flag.)

Topic	Tick	Who Completed the Audit?
Energy <i>(required)</i>	<input checked="" type="checkbox"/>	
Water	<input type="checkbox"/>	
School Grounds	<input type="checkbox"/>	
Consumption and Waste	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	
Healthy Living	<input type="checkbox"/>	
Climate Change	<input type="checkbox"/>	
Healthy Schools	<input type="checkbox"/>	
Sustainable Foods	<input type="checkbox"/>	
Biodiversity	<input type="checkbox"/>	

Note: You will need to upload copies of the pathway audits to your online Green Flag application.

STEP 3 - Eco-Action Plan

Who was involved in developing action plans for each of the pathways, and how did you share the action plans with the rest of the school?

Pathway	Who Was Involved / How Was the Plan Shared?
Energy	

Note: You will need to upload copies of the action plans to your online Green Flag application.

STEP 4 - Link to Curriculum

Please give 3 brief examples of how you have linked the Eco-Schools USA program to classroom curriculum:

	Grade Level	Subject Area	Activity
Example 1			
Example 2			
Example 3			

Can you offer any examples of how students' involvement in Eco-Schools USA boosted educational achievement? Please describe briefly.	
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STEP 5 - Involve the Community

Explain how you have involved your school and greater community in the Eco-Schools USA program:

How have you shared information about the Eco-Schools USA program with your school community?	
How have you engaged the larger community outside of your school in Eco-Schools USA activities?	
Have you held any special events?	

Have you reached out to schools in your state, in other states, or in other countries to share your work?	
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Note: You will need to upload a photograph of the school's Eco-Schools USA notice/bulletin board or webpage to your online Green Flag application.

STEP 6 - Monitor and Evaluate

Please share with us how you have monitored and evaluated your progress. Refer to your action plans as you answer these questions.

How have you been monitoring your progress while implementing the Eco-Schools USA program?	
What evidence do you have on hand that demonstrates how well each of the targets has been met? (e.g. analysis such as tables, graphs)	
What have been some of your biggest successes while implementing the Eco-Schools USA program?	
What have been some of your biggest challenges while implementing the Eco-Schools USA program?	

Note: You will need to upload evidence of the school's progress (graphs, tables, etc) to your online Green Flag application.

STEP 7 - Create Your Eco-Code

Briefly explain how your Eco-Code was developed.	
How often is it reviewed?	
Where is it displayed?	
How do you ensure all students are aware of it?	

Note: You will need to upload a copy of the school's eco-code to your online Green Flag application.

PRINCIPAL INFORMATION

(To be completed by the Principal)

Briefly describe how you see your Eco-Schools USA program developing in the future.	
What have been the benefits of Eco-Schools USA to your school?	
How have you managed to ensure whole school awareness and participation in Eco-Schools USA?	
How has Eco-Schools USA been integrated into your school development plan?	

We certify that the documentation above is true to the best of our knowledge.

Signed:

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Eco-Schools USA Coordinator

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Date

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Principal

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Date

CHECKLIST FOR GREEN FLAG APPLICATION

Please upload all of these items to your online Green Flag application before submitting.

Completed documentation form	<input type="checkbox"/>
Audits for three pathways	<input type="checkbox"/>
Action Plans for three pathways	<input type="checkbox"/>
Photograph of notice board/Eco-Schools USA webpage	<input type="checkbox"/>
Evidence of Progress	<input type="checkbox"/>
Copy of Eco-Code	<input type="checkbox"/>