

MN GreenStep Schools - GREENSTEP 1 FORM

* Indicates required question



**Minnesota
GreenStep Schools**

Welcome to GreenStep 1 of MN GreenStep Schools!

For a district and its participating schools to earn the GreenStep 1 award and officially become a member of the program there are three main requirements.

1. Achieve Best Practice 0.1 Green Team

Participating districts and schools form a green team made up of diverse roles and stakeholders.

2. Achieve Best Practice 0.2

GreenStep Schools Resolution

The district passes a resolution to participate in GreenStep, signed by participating schools.

3. Document the best practices, relevant data, and a process story about this effort in this GreenStep 1 Form to inspire and inform other schools.

After reviewing the requirements and completing the two best practices, fill out the following form and submit it to apply to be recognized as GreenStep 1 in the program.

Please refer to the MN GreenStep Schools website for details and resources.

www.mngreenstepschools.org

If you have any questions or would like assistance along the way, please contact Jonee Kulman Brigham at kulma002@umn.edu.

1. Applying School District *

Include district number and name.

2. Applying Schools *

At least one school from the District must sign on to be eligible for GreenStep1. Other schools may be added later with Principal's sign off.

Best Practice 0.1 Green Team

BP 0.1 Green Team: Participating districts and schools form a green team made up of stakeholder representatives

The Green Team is the core of the green schools process, both organizing and directing school greening activities. It should consist of the stakeholders of the district's and schools' environment: students, teachers, custodial staff, caretakers, parents, and administrators. One representative from the district's Green Team must be identified as a contact person for the MN GreenStep Schools program. There should be at least one representative from each participating school on the main green team. Schools may wish to have school-based work groups in addition to the district green team.

List the members of your Green Team and their roles below.

3. MN GreenStep Schools Representative *

The MN GreenStep Schools Representative is a member of the Green Team that has the authority to submit data about the district and participating schools to the MN GreenStep Schools program.

List the representative's Name, Title, and Email.

4. Additional Green Team Members *

List each team member's Name, Title and/or Role, and Email.

5. School Superintendent *

List the School Superintendent's Name, Title, and Email. If this person is not listed as the MN GreenStep Schools representative or a green team member above, then this contact information will only be used to confirm the official participation of the school.

6. Green Team Plan

Check all that apply.

☐ The Green Team has a plan to meet at least three times per year and will coordinate the response to the annual review.

Best Practice 0.2 GreenStep School Resolution

BP 0.2 GreenStep School Resolution: The school district passes a resolution to participate in the Minnesota GreenStep Schools program. The resolution includes sign off from principals of participating schools, and identifies the MN GreenStep Schools Representative. The resolution must also specify Green Team meetings at least 3 times per year, and commit to annual program review and confirmation of whether the submitted best practices are current (active for the reporting year, or inactive). Districts and schools decide the pace of their progress. There is no requirement to advance in best practices or step levels at any particular rate. See School Board Resolution template as a resource. If there are participating schools applying in this submission that were not part of the original resolution, include a resolution amendment or signed letter committing to the resolution from the principal of each of the added schools.

7. Criteria for Resolution *

Check all that apply.

- ☐ Criteria above are met in the resolution (and relevant amendments or signed school letters to add schools if applicable.)
- ☐ This is a draft resolution, I would like feedback. (Please also select the option to receive feedback at the end of this form.)

8. Email MN GreenStep Schools Resolution *

Check all that apply.

- ☐ I have emailed a pdf of our MN GreenStep Schools Resolution (and relevant amendments or signed letters) to mngreenstepsch@umn.edu

GreenStep 1 Project Story

In the following section, you will tell your process story about forming a green team and passing a resolution for the district (and participating schools) to join the MN GreenStep Schools program. These activities are recognized as an important project in themselves and fulfill Organizational Leadership best practices 0.1 and 0.2 described above. Be clear, specific, and explain any special terms. Write for a non-technical audience, and consider the many students that would like to read this story. There will be a place at the end to upload supplemental files if you would like to share more specialized or technical information with your peers across the state.

When prompted for the featured photo, consider a picture of the green team holding the passed resolution.

9. Name the GreenStep 1 Project *

This can be descriptive, and/or creative (Eg. "Inspiring Responsibility," "Greening Our District," or "Joining the Movement.") [Limit 100 characters]

10. Location(s) of the Project

The location(s) for this GreenStep 1 Project Story will be shown on a map on the GreenStep Schools website as the district headquarters and each participating school. If you have a reason to show a different location, please describe below.

11. Short Summary *

Summarize your project in 500 characters. This will be used for initial viewing of your project along with the title and picture.

12. District and School Logos *

Check all that apply.

☐ I have emailed district and participating school's logos in a .jpg or .jpeg format to mngreenstepsch@umn.edu

13. Feature Picture relevant to your GreenStep 1 activities *

Check all that apply.

☐ I have emailed a feature picture in a .jpg or .jpeg format to mngreenstepsch@umn.edu

14. Feature Picture Caption *

Please use a descriptive caption to improve accessibility of your project story web page. For example "Picture of the Green Team at the Resolution Signing."

15. Links to other Media (optional)

Provide a link or links to other media you would like to share (images, video, audio, or a website).

16. Description of the Goals and Actions *

This is the main narrative of your project story. What compelled your team to become a GreenStep School? What actions did you take to get to this point?

Check the other categories in the form to see what is already covered in another section.

17. Team and Support *

Say more about each member of your Green Team and other partners that supported this effort. Feel free to provide links to the partners' websites.

18. Equity and Diversity Practices *

Please describe how equity and diversity practices were implemented in working toward GreenStep 1. For example what policies were followed, or what efforts were made to ensure equity and diversity.

19. Process Story *

Briefly describe who initiated the project, the key resources used, barriers encountered and how they were overcome, and other details that would provide other schools pursuing GreenStep 1 with useful information and background on what it takes to accomplish this.

20. Results *

What direct results do you expect or hope for from joining MN GreenStep Schools and from passing a resolution and forming a green team? What means to monitor results do you have in place? What results have been shown so far?

For example "Forming the Green Team is building connections between staff that don't normally communicate with each other." or "In planning for this award, we realized we've already done more that we acknowledged, and now have plans to communicate those successes."

21. Benefits (to school and wider community) *

Describe the benefits anticipated and achieved considering these impact categories:
Educational Benefits, Engagement /Culture Benefits, Health Benefits, Monetary Benefits,
Environmental Impact Benefits.

22. **Education Connections** *

If the project was integrated with educational efforts either generally or as part of curriculum, describe this integration, and identify any curriculum used. Note that school-based environmental education can also be counted under environmental education bet practice actions. Clarify if the educational connections were informational, or if students were engaged as participants in some way in planning, implementing, monitoring, or communicating the results of the project.

23. **Community Connections** *

Describe community partners or supporters that were involved in the project.

For example, perhaps the city is a GreenStep City and helped champion this process in the school. Or an education partner or a scout club initiated and helped develop the idea.

24. **Lessons Learned** *

Briefly describe the "take aways" or key lessons learned that can help other schools pursuing a similar project, and be used to help the team in their future efforts.

25. **Supplemental Links to Resources (Optional)**

If you would like to share more detailed information, such as a project report, or media you developed you can provide links here.

Submitting your Project Story**26. Confirm Your Entries**

If you want to save the form for continued editing, choose the first option, and continue to the end to submit the form to save your work. If you are done, choose the second option and submit the form.

Mark only one oval.

- ☐ This is a draft I want to save (submit) and return to before approving for program review.
- ☐ I would like feedback on this draft. (Submit the form, and submit email below.)
- ☐ I have reviewed my entries and am ready to submit the form for program review.

27. Email for feedback on the draft if requested above.

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