

2023-2024 Green School Online Portal Guide



The purpose of this guide is to show you how to fill out and submit your MDGS application through our new online portal. This is the **ONLY** way to submit applications– we are not accepting any other formats.

To help you understand the application process and requirements, please view the 2023-2024 Application Guide, available [HERE](#)- the Application Guide goes into depth for what is required in the application. The portal guide focuses on how to complete the application.

Important Dates:

- Intent to Apply Due: December 15, 2023
- Preliminary Review Sessions: February 2024
- Submission Dates:
 - Early Submission (applications 2-5 only): December 15, 2023
 - Final Date for Submission: March 1, 2024
- Announcements: On or around Earth Day
- Youth Summit at Sandy Point State Park: Thursday, May 30, 2024

NEW! Rolling Application Submissions RECERTIFYING SCHOOLS (Applications 2-5) ONLY: Green School applications can be submitted on a rolling basis from December 15, 2023 - March 1, 2024. March 1, 2024. Schools must meet the following criteria to be eligible for early submission:

- The school must be a recertifying school. New schools are not eligible.
- Future actions (e.g. Earth Day Celebration in April) will be capped at two events/actions and require a letter or note from a school administrator stating the action is planned and will be executed.
- The application must show instruction and actions from the current school year.
- Early announcements will not be made. Schools successfully completing the application will be announced on or near Earth Day.

Application Submission: All applications must be submitted by **March 1, 2024** using the online portal: (<https://marylandgreenschools.org>). See the Online Application Portal Guide for in-depth directions.

Questions? Email applications@maeoe.org.

Contents

You can click on the name of the section you wish to view to be directed immediately to that page.

Introduction	3
Getting Started	4
Accessing the Portal and Resources	4
Tips to Use the Portal	5
Troubleshooting	6
Creating an Account	7
Signing Into Your Account	7
Your Account Dashboard	8
Adding User Accounts	9
Completing the Green School Application	10
Application Checklist	11
Starting Your Application	12
Paying the Intent to Apply Fee	13
School Survey	14
Q 1.2- Legal Permissions	14
Q 1.3- Committee/ Green Team	14
Q 1.4- Top 5 Accomplishments	15
Q 1.5- Goals (Applications 4, 5 and beyond <i>ONLY</i>)	16
Q 2- School Metrics Survey	17
Objective 1: Systemic Sustainability	18
1.1- Curriculum and Instruction	18
1.2- Professional Development	19
1.3- Sustainable Schools	20
1.4- Celebration	21
Objective 2: Student Driven Sustainability Practices	22
Objective 3: Community Partnerships, Awards and Special Recognition	23
Submitting the Application	24
Submitting Your Application	24
What Happens After I Submit the Application?	25
Accessing, Viewing and Sharing Your Application	26
Contact Information	27

Introduction

The Maryland Association for Environmental and Outdoor Education (MAEOE) is a non-profit organization that has been in existence since 1985. MAEOE encourages, engages, and empowers the community to understand, responsibly use and promote the natural world.

The MAEOE Maryland Green School award program began in 1999 and allows a school to demonstrate that by integrating hands-on, inquiry-based instruction, youth are empowered to practice environmental sustainability. At school, home, and in their communities, schools are reducing pollution, decreasing waste, increasing habitat, limiting carbon emissions, creating healthy learning, living environments, and supporting environmental literacy. The program is designed to highlight achievements and progress that schools are making towards environmental sustainability, aligned with the Maryland Environmental Literacy graduation requirement as set forth in [COMAR 13A.04.17.01](#) and the [Environmental Literacy Goal](#) established in the [Chesapeake Bay Agreement](#). By providing environmental education, Maryland teachers and partners enable students to make decisions and take actions that create and maintain a positive relationship between themselves and the environment. Maryland's students, teachers, families, and those who work at the schools are all involved in the preservation and protection of the state's unique natural resources, particularly those of the Chesapeake Bay and its watershed. [Find more information about Environmental Literacy here.](#)

Keep in mind that multiple parts of your application connect with Maryland College and Career Ready Standards including:

- NGSS (Next Generation Science Standards) curriculum
- Maryland Content Standards
- C3 curriculum
- STEAM curriculum (Science Technology Engineering Arts and Math)
- Pressing environmental issues including climate change, decreasing biodiversity, nitrogen cycle, aquifer depletion, endangered species, habitat loss and other issues
- [Meaningful Watershed Educational Experience](#)
- [Chesapeake Bay Backpack Resources](#)

Getting Started

This section covers information about creating an account for your school and starting an application:

- Accessing the Portal and Resources
- Tips to Use the Portal
- Troubleshooting
- Creating an Account
- Signing Into Your Account
- Your Account Dashboard
- Adding User Accounts

Accessing the Portal and Portal Resources

The portal can be accessed through the MAEOE website, or by going to marylandgreenschools.org/. The purpose of the online portal is to streamline the Green Schools application process, and provides information regarding the Maryland Green Schools Program, MAEOE News and Grant Opportunities.



Tips to Use the Portal

All information for the application will be submitted to MAEOE using the portal. For each section, the specific information and requirements are given.

Considerations when using the online portal

Unlike Google or Microsoft products, the online portal does not have the capability for multiple users to work on the same field (i.e. text boxes) at the same time, nor can the users view “version history”. To avoid problems with filling out the application, we suggest:

- **Split the workload:** Assign different people different sections of the applications to complete. This prevents any work in one field being overridden and saves work correctly.
- **Make sure you click out of the field before exiting:** The portal saves work automatically when you click outside of any field.
- **Adding and deleting information.** When applicable, there will be options to provide additional data or delete data.



Click the green plus to provide additional data.



Click the trashcan to delete additional data provided.

Note: deleted data cannot be recovered. Do not click unless absolutely certain you want to delete that data..

*You can undo (Ctrl-Z) deleting text from a field when typing.

Other Portal Tools



Some sections of the portal have a question mark symbol. Click to see examples and documentation ideas that count toward that section.

Uploading Documentation

In the portal, documentation is referred to as “materials”. You must add at least one material to support statements, where applicable. Include the date and a caption describing the material you uploaded.

PLEASE ONLY UPLOAD DOCUMENTS AS A PDF. Any Word documents, PowerPoints, photos, etc., should be converted to PDF format. Links that are viewable to anyone are also acceptable.

Material * ← 1. Click “Upload One or More Files”

Drop files here, browse files or import from: ← 2. Follow the instructions to upload the material.

Upload one or more files
PNG, JPG, PDF up to 10MB

My Device Google Drive Dropbox Facebook OneDrive

Zoom Link

All School Know teacher survey

Date	Filesize	Extension
03/10/2022	37.19 KB	PNG

Privacy
 Can be publicly displayed ← You can opt-in to have uploaded materials be publicly displayed on the application website.

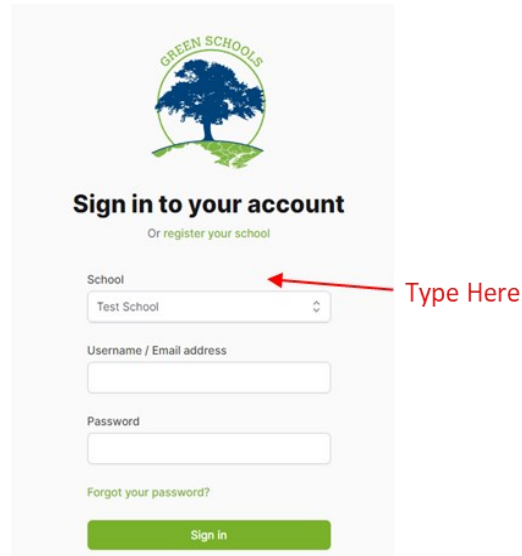
Description
Add a description to this file. ← Provide a description of the supporting material.

Preview Remove

“I am having trouble with the portal.” What to do if...

I cannot login to my account.

Make sure the name of your school appears on the login page. Click on the text box that says “School” and begin typing the name of your school. Click on your school name and continue to sign in with your email and password.



Sign in to your account
Or register your school

School
Test School

Username / Email address

Password

Forgot your password?

Sign in

The work I have done is not saving.

- Make sure you click out of the text boxes before moving to the next section.
- Make sure more than one user is not filling out the same section at the same time.
- Log out of your account when you are finished working on your application.
- Clear the cache on your browser.

Creating an Account for Your School

1. Click “New School” on the home page

2. Complete the School Information section

The “About your School” section needs to be filled out before you submit your application but does not need to be completed with creating the school account.

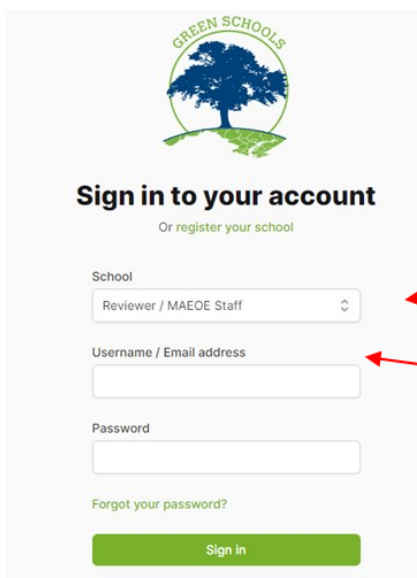
3. Create the Administrator Account

The administrator account is the person who is creating the account, or has control of the account. This is not necessarily the principal or assistant principal. The account administrator, also called account manager, can make accounts for other people working on the application (see page 9).

4. Fill out the School Statistics

- *Like the “About your School” section, the number of teachers, students and other school personnel can be updated later. This needs to be completed before submitting your application.*
- *If you are unsure which application you are submitting, you can look at the Current Green Schools list on the MAEOE website [HERE](#). Find the name of your school and look at the dates of previous certification. Add one to the total number of dates to find the application number. To find the next certification year, when you are submitting your next application, add four years to the last date listed.*

Signing Into Your Account



1. Type in the name of your school

2. Sign-in using your username and password*

* If you are the account administrator, this is the username and password you created when you made the account. If your account was created for you by the account administrator, you will use the username and password they provide to you.

Your Account Dashboard

This is the dashboard for the school account. Think of it like the "home page" for your school's account. You are able to navigate to all sections of the school account from here.

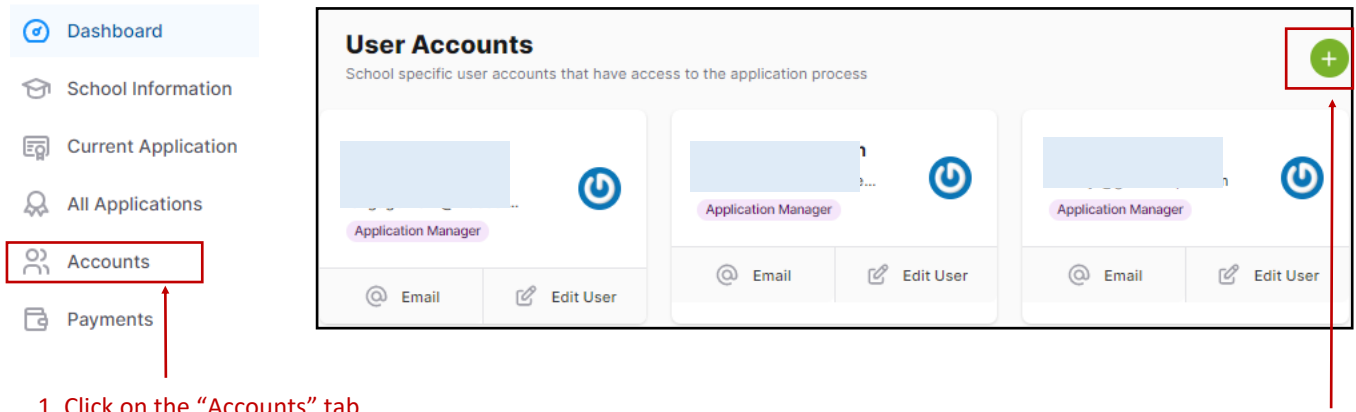
The screenshot shows the 'Test School' dashboard for the 2022-2023 Green School Application Process. The top navigation bar includes 'Getting Started', 'Youth Summit', 'News', and 'FAQ'. The main content area is divided into a left sidebar, a central profile section, and a right-hand 'Applications' section. Red callout boxes with arrows point to various elements: 'Update School Info' points to the 'School Information' link in the sidebar; 'Work on Current Application' points to the 'Current Application' link; 'View User Accounts' points to the 'Accounts' link; 'View payments for ITA' points to the 'Payments' link; 'Pay Intent to Apply (ITA)' points to the 'Pay Now' button; and 'Progress on Current Application' points to the 'Current Application' card in the Applications section. The central profile section displays school information for 'Test School' in Baltimore City, including an address, phone number (123-456-7890), and website (www.testschool.org). The Applications section shows a 'Current Application' that is 'Active' with an 80% progress bar, last modified 1 day ago, and a 'View All Applications' link.

Adding Accounts

If you are the account administrator, you can add additional people to work on the application. The only difference between your account and other accounts is that you can add accounts to the application. An account for your principal **MUST** be created so they can sign the application electronically (see page 14).

To add an account:

The "User Accounts" tab lists all the accounts that have access to the application.



1. Click on the "Accounts" tab

2. Click the "+" to add accounts

User Details

Please provide all the required fields

Avatar <input type="text" value="Drop your files here or click in this area"/>	Full name * <input type="text"/>
Username * <input type="text"/>	Title <input type="text"/>
Email * <input type="text"/>	
Password * <input type="text"/>	

3. Fill in the required information

Access Levels

Select the group/s for this user to determine access
(NOTE: hold ctrl/cmd + click to select multiple groups)

Roles *

- Application Manager
- Principal
- Teacher
- Parent
- Community Partner

4. Select the all the roles that apply

You can create more than one application manager account

Save

Completing the Green School Application

This section covers how to create and fill out the Green Schools application on the portal.

- Application Checklist
- Starting Your Application
- Paying the Intent to Apply Fee
- School Metrics Survey
- Objective 1: Systemic Sustainability
- Objective 2: Student- Driven Sustainability Practices
- Objective 3: Community Partnerships, Awards and Special Recognition

The Green School application is split into four sections: School Survey, Objective 1, Objective 2 and Objective 3. Within the portal, click on the corresponding tab to complete each section.

Instructions to complete each section on described within in this section on the portal (pages 11– 23).

The screenshot shows the 'Green Schools Application' portal. At the top, there are two buttons: 'Payment' and 'Public Site'. Below this, there are four progress indicators for different sections:

Section	Progress
SCHOOL SURVEY MD Green School Metrics Survey	6%
OBJECTIVE 1 Systemic Sustainability	0%
OBJECTIVE 2 Student-Driven Sustainability Practices	0%
OBJECTIVE 3 Community Partnerships, Awards and Special Recognition	0%

Each section has a percentage circle. The portal will measure how much of each section has been completed.

Application Checklist

To be completed the year of your (re)certification on the portal:

School Information:

School Information: contact information, address, county, Title 1 status

About Your School: describe your school's green culture

School Statistics: number of teachers, students and staff

Application Number and Year: application your school is completing, year of submission

Basic information and application number are required at the time the account is created. All other information should be completed before submitting application.

Intent to Apply:

\$75 fee paid by December 15, 2023 on the portal

Payment is ONLY due the December before your application submission.

School Survey

Q 1.2- Legal Permissions

Q 1.3- Committee/ Green Team Members

Q 1.4- Top Five Accomplishments

Q 1.5- Goals (Applications 4, 5 and beyond *ONLY*)

Q 2- School Metrics Survey

Q 3- Other Metrics

Objective 1: Systemic Sustainability

1.1 Curriculum and Instruction

1.2 Professional Development

1.3 Sustainable Schools

1.4 Celebration

Objective 2: Student-Driven Sustainability Practices

Give information of 8 student-driven actions from *three or more* sustainability practice categories.

2.1 Water Conservation/ Pollution Prevention

2.2 Energy Conservation

2.3 Solid Waste Reduction

2.4 Habitat Restoration

2.5 Structures for Environmental Learning

2.6 Responsible Transportation

2.7 Healthy School Environment

2.8 Community/ Citizen Science

Objective 3: Community Partnerships, Awards and Special Recognition

3.1 Community Partnerships

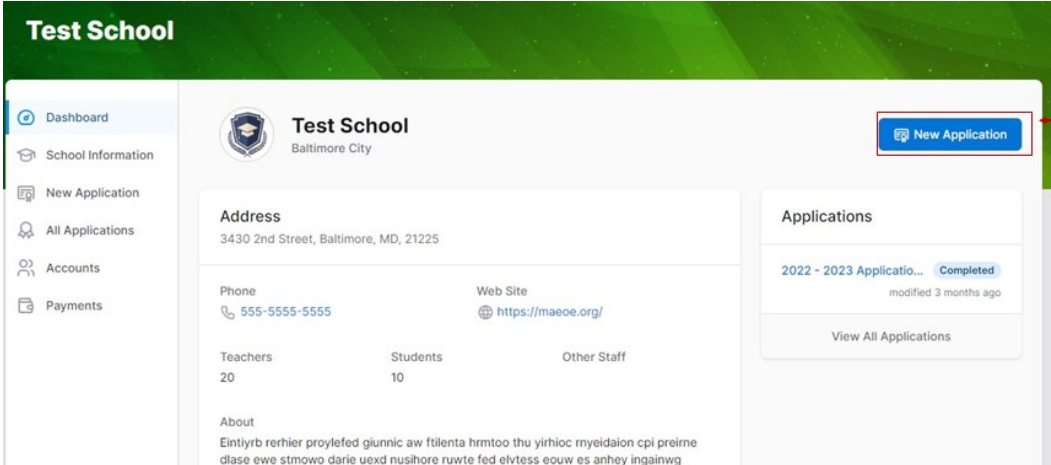
3.2 Awards and Special Recognition (*optional*)

Starting Your Application

All Green School applications will be submitted using the online portal. Each application is saved, and a new application will need to be made for each submission.

Whether you are **submitting an application** on the portal for the **first time** or are **creating another application**, you will need to:

1. Sign into your school account
2. Go to "Dashboard"
3. Click on "New Application" button
4. Read through the instructions and tips, agree to the legal agreements, and click "start application".



The screenshot shows the 'Test School' dashboard. On the left is a navigation menu with options: Dashboard, School Information, New Application, All Applications, Accounts, and Payments. The main content area includes the school logo and name, an 'Address' section (3430 2nd Street, Baltimore, MD, 21225), contact information (Phone: 555-5555-5555, Web Site: https://maeoe.org/), and a table showing 20 Teachers, 10 Students, and Other Staff. An 'Applications' section shows a '2022 - 2023 Applicatio...' with a 'Completed' status and a 'View All Applications' link. A red box highlights the 'New Application' button in the top right, with a red arrow pointing to it from the text 'Click here to create a new application.'

Green Schools Application

Please read these instructions carefully before starting

← Read all the directions

Legal Agreements

Upload and use of material *

I declare I have permission to upload the documents, including photographs for this application. I understand that photographs may be blurred or cropped for inclusion.

Accuracy Statement *

I have reviewed the information in this application and certify that to the best of my knowledge it is accurate.

Photographic Permissions

MAEOE has permission to use all photographs within this application for promotional purposes. MAEOE will not identify any individual student.

Start Application

Read through the legal agreements carefully and check the boxes to agree.

Paying the Intent to Apply

The Intent to Apply (ITA) \$75 fee MUST BE PAID by December 15, 2023 for the March 2024 submission deadline. Use the “Pay Now” button on the Portal Dashboard.

If a check must be used, mail the check payable to MAEOE at P.O. Box 1103 Edgewater, MD 21037.

***IMPORTANT:** If you are not planning on applying in 2024, **DO NOT pay the ITA yet!** Pay the ITA the December before the year you are submitting the application.

The image shows two screenshots. The top screenshot is the 'Test School' portal dashboard. It features a navigation menu on the left with 'Dashboard' and 'School Information'. The main header includes the 'Test School Baltimore City' logo and two buttons: 'Pay Now' (highlighted with a red box) and 'Current Application'. A red arrow points from the 'Pay Now' button to a red box containing the instruction '1. Click “Pay Now”'. The bottom screenshot is the PayPal payment page. It shows the PayPal logo, a cart icon with '\$75.00 USD', and a 'Log In' button. Below this, there are fields for account information and a 'Pay with debit or credit card' section. A red arrow points from the 'Pay Now' button on the dashboard to this PayPal page, which is highlighted with a red box. A second red box contains the instruction '2. Fill out your credit card information on PayPal. The \$75 fee is already in the “cart”.'

Check Payment Status

Once you pay the ITA fee, it should be listed under the “Payments” tab. (please give a few days for the payment to be processed).

If you mailed a check, MAEOE will update this in the portal once the payment is processed.

APPLICATION	DATE	METHOD	STATUS
Current Application	No date provided		Not paid
	10/24/2022	PayPal	Paid

School Survey

This part of the application has two sections. The first section of the School Survey asks about legal permissions and provides information on the school's Green Team members and Top 5 Accomplishments. The second section focuses the school metrics, the data regarding the student-driven practices.

Q 1.2 Legal Permissions

Q.1.2 Legal Permissions

Check off each box giving permission. Photographic Permissions may not be given if the use of photos is not desired.

Before submitting, have the principal electronically sign and date the document. This signature **must** be completed using the principal account.

Q.1.2 Permissions

Upload and use of material *
I declare I have permission to upload the documents, including photographs for this application. I understand that photographs may be blurred or cropped for inclusion.

Accuracy Statement *
I have reviewed the information in this application and certify that to the best of my knowledge it is accurate.

Photographic Permissions *
MAEOE has permission to use all photographs within this application for promotional purposes. MAEOE will not identify any individual student.

Principal's Signature *

Date *


You can opt-in to give MAEOE permission to use photographs in this application for promotions if you wish.

Q 1.3 Committee/ Green Team Members

Q.1.3 Committee / Green Team

List each member of the Committee/ Green Team that helped with this process.

Q.1.3.1 Team Members


No records
Get started by creating a new record.

Click "New Record"
Fill out information for each team member.

Q.1.3.1 Team Members


Choose name

Fullname *

Email *

Position *

Q.1.3.2 Team Members (Students)


No records
Get started by creating a new record.

If students assisted in the Green Schools application process, include their names.

Q 1.4 Top 5 Accomplishments

Q.1.4 Top 5 Accomplishments

This section lists your school's:

- Top 5 Accomplishments
- Assistance in completing any parts of the application or application process
- How you were assisted

Q.1.4 Top 5 Accomplishments

Top 5 Accomplishments *

1. Connecting all students to the environment through sustained partnerships with Chesapeake Bay Foundation, Annapolis Maritime Museum, and Maryland Park Service
2. Habitat restoration (pollinator and unity gardens)
3. Commitment to continued solid waste reduction
4. Environmental integration to school wellness event Renew You
5. Regular advisory class lessons

← Top 5 Accomplishment example

Use **one sentence** or a phrase for each accomplishment. This will NOT be scored when reviewing your application, but it is required and does give the reviewers an indication of what is important to the school/center. Your Top 5 are shared at the MD Green Schools Youth Summit.

From whom have you had assistance? *

- Green Leader
- Green Center
- N/A

Check all that apply

Green Leader / Green Center *

Green Center - Arlington Echo

← Give name of Green Leader/ Green Center that provided assistance.

If you did not receive assistance, click "N/A" above and type "none" in the text box.

If you answered the previous question please list the name of your Green Leader or Green Center. If you answered No, please enter N/A.

What type of help did you get from the Green Leader or Green Center? *

- Introduced the Program at a Staff Meeting
- Helped Review the Application
- Provided Professional Development for teachers at the School
- Helped the students with a Sustainable Practice (eg. planted trees, set-up a rain garden, painted storm drains)
- Provide Resources (materials like compost bins, shovels, etc.)
- Answered any questions you might have had
- Other (please specify)

← Check all that apply.

If you did not receive assistance, click "N/A" above and type "none" in the text box.

Specify Other

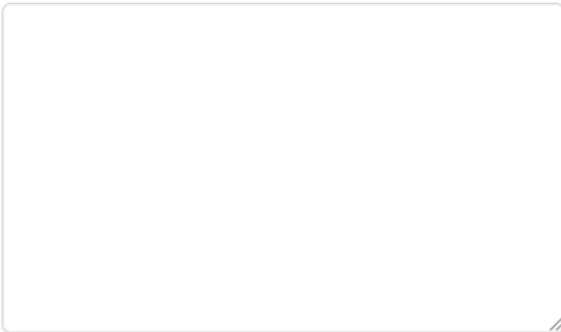
Q 1.5- Goals (Applications 4, 5 and Beyond ONLY)

All schools completing a Sustainable application (Applications 4 and beyond), must set goals for their school. These goals are set for 4 years, 8 years and 12 years in the future. Schools completing application 5 or beyond also need to reflect on previous goals as well.

Application 4 Set Your Goals

Q.1.5 Set Your Goals

Write goals for the next 4, 8, and 12 years. *

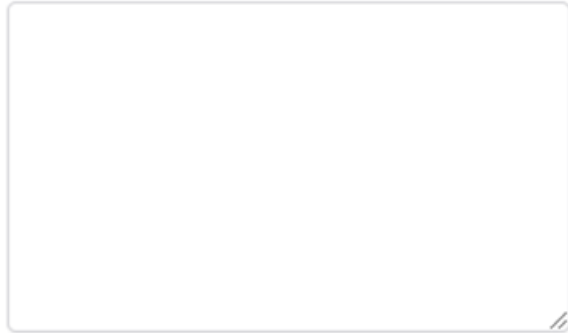


Example: In 4 years, we would like to expand our composting from simple classroom to a school wide daily lunch activity. We hope to get composting bins for each grade level to use after breakfast, lunch, and classroom snacks/celebrations. The compost will be used for our vegetable and flower gardens.

Application 5 and Beyond Reflection and Setting New Goals

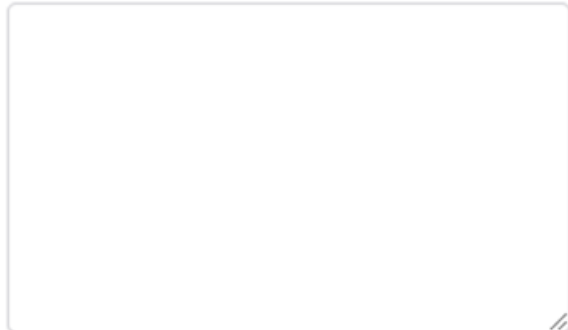
Q.1.5 Set Your Goals

Look at your goals from the last application and reflect on them *



Example: During the last several years, the school was able to maintain composting in the classroom, but adding a lunch composting program has been a challenge. Currently, the school is working with the city of Laurel to pick up compost on a weekly basis to take to the compost facility in Upper Marlboro. We hope this begining in the near future.pper Marlboro. We hope this begining in the near future.

Set New Goals (for the next 4, 8, and 12 years) *



Example: In the next four years, we would like to expand our composting from classroom composting to a school wide daily lunch activity. In eight years, we hope the composting continues and we are using the compost in community gardens. In twelve years, we hope the composting is a sustainable program that has carried into the community.

Q 2- School Metrics Survey

The metrics survey provides data regarding the eight sustainability practices listed under Objective 2:

1. Water Conservation/ Pollution Prevention
2. Energy Conservation
3. Solid Waste Reduction
4. Habitat Restoration
5. Structures for Environmental Learning
6. Responsible Transportation
7. Healthy School Environment
8. Community/Citizen Science

For each practice, you will need to share whether or not any actions toward this practice occurred and provide data regarding each practice. This data can come from School-Wide Behavior Change (Objective 1.3), Student– Driven Sustainability Practices (Objective 2), or projects done at a Green Center. For fields, that you did not do, enter 0.

Some of the metrics ask for information regarding amount of water saved, electricity saved, food waste reduction, etc. The facilities person at your school should be able to provide some of the data.

Example Metrics Section

Q.2.1 Water Conservation / Pollution Prevention

Did you implement strategies to reduce water use in your school? * ← In this example, strategies to reduce water use were used.

Yes No

If possible, quantify how much water you save in one year (gallons) * ← We were not able to quantify, so we wrote "0".

0

Cumulative Practices on the School Grounds (over the application period) ← If the practice was done, write how much for each practice. If the practice was not done, write "0".

Stream Bank Planting (Riparian Buffer) (sq ft) *

0

Erosion Control Project other than Stream Bank Planting - Describe in comment box (sq ft) *

50

Painted Storm Drains (#) *

5

Raingarden/bioretenion area planted (sq ft) *

20

No-mow zone installed (sq ft) *

0

Rain barrels installed (gallons) *

250

Stream Cleaning- Length of Stream Cleaned (ft) *

75

Water Conservation: Other and Comments *

← Describe any additional actions, and give details for the actions completed.

Large bioswale between parking lots was installed prior to original green school cert. It has been maintained and plant life has grown and absorbs more storm water. Storm drain art helps reduce SDW in storm water. New plantings around 3 drains aim to absorb and filter storm water

Objective 1: Systemic Sustainability

1.1 Curriculum and Instruction: Environmental Issue Instruction

Demonstrate that outdoor, environment-based instruction is occurring through hands-on, authentic lessons on environmental issues.

ES/MS: Provide at least one example of environmental issue instruction per grade level

HS: Provide at least one example of environmental issue instruction in a least four subject areas

You will need to add a grade for each activity.



Click the green plus to create new activity
A new activity should be made for each grade (elementary or middle school) or subject (high school).

For each activity, you will need to include:

Grades *

- Pre-K
- Kindergarten
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Grade 9
- Grade 10
- Grade 11
- Grade 12
- Other (e.g., course/clubs/subject area)

Check all grade levels that apply.

Other Grades

High Schools: Please include the subject (i.e., biology, Spanish, chemistry) in "Other Grades" section.

Date *

Approximate date activity occurred.

Lesson / Activity *

Name of activity.

Teacher Name *

Name of all teachers (if it is an activity taught by all in a grade level, include all teachers in the grade).

Students Count *

Number of students (if this is an activity taught for whole grade, include all students in that grade).

Number of students participating in the activity

Description *

Describe purpose of learning activity, and how it relates to environmental issue instruction.

Brief description of the Lesson / Activity.

Material *

Upload one or more files
PNG, JPG, PDF up to 10MB

Upload supporting materials.

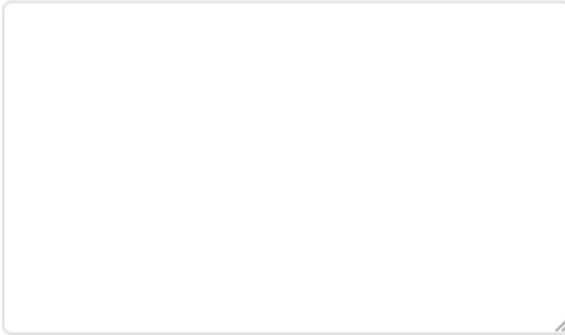
1.2- Professional Development

1.2.1 School-Wide Awareness of Green School Certification

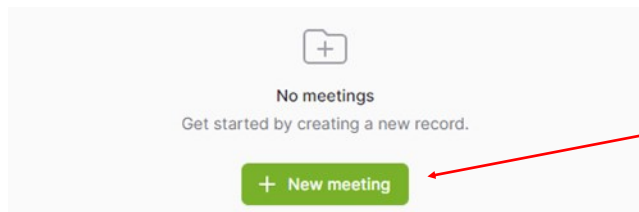
All staff are aware of the Green Schools application process.

Summary: Describe how awareness of the Green School process was promoted.

Summary *



Provide examples of how Green School process was promoted by creating a new meeting record.



Click to add a meeting record.

For each meeting record, you will need to include:

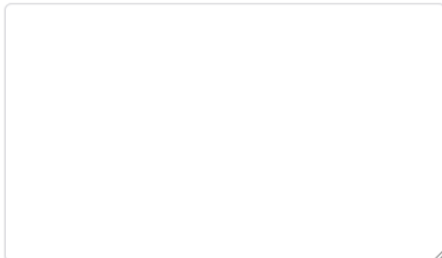
1. Date of meeting
2. Number of staff in attendance
3. Description of meeting
4. Supporting materials

1.2.2 Environmental Education Professional Development

At least 10% of teachers have participated in environmental education PD.

Summary: Brief overview of PD attended by teachers.

Summary *



Type total number of teachers who participated in PD.

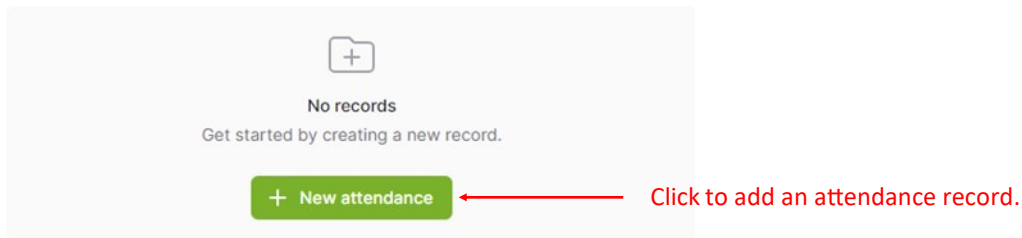
Staff Engagement *

0



Total number of teachers (from school information). Calculated percentage of engagement.

Each teacher needs to have their own attendance record, regardless of how many PD opportunities a teacher has participated in. The number of attendance records needs to match the Staff Engagement number provided.



For each attendance record, you will need to include:

1. Date of PD
2. Name of teacher
3. Description of PD
4. Supporting materials

1.2.3– Additional Professional Development (Optional)

Any PD received earlier than 4 years ago.

Include a description of all additional PD completed by staff.

Each attendance record needs to include the date of PD, name of teacher, description of PD, and supporting materials.

1.3 Sustainable Schools

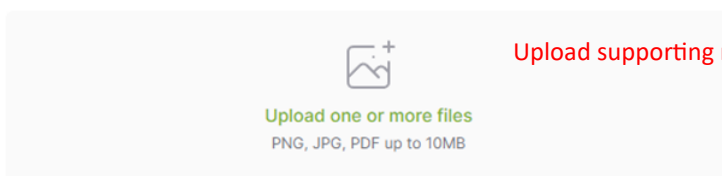
1.3.1 School-Wide Environmental Behavior Change

Demonstrate the non-student driven sustainability practices your school has taken.

Behavior Change *

Describe actions your school has taken to support sustainability.

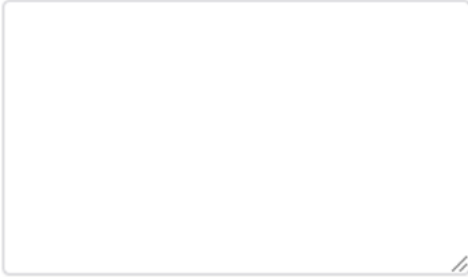
Material *



1.3.2 Systemic Partnership

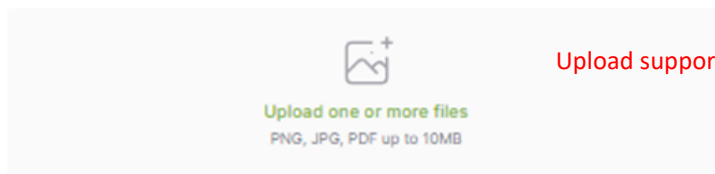
Demonstrate one partnership within the school system that supports an aspect of the Maryland Green School Program.

Introduction *



Describe who the partner is and how they supported an aspect of the Maryland Green Schools program.

Material *

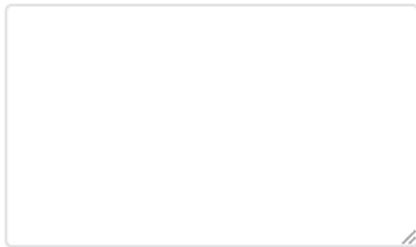


Upload supporting materials.

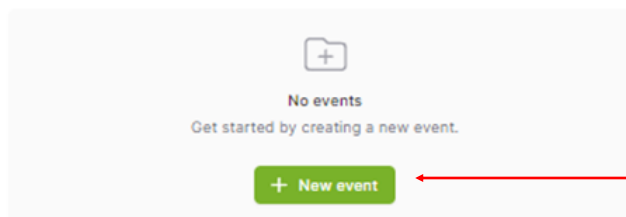
1.4 Celebration

Describe a least one school-wide, annual environmental event.

Introduction *



Provide a short introduction of how your celebrates being green.



Click to add an event.

For each event record, you will need to include:

1. Grades of students participating.
2. Date of event
3. Name of celebration
4. Description of celebration describing how it is a green celebration.
5. Supporting materials

Objective 2: Student Driven Sustainability Practices

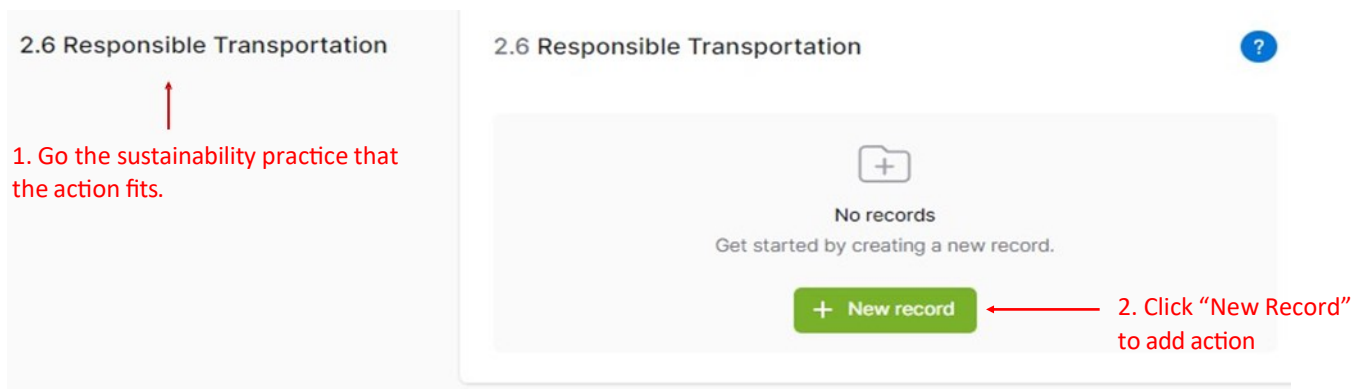
Schools are required to submit information and documentation for actions in **EIGHT** sustainability categories. These actions must be from *three or more practices*.

Each action needs to fit into one of the eight sustainability practice categories:

1. Water Conservation/ Pollution Prevention
2. Energy Conservation
3. Solid Waste Reduction
4. Habitat Restoration
5. Structures of Environmental Learning
6. Responsible Transportation
7. Healthy School Environment
8. Community/ Citizen Science

In the portal, each of the eight sustainability practices is listed. The process to add an action, and what is needed to be included for each action, is the same.

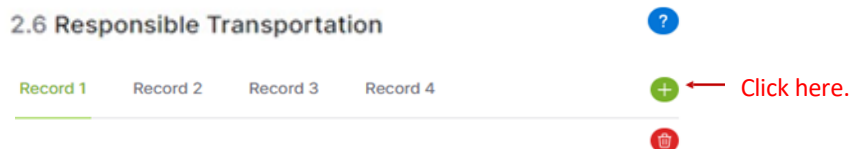
To add an action:



3. For each action, include the following:

1. Date of activity
2. Activity title
3. Description of activity
4. Supporting material

4. To add an action in the same practice, click the plus sign.



*You can see all the actions you have created and toggle between them by clicking on the record number.

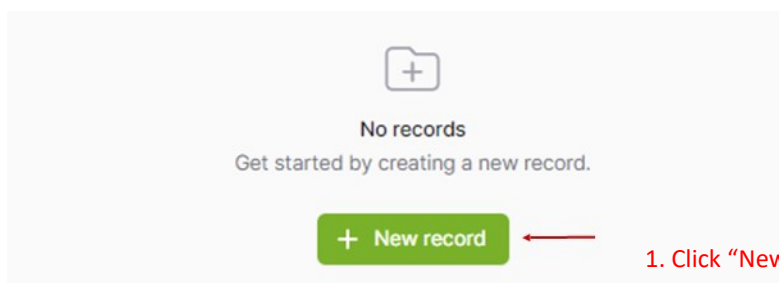
Continue this process until all eight actions are documented.

Objective 3: Community Partnerships, Awards and Special Recognition

3.1 Community Partnerships

3.1.1 School Active in Community

Describe at least one sustained partnership where the school is active in the community.



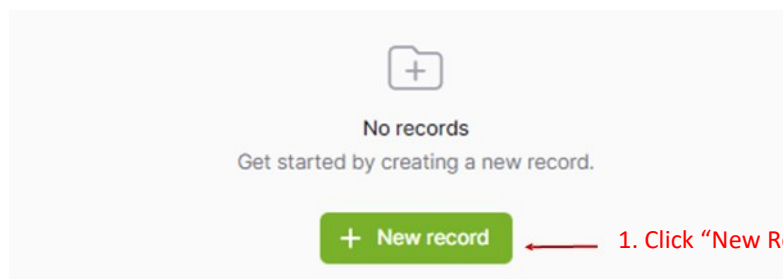
1. Click "New Record"

2. For each event, include the following:

1. Date of event
2. Activity title
3. Description of event and partnership
4. Supporting materials

3.1.2 Community Active in the School

Describe at least one sustained partnership where the partner is active in the school.



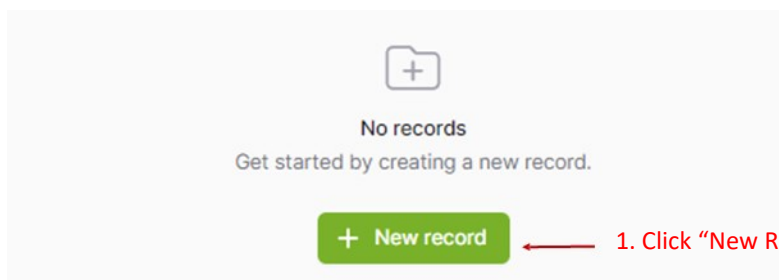
1. Click "New Record"

2. For each event, include the following:

1. Date of event
2. Activity title
3. Description of event and partnership
4. Supporting materials

3.2 Awards and Special Recognition (OPTIONAL)

Include any awards or special recognition that your school or students have received.



1. Click "New Record"

2. For each award, include the following:

1. Award date
2. Award name
3. Description of award
4. Supporting materials

Submitting Your Application

This section covers how to submit the application, and next steps.

- Submitting Your Application
- What Happens After I Submit the Application?
- Accessing, Viewing and Sharing Your Application

Submitting the Application

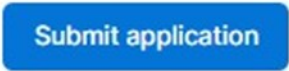
Once you are ready to submit, scroll down to the bottom of any section under the Current Application page.

A blue rectangular button with rounded corners containing the text "Submit application" in white.

← Click "Submit application"

There are 8 failing fields. Review your application and correct or add the missing fields, then try submitting again.

*If there are fields that are not filled out, you will not be able to submit. All fields that are not filled in will be labeled in red.

A blue rectangular button with rounded corners containing the text "Submit application" in white.

Your application is due on March 1, 2024

Make sure ALL sections are completed and you can submit before midnight on March 1!

NEW THIS YEAR: **RECERTIFYING SCHOOLS** are eligible to submit their application during the Application Submission Window: December 15, 2023 through March 1, 2024.

New Schools are eligible to submit within in the application submission window. New Schools should submit their application on March 1, 2024.

What Happens After I Submit the Application?

Once you submit your application, MAEOE will begin its review process. If the reviewers have any questions or concerns regarding your application, they will contact you for clarification for what needs to be updated or corrected. Schools will have the opportunity to re-submit the corrected application.

All approved Green School Applications will be announced on Earth Day, Monday April 22, 2024. School that submit their application within the Application Submission *Window will not* receive their announcement early.

Awarded schools will receive a plaque and plate recognizing the Green School Award, as well as a citation from the governor and a certificate from their county executive.

We celebrate our Green Schools and the wonderful work occurring in Maryland during our annual Youth Summit at Sandy Point State Park in Annapolis, MD. Green Schools will have the opportunity to share their Top 5 Accomplishments and receive their awards at the ceremonies occurring at the Youth Summit.

The MAEOE Youth Summit will occur this year on May 30, 2024.

Accessing, Viewing and Sharing Your Application

The online portal converts the information provided into a website. This website can be accessed at any time while completing the application. This link can be shared with anyone you wish, including school staff and families.

From the Account Dashboard:

Green Schools Application
This form will auto-save your progress

[Pay Now](#) [Public Site](#)

- 91% **SCHOOL SURVEY**
MD Green School Metrics Survey
- 47% **OBJECTIVE 1**
Systemic Sustainability
- 97% **OBJECTIVE 2**
Student-Driven Sustainability Practices
- 89% **OBJECTIVE 3**
Community Partnerships, Awards and Special Recognition

Click "Public Site"

The created website includes the information provided for Objectives 1-3.

Test School
Green Schools Current Application

This is the publicly accessible view for the current MAEOE Green Schools Application.

1 Systemic Sustainability

2 Student-Driven Sustainability Practices

3 Community Partnerships, Awards and Special Recognition

1.2 Professional Development

Each section will follow the same format.

1.2.1 School Wide Awareness of Green School Certification

All staff are aware of the Green School application process. A MAEOE Green Leader or school Green Team leader should present information at all-school staff meeting.

Summary :
test

Date :
Thu, 25 Feb 2021

Staff in Attendance :
71

Description :
Do you utilize any energy conservation practices at school? & Email to whole school information staff about Green School Recertification 11/13/2020

Images :

Documentation materials you uploaded are also included in the website. If you opt-in to display a material publicly when uploading documentation, it is viewable (left image). If you do not opt-in, the image will be blurry (right image).

Contact MAEOE

MAEOE Maryland Green School Contacts:

Questions about the application process, online application and general FAQs:

Multiple MAEOE staff will be checking this email and your questions will get answered quicker if you use this email address.

applications@maeoe.org

Questions about grant funding:

Multiple MAEOE staff will be checking this email and your questions will get answered quicker if you use this email address.

grants@maeoe.org