



Dear **Colleagues,**

In 2025-26, NYC Public Schools are continuing Climate Action Days. These days fulfill an environmental education goal set in the citywide strategic plan, [PlaNYC](#). There will be four Climate Action Days throughout the year, each focused on a specific theme.

On **November 19 [or another date your school chooses], NYC Public Schools will engage in a Climate Action Day about **Waste**.**

As our school's designated Sustainability Coordinator, I am helping to lead this Climate Action Day. On behalf of **YOUR SCHOOL'S GREEN TEAM/Student Council/Student Club**, we are requesting your support and participation.

The Climate Action Day is a **[full-day/half-day]** program being curated by our **[Green Team/Student Council/Student Club]** and supported by the Office of Energy & Sustainability. On **DATE**, we are asking the entire school community to participate in:
(choose one of these actions or create your own and explain what the school community will need to do to participate):

- **Bring Your Own Reusable Water Bottle**
- **Participate in Plastic Free Lunch Day** – no single-use plastic from home, learn more about [Plastic Free Lunch Day](#)
- **Say No to Food Waste** – start a [Share Table](#) in your cafeteria
- **Host a Swap** - swap secondhand items like clothing or supplies
- **Litterless Learning Day** - all educational materials are either digital or fully recycled
- **Student Engagement Session** – join a virtual lesson/activity hosted by our office

AND

Please edit this section based on your needs- What do YOU need from the school community?

- ***Teach a lesson?- provide a link to lessons/resources***
- ***Bringing students to an assembly?***
- ***Chaperoning a field trip?***
- ***Setting up for a STEM fair?***

Thank you for your support and dedication in helping our **Green Team/Student Council/Student Club** lead a successful Climate Action Day on **DATE**.

Best,
[Name]