

NC Green Schools RENEWAL Application for Recognition & Instructions

GOAL: To renew a school's status as a NC Green School. Schools renew every 5 years.

Guidelines for Maintaining and Renewing your Status: A school's recognition is good for the year first recognized (APPLY YEAR) and the 4 years after a school first gets recognized. Then, a school will need to renew its status by submitting a renewal application for that status after the 5th school year (RENEWAL YEAR). Example:

- Your school applies and is recognized for the 2014-15 school year. APPLY YEAR.
- Year 1: 2015-16. Confirm that school maintained activities/ status at end of the year via email. MAINTAIN YEAR.
- Year 2: 2016-17. Same as above. MAINTAIN YEAR.
- Year 3: 2017-18. Same as above. MAINTAIN YEAR.
- Year 4: 2018-19. Same as above. MAINTAIN YEAR.
- Year 5: 2019-20. Renewal Application due at the end of the year. RENEWAL YEAR.

We encourage schools to keep documenting accomplishments and green school goals internally every year. The photos and updates will be very essential for your "RENEWAL APPLICATION."

INSTRUCTIONS FOR RENEWAL APPLICATION

REVIEW your initial application and fill out the RENEWAL APPLICATION FORM below. If you need a copy of your initial application, please request from info@ncgreenschools.org. Make updates in the PDF fill-in form. Consider and report on significant changes or improvements. Attach evidence. Reassess your scores. Put together a Power Point presentation with 5 photos minimum showing your activities in each component area.

SUBMIT the following for your RENEWAL APPLICATION:

1. PDF RENEWAL APPLICATION
Save this fill-in PDF (pgs 2-9) as "**Your School Name_ NC Green Schools RENEWAL Application_ Submission Date**" and include updates in all significant categories:
 - Part A: Cover Sheet
 - Part B: Summary Updates
 - Part C: Narratives Updates & Evidence
 - Part D: Rubric Submission Form Updates
2. Power Point (Part E) **entitled "Your School Name_ NC Green Schools RENEWAL photos"** includes current school photos on green initiatives with **five (or more) current high resolution photos with titles/captions (Minimum: 300KB each; Best if 1KB each)**. Each photo should represent one component of the Green Schools Rubric. These photos will be used for public relations purposes in various media for the Green Schools Recognition Program. Do not include names of students.
3. Your initial NC Green Schools application (optional, we have on file)

NC Green Schools RENEWAL Application Form

PART A: COVER SHEET

School Name: _____ Current School Year: 20__ - __

City: _____ County: _____

Our School is renewing its status as a (check box):

NC Green School of Promise NC Green School of Quality NC Green School of Excellence

Is your school applying to advance a level? Yes No If yes, which level?

NC Green School of Promise NC Green School of Quality NC Green School of Excellence

Name of Lead Teacher/ Green Schools Coordinator: _____

Title: _____

Phone: _____ Email: _____

I have reviewed the information in this application and certify that to the best of my knowledge it is accurate. I have read the image release consent statement below and agree by signing below.

IMAGE RELEASE STATEMENT: *The NC Green Schools Recognition Program has permission to use our photographs for promotional purposes for pamphlets, brochures, newspaper publications, public presentations and on the NC Green Schools website. The images we are submitting have all been checked and we guarantee that the school has attained the proper release for their use. We understand that no students will be identified by name.*

KEY SIGNATURES:

Principal's Name _____ Signature _____ Date _____

Principal's Email _____

Lead Teacher Name _____ Signature _____ Date _____

GREEN TEAM

One of the indicators of a successful ongoing Green School program involves the participation of a **Green Team** consisting of teachers, administrators, students, parents and community members.

Please list all individuals and/or **Green Team** members involved at the school.

Name:

Position/Title:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PART B: SUMMARY OF GREEN SCHOOL HIGHLIGHTS

Please review your initial application and provide any significant updates below. (400 word max) Focus on what your school has accomplished in each of the Green Schools components. Describe what makes your school unique and successful in its efforts to be sustainable.

PART C: NARRATIVE SUMMARY AND DOCUMENTATION

Please review your initial application and address any significant updates below, including changes to green school activities, improvements, ongoing activities, and/or new projects in the 5 components and the associated indicators, listed below. Attach evidence and documentation. Assess your score in each category on the Rubric Submission Form (Part D).

I. Culture and Community: Fill in UPDATES in each indicator section below.

School Philosophy and Culture: Points: ____/4
Professional Development: Points: ____/4
Planning: Points: ____/4
Outreach: Points: ____/4
Community Partnerships: Points: ____/4

II. School Sustainability: Fill in UPDATES in each indicator section below.

Energy: Points: ____/4

Water: Points: ____/4

Solid Waste: Points: ____/4

Transportation: Points: ____/4

Student Engagement: Points: ____/8

III. Healthy Schools: Fill in UPDATES in each indicator section below.

Outdoor Learning Labs: Points: ____/4

Habitat Improvements: Points: ____/4

School Gardens & Farm Connections: Points: ____/4

Air Quality: Points: ____/4

Whole Nutrition: Points: ____/4

Health and Fitness: Points: ____/4

IV. Curriculum Integration: Fill in UPDATES in each indicator section below.

Interdisciplinary Approach: Points: ____/4

Environmental Education: Points: ____/4

Field Studies & Hands On Learning: Points: ____/4

Responsible Citizenship: Points: ____/4

STEAM Integration: Points: ____/4

Service Learning: Points: ____/4

V. Innovation

Please review your initial application and provide any significant changes or new innovations below.

Innovation: Points: ____/8

PART D: RUBRIC SUBMISSION FORM

Please review your initial application and re- evaluate your scores in all rubric areas. Use the worksheets online to assess your school’s progress and then fill out each section of Part D below with the totals.

PART E: POWER POINT with 5 minimum PHOTO .jpg FILES

Applicants must RESUBMIT a power point with **five or more current, high resolution photos with titles/captions (Minimum: 300KB each; Best if 1KB each)**– one photo representing each component of the Green Schools Rubric. Include all photos in one Power Point presentation.

PART D: Rubric Submission Form



School Name: _____

Instructions: Use the Rubric worksheets found online to assess your school's progress and total points in each indicator category, then add up your total scores in each component and **TOTAL FINAL POINTS** for recognition award level your school is pursuing.

Component	Indicators	Earned	Possible
Culture & Community	School Philosophy and Culture		4
	Professional Development		4
	Planning		4
	Outreach		4
	Community Partnerships		4
	TOTAL		20
School Sustainability	Energy		4
	Water		4
	Solid Waste		4
	Transportation		4
	Student Engagement		8
	TOTAL		24
Healthy Schools	Outdoor Learning Labs		4
	Habitat Improvements		4
	School Gardens & Farm Connections		4
	Air Quality		4
	Whole Nutrition		4
	Health and Fitness		4
TOTAL		24	
Curriculum Integration	Interdisciplinary Approach		4
	Environmental Education		4
	Field Studies & Hands On Learning		4
	Responsible Citizenship		4
	STEAM Integration		4
	Service Learning		4
TOTAL		24	
Innovation	TOTAL		8
TOTAL FINAL POINTS			100

I certify that, to the best of my knowledge, all information is presented truthfully and respectfully to the NC Green Schools Program with the intent to be recognized as a (check one box):

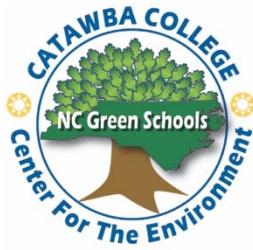
NC Green School of Promise (40-59 points and scores in three of the five components)

NC Green School of Quality (60-79 points and scores in four of the five components)

NC Green School of Excellence (80-100 points and scores in all five components)

Lead Teacher Signature

Date



NC Green Schools Recognition Program RENEWAL Application Completion Checklist

Before submitting, please review your renewal application to ensure it includes the following:

- 1. PDF Format, entitled, “Your School Name_ NC Green Schools RENEWAL Application_ Submission Date”**
 - Part A: Cover Sheet with Administrator Image Release Statement and Key Signatures
 - Part B: Summary UPDATES
 - Part C: Narrative Summary UPDATES
 - Part D: Rubric Submission Form UPDATES
- 2. Power Point Format, entitled “Your School Name_ NC Green Schools RENEWAL photos”**
 - Part E: Power Point with at least 5 High Resolution Photos with captions (Minimum: 300KB each; Best if 1MB each)
- 3. Initial NC Green Schools Application (optional, we have on file)**

Process for Submitting Complete RENEWAL Application:

- 1) Submit the PDF renewal application and power point to: info@ncgreenschools.org.** You may share files through google drive or dropbox (most files are too big to send via email).
- 2) Schools should send an email to info@ncgreenschools.org to confirm receipt** of the application.

APPLICATION DEADLINES ARE LISTED ON OUR WEBSITE

THANK YOU!