**2018-2019 Maryland Green Centers**

**Application Instructions and Cover Sheet**

# The application period for this year covers actions from September 2017 to June 2019. Recertifying centers may include information and documentation for activities that have occurred in the last four (4) years from September 2015 – June 2019.

Please refer to the Maryland Green Center Program Guide and MAEOE website for detailed guidelines and instructions for the program.

Send online or electronic applications to applications@maeoe.org. Compact discs or flash drives can be mailed to: MAEOE, 10015 Old Columbia Rd, Columbia, MD 21046. For electronic applications, all pieces of the application can be attached to the same email, if possible, so information does not get lost or overlooked. Application deadline is by **March 18, 2019**.

\*\*Please Note: The Application’s Cover Sheet (included below) should be a separate attachment/file from the main application.

If you need assistance with a drop off option, contact greenschools@maeoe.org to make possible arrangements.

*As part of our annual Youth Summit, we want to display “From Inspiration to Action” themed poems and posters of things you are doing at your sites. Please submit these with your application or mail separately to the MAEOE office*.

Save the Date: Maryland Green Schools Youth Summit

May 30, 2019

9 am – 1 pm

Sandy Point State Park

Registration will be announced

on the MAEOE website in spring!

Maryland Green Center Application 2018-2019 Cover Sheet

|  |  |
| --- | --- |
| New Green Center:\_\_\_\_ 1st Recertification:\_\_\_\_ 2nd Recertification:\_\_\_\_ 3rd recertification:\_\_\_\_  Format of Application: Power Point via USB \_\_\_\_\_\_\_ Google Doc\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website (List URL here)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Center Name: | |
| Center Address: | |
| County/District: | |
| # of Staff:\_\_\_\_ # of Students who come to center:\_\_\_\_ Part of School System? (Y/N):\_\_\_\_\_\_ | |
| Name of Contact Person: | Email: |
| Center Phone: | Home Phone of Point of Contact: |
| Name of Director: | \*Fax: |
| Director’s Email: | Center Website: |

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

Director’s signature Date

A Committee must be involved in the learning and actions undertaken for the Maryland Green Center Award. The committee should include, but is not limited to, staff and a community partner. (*To add additional lines to the table in WORD, position the cursor in the last cell on the bottom right and click the Tab Key.)*

|  |  |  |
| --- | --- | --- |
| POSITION | NAME | Email |
| \*Student |  | XXXXXXXXXXXXXXXXXXX |
| Staff |  |  |
| Staff |  |  |
| Community Partner |  |  |
| \*Volunteer |  |  |
| \*Board Member |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

All sections of the cover sheet are required unless denoted by an asterisk (\*)