



Guidelines and Instructions - 2010

ELIGIBILITY AND APPLICATION INFORMATION

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

<p>Part I. Cover Sheet* Part II. MD Green Center Summary Part III. Description and Documentation of Maryland Green Center requirements</p>

** NOTE: The person listed on the cover page as the contact for that center will be the one contacted about status, site visits, ceremony plan, or any questions concerning your application.*

4. Applications **MUST BE RECEIVED by April 1, 2010.** Please allow time for delivery.
5. Delivery Methods:
 - 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
 - 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 or 410-887-4488
Charles County:	Paula Batzer: pbatzer@ccboe.com
Upper Eastern Shore:	Carol Thompson: carolthompson@hotmail.com or 410-827-7614
Mid-Shore:	Sarah Toman: dir.educate@wetland.org or 410-745-9620
Lower Shore:	Kim Check: kacheck@salisbury.org
Frederick County:	April Wells: April.Wells@fcps.org
Garrett County:	Bruce Taliaferro: btaliaferro@ga.k12.md.us
Montgomery County:	Dave Honchalk: hayduke2@verizon.net
Washington County:	Becky Beecroft: beecroeb@wcooe.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 center has built upon, strengthened and expanded its environmental education efforts that contributed to its Maryland Green Center status. To be considered for review, your application package must contain all of the following information:

Part I - Cover Sheet

The Center Cover Sheet must be completed and **signed by the Director**. The names of the required members of the nomination committee must be included.

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

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

Part III -Documentation of Required Criteria

Your center must demonstrate that it has met the required criteria for each of the three Maryland Green Center objectives. Your application will not be reviewed if the application does not describe and document the minimum requirements.

The objectives and criterion for Maryland Green Center Recertification include the following:

Support of Area Schools in Obtaining MDGS Status	Best Management Practices	Community Outreach
<ul style="list-style-type: none">• Professional Development• Student Programs• Project Funding Assistance• Materials/Tools/Resources• Other	<ul style="list-style-type: none">• Water Conservation/Pollution Prevention• Energy Conservation• Waste Reduction• Habitat Restoration• Structures for Environmental Learning• Responsible Transportation• Healthy Center Environment	<ul style="list-style-type: none">• Programs extend into the community• Community Partnerships• Other

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

- A written, one page description for each criterion that details how your center has accomplished that criterion. MAEOE prefers a list that is numbered and keyed to the documentation.
- Supporting documentation to verify individual activities within each main criterion have been accomplished.
- Optional – BMP Data Sheet

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 center, 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 Maryland Green Center
 - List of five (5) proudest accomplishments
 - Noted if students were involved in preparing the application
- Maximum 1-Page Description and Proper Documentation for:
- Objective 1 – Support of MDGS
 - Objective 2 - Operation and Design
 - Objective 3 - 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 written description

Documentation best exemplifies how your center meets each criterion.

- Documents may include, but are not limited to photographs, student/teacher work, data, program or meeting agendas, certificates, specific lesson plans, calendars, maps, blue prints, and newspaper articles.
- Documents quantify as best as possible 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 two years of efforts in your center: September 2008 through June 2010

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.

Notification 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 center'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 Green School Application 2010

PART I: Cover Sheet

Center Name: _____

Center Address: _____

School System if Applicable: _____

Name of Contact Person:	Email:
Center Phone:	Home Phone of Point of Contact:
Name of Director:	Fax:
Principal's Email:	Center 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. Yes No

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

Director'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		
Educator		
Administrator		
Community Partner		
Facility Personnel		
Teacher		

PART II: SUMMARY

Section A. One-page summary

This summary should provide a concise and coherent "snapshot" of your environmental education center, outdoor school or nature center that describes how it is representative of a Maryland Green Center. Focus on how your center supports schools in becoming Maryland Green Schools. Summarize how the building and landscape design and/or maintenance is representative of a Maryland Green Center and how your center supports environmental and outdoor education in the community.

The Summary section provides the review panel with an introduction to your MD Green Center activities and will be used for public information if your school receives the distinction of a Maryland Green Center Award. This information will be shared with other recognized centers/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 Center journey. During the ceremony it is customary to highlight accomplishments. Following the ceremony, these accomplishments are posted on the MAEOE website as a guide for others. Please include a list of your center'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

Provide a brief description (**maximum of one page**) of the schools in your area that you have supported in their pursuit of Maryland Green School recognition. This can include, but is not limited to: providing professional development to teachers, help with funding and/or grant writing, outreach to students, materials, tools, environmental issue instruction and direct assistance during implementation of activities. **Document** how you have assisted those schools. Documentation can include photos, meeting agendas, work schedules, workshop notes and letters to schools. Ties to the Meaningful Watershed Educational Experience as outlined in the *Chesapeake 2000* agreement are encouraged.

Objective 2 - Operation, design and maintenance of Center Buildings and Grounds

Environmental best management practices (BMPs) are modeled in the operation, design, and maintenance of the center building and grounds - the center models what it teaches, and offers schools examples for implementation. Some examples are provided below; however there are many additional ways to address these requirements. Maximum of one page per BMP for description. Documentation is not part of the summary description.

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

Water Conservation and/or Water Pollution Prevention

The center practices 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 center practices 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 center practices 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 center designs/enhances, implements, and maintains 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 center designs or implements 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 center promotes and provides 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.

Healthy Center Environment

The center buildings and grounds are managed and maintained to ensure that all students/ staff enjoy the benefits of clean air/ water, and a healthy learning environment. Examples are the safe use of chemicals, an Integrated Pest Management plan, indoor air quality and the purchase of environmentally friendly products.

Objective 3 - School community

DESCRIBE (**MAXIMUM OF ONE PAGE**) HOW YOUR CENTER EXTENDS LEARNING INTO THE COMMUNITY THROUGH A VARIETY OF PROJECTS AND PROGRAMS THAT ADDRESS LOCAL ENVIRONMENTAL ISSUES. BE SURE TO IDENTIFY PARTNERS AND HOW THEY INTERACT WITH CENTER STAFF. **DOCUMENT** THE ACTIVITIES YOU DESCRIBE BY INCLUDING WORKSHOP AGENDAS, SPEAKER PROGRAMS, MEETING NOTES, PHOTOGRAPHS, ETC.

For More Information:

WWW.MAEOE.ORG