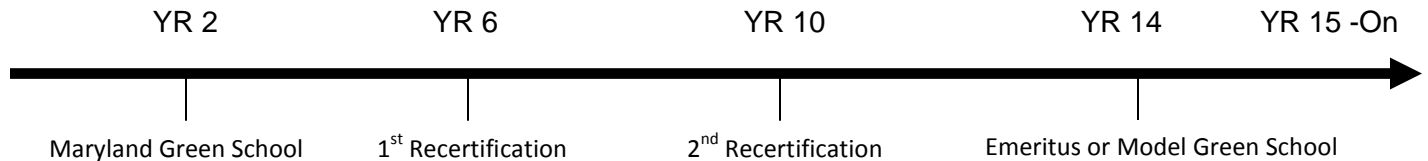




Guidelines and Instructions – 2010

OVERVIEW

The Maryland Green School Award honors the significant contribution of staff, students, parents and community to develop an integrated environmental education program including curriculum, professional development, best management practices, and community engagement. Maryland Green Schools are highly visible models for other schools and for the community at large. The program is a catalyst for transforming the culture of the school. Obtaining Maryland Green School status recognizes an important achievement. However, the power in the program lies in a school's commitment to build upon the foundation laid during its two-year journey to become a Maryland Green School. Recognizing that, MAEOE has set a series of stages that takes schools from Maryland Green School to either Emeritus or Model School status. The following schematic illustrates the path:



ELIGIBILITY AND APPLICATION INFORMATION

1. Schools must recertify by the April deadline, **four (4)** years after their original designation as a Maryland Green School.
2. The activities documented in this application describe accomplishments during the period –
3. **June 2006 – June 2010**
4. To be considered complete, the application must include:

- Part I. Cover Sheet** (*The person listed on the cover page as the contact for that school will be the one contacted about status, site visits, ceremony plan, or any questions concerning your application.*)
- Part II. MD Green School Summary**
- Part III. Description and Documentation of Maryland Green School requirements**

4. Applications **MUST BE RECEIVED by April 1, 2010**. Please allow time for delivery.
5. Delivery Options:
 - A. Send application via UPS, FedEx or US Post Office to:
 Maryland Association for Environmental and Outdoor Education
 ATTN: MD Green School Coordinator
 7761 Waterloo Rd.
 Jessup, MD 20794-9793

B. Hand-deliver application to one of the following people. Please contact them in advance.

- | | |
|--------------------|--|
| Calvert County: | Michelle Daubon: DaubonM@calvertnet.k12.md.us |
| Carroll County: | Steve Heacock: seheaco@k12.carr.org |
| Central MD area: | Jeanne Armacost: jarmacost@baltimorecountymd.gov |
| Charles County: | Paula Batzer: pbatzer@ccboe.com |
| Mid-Shore: | Sarah Toman: dir.educate@wetland.org |
| Lower Shore: | Kim Check: kacheck@salisbury.org |
| Washington County: | Becky Beecroft: beecroreb@wcboe.k12.md.us |
| Prince George's: | Bonnie Dunn: dunn.bonnie@pgparks.com |
| Harford County: | Frank Marsden: canoe54@gmail.com |

PREPARING YOUR APPLICATION

The application should provide the review panel with information that will help them understand how your school has built upon, strengthened and expanded its environmental education efforts that contributed to its Maryland Green School status. Student involvement in the writing of the application is highly recommended and should be noted in the overall summary. The review panel will give special attention to applications that demonstrate students have been actively involved in preparing the application. To be considered for review, your application package must contain all of the following information:

Part I - Cover Sheet

The School Cover Sheet must be completed and **signed by the principal**. The names of the required members of the school's nomination committee must be included.

Part II - A Summary of Your School's Green School Activities

This one page summary should provide a concise and coherent "snapshot" of your school that describes how your school is representative of a Maryland Green School.

Part III - Documentation of Required Criteria

To be eligible for the MD Green School Award, your school must demonstrate that it meets at least the required criteria for each of the three Maryland Green School objectives. Your application will not be reviewed if the application does not describe and document the minimum requirements.

The requirements for Maryland Green School Recertification include the following:

Curriculum and Instruction	Best Management Practices	Community Partnerships
<u>Continue to Meet All</u> <ul style="list-style-type: none"> • Environmental Issue Instruction • Professional Development • Celebration 	<u>Continue to Meet 4 of 7 (may be different than original app.)</u> <ul style="list-style-type: none"> • Water Conservation/Pollution Prevention • Energy Conservation • Waste Reduction • Habitat Restoration • Structures for Environmental Learning • Responsible Transportation • Healthy School Environment 	<u>Continue to Meet 1 of 2</u> <ul style="list-style-type: none"> • Your School is Active in the Community • The Community is Active in Your School

For each criterion under the three objectives, be sure to include:

- A written, one page description for each criterion that details how your school has accomplished that criterion. MAEOE prefers a list that is numbered and keyed to the documentation.
- Supporting documentation to verify that these achievements have been accomplished.
- Optional – BMP Data Sheet (download from website)

APPLICATION FORMAT OPTIONS

1. Hard Copy Method – The application and all support documentation are presented as part of a paper portfolio organized in a binder or folder with section dividers.

2. Digital Method – Parts 1 and 2 of the application (cover sheet with the principal's signature and one page summary) must be submitted as hard copies. Part 3 may be presented as a PowerPoint presentation. Two copies of the presentation on two separate disks must be submitted. All components must be received together.

Applications may not be submitted via email

TIPS FOR A SUCCESSFUL APPLICATION

Before you mail your application whether it is in a binder or on a disk, review the following checklist to help ensure that you have a successful application. Please remember that the people who review your application may have never visited your school, so be concise but thorough.

- The Application is Complete
 - Cover Sheet, including all required names of the nominating committee
 - One page concise summary of your school's Maryland Green School
 - List of five (5) accomplishments which you are most proud
 - Noted if students were involved in preparing the application
 - Maximum 1-Page Description and Proper Documentation for:
 - Objective 1 - Curriculum and Instruction
 - Objective 2 - Operation and Design (BMP's)
 - Objective 3 - School Community
- The Application is Well Organized
 - Each section of the application is identified (index tabs work great!)
 - Supporting documentation, labeled for each criterion, is placed immediately following the 1-page written description for each objective
- The Documentation best exemplifies how your school meets each criterion.
 - Documents may include, but are not limited to photographs, student work, data, program or meeting agendas, certificates, specific lesson plans, calendars, maps, blue prints, and newspaper articles.
 - Documents quantify, as best as possible, the environmental results
 - Site maps indicating your activities and their locations on your campus are helpful, but please fold the map and include with the application.
 - CD with photos is included.
- The application reflects work and accomplishments since your last MDGS award.
- Application is mailed or delivered in time to arrive **on or before** the April 1, 2010 deadline.

APPLICATION REVIEW AND EVALUATION

The review panel is made up of a wide range of environmental and outdoor education professionals including classroom teachers, school administrators, outdoor center management and field staff, government agency personnel, project funders, community MDGS champions, and green-business personnel.

Each application is assigned three reviewers who independently conduct a thorough assessment of the documentation to decide whether the school was successful in meeting the three Maryland Green School criteria and objectives. If the review panel has any questions about the application, the panel may conduct a site visit or an interview.

Schools will be notified of their status via the Contact Person listed on the application cover sheet by the end of April.

A recognition ceremony for recipients of the award will be held in late May/early June 2010. Each school's successful application will be returned at that time. The date for the celebration will be announced, and posted on www.maeoe.org in late December of 2009



Maryland Association for Environmental and Outdoor Education
Maryland Green School Application 2010

PART I: Cover Sheet

School Name: _____

School Address: _____

School System: _____

Name of Contact Person:	Email:
School Phone:	Home Phone of Point of Contact:
Name of Principal:	Fax:
Principal's Email:	School Website Address:

I have reviewed the information in this application and certify that to the best of my knowledge it is accurate. Yes No

MAEOE has permission to use our photographs for promotional purposes. We understand that MAEOE will not identify any individual student. Yes No

I understand that, while not required for certification, if a CD of photos is not included with the application, the school's ability to be recognized in the ceremony will be limited. Yes No

 Principal's signature

 Date

Award Nominations Committee must be involved in the preparation of the application. The committee should include, but is not limited to a student, teacher, administrator, parent, community partner, and facility person.

POSITION	NAME	EMAIL
Student		
Teacher		
Administrator		
Parent		
Community Partner		
Maintenance Personnel		

PART II: SUMMARY

Section A. One-page summary

Provide a concise and coherent "snapshot" that describes how your school is representative of a Maryland Green School. Summarize your strengths and accomplishments. Focus on what makes your school worthy of the title, Maryland Green School. Highlight accomplishments for each requirement using the three objectives of a MD Green School as a guide. Be sure to note if students were actively involved in preparing the application.

The Summary section provides the review panel with an introduction to your MD Green School activities and will be used for public information if your school receives the distinction of a Maryland Green School Award. This information will be shared with other recognized schools, candidates for next year, and the press. It should be written as a stand-alone section.

Section B. Top-Five List

Your application is a compilation of wonderful activities, projects, and experiences. All of them are important. All of them are part of your unique Maryland Green School journey. They may find themselves woven into other journeys. Schools seeking to become Maryland Green Schools, or those in the process of recertification, are always on the look-out for inspiration. During the ceremony it is customary to highlight accomplishments and valuable partnerships. Following the ceremony, these accomplishments are posted on the MAEOE website as a guide for others. Please include a list of your school's proudest accomplishments. NOTE: Without the list, MAEOE's ability to honor the school during the ceremony will be limited.

PART III: FULFILLING THE REQUIREMENTS

Objective 1 - Curriculum and instruction

The school has developed a philosophy and approach to implement curriculum and instruction that uses the environment as an integral part of the school's instructional program. The Maryland Green School review panel is interested in how your school involves students in environmental issue instruction beyond what is required by your curriculum. Ties to the Meaningful Watershed Educational Experience as outlined in the *Chesapeake 2000* agreement are encouraged.

Your school must demonstrate that it meets ALL 3 of the following criteria for Objective 1

Environmental Issue Instruction

Students have opportunities at all grade levels and across disciplines to learn about, study, and address environmental issues in the classroom, on the school site, and/or in the local and regional community. MAEOE recommends student experiences that are investigative, are an integral part of the instructional program, and are part of a sustained activity.

Professional Development

Members of the school staff are involved in professional development or other training activities that enhance environmental awareness, literacy, knowledge, skills, and/or related instructional strategies.

Celebration

The school recognizes and celebrates student and staff achievement in the implementation of environmental best management practices in the operation, design, and maintenance of the school building and grounds and in developing active partnerships with the community. The school serves as a model in which these experiences are shared beyond the classroom and with the community.

Objective 2 - Operation, design and maintenance of school building and grounds

Environmental best management practices (BMPs) are modeled in the operation, design, and maintenance of the school building and grounds - the school models what it teaches. Some examples are provided below, however there are many additional ways to address these requirements.

Your school must demonstrate that it meets 4 of 7 of the following criteria for Objective 2

Water Conservation and/or Water Pollution Prevention

The school and/or students practice water conservation and/or water pollution prevention. Examples include “Bay starts here” stickers on faucets, rain gardens, erosion control measures and storm drain stenciling.

Energy Conservation

The school and/or students practice energy conservation. Examples include reminders to turn off the lights, calculating your school’s carbon footprint and finding ways to reduce that footprint, and conducting an energy audit, tracking and reporting energy savings.

Solid Waste Reduction

The school and/or students practice solid waste reduction, reuse, and/or recycling. Examples are collecting cell phones and ink cartridges for recycling, reducing how much printing the school does, sponsoring a “no waste lunch” day or week, and tracking and reporting number of pounds of waste reduced or recycled.

Habitat Restoration

The school and/or students design/enhance, implement, and maintain natural habitat restoration areas on the school grounds or in the community. Examples are native plant gardens, butterfly gardens, wetlands, raingardens, and meadows.

Building Structures for Learning about the Environment

The school and/or students design or implement structures or sustainable green building components that enhance environmental learning or improve habitat. Examples are bluebird houses, trails, signage on gardens and trails, pervious walkways, viewing blinds, green roofs, composting toilets or outdoor classrooms.

Responsible Transportation

The school and/or students promote and provide responsible transportation options. Examples are carpooling, no-idle zones walking, biking, use of public transportation, and the use of rain gardens, pervious pavement and curb cuts for stormwater runoff.

Objective 3 - School community

The school and students extend their learning into the community through a variety of projects and activities that address local environmental issues.

Your school must demonstrate that it meets 1 of 2 of the following criteria for Objective 3

Community partners in the local community

The school encourages and supports student, staff, and community partnerships that raise awareness and address environmental issues in the local community.

Community Partners at the school

Community partners encourage and support students and staff to develop and implement solutions to environmental issues at the school.

For More Information:

WWW.MAEOE.ORG