

CHECKLIST

- Introduce the **Environmental Action Program for Schools** to all staff. Make copies of the **STAFF ANNOUNCEMENT** located in the pocket of this kit. Make enough to distribute to ALL teachers and ALL staff: custodial, kitchen, maintenance, office, grounds keepers, administrative, etc.
- Assemble a **GREEN TEAM** (page 5)
- Conduct a **WASTE ASSESSMENT** (page 7)
- Choose your four **ACTION AREAS** (pages 9 to 23)
- Make a **WRITTEN PLAN** (page 24)
- Announce the EAPS program to students. Take the **STUDENT ANNOUNCEMENT** (located in the pocket of this kit) and use a dark marking pen to indicate your school's four chosen Action Areas; i.e. put a big 'X' in the box next to your choices. Make copies of the marked **STUDENT ANNOUNCEMENT** and distribute to ALL students. Make extras to be used as posters and handouts etc.
- Hold a **KICK OFF EVENT** (page 27)
- Write and send any **LETTERS TO PROSPECTIVE SPONSORS** (page 29)
- Complete your four **ACTION AREAS** (write your Action Areas in blanks below):
 - Action Area: _____
 - Action Area: _____
 - Action Area: _____
 - Action Area: _____
- When your four Actions are completed, fill out the **CERTIFICATION REPORT** (located in the pocket of this kit) and turn it in.
- After you receive your **CERTIFICATE OF COMPLETION** and **SUMMARY OF ACTIONS**, announce to the WHOLE school and read Summary of Actions to all.
Celebrate!



Let everyone know where the **Certificate of Completion** and **Summary of Actions** will be displayed and make sure parents see it at Open House or other events. We'll send you a loose-leaf copy of both so you can send copies home with students to share with parents or to send to any sponsors or others who will enjoy them.

STAFF ANNOUNCEMENT

Environmental Action Program for Schools

THIS NOTICE IS BEING SENT TO ALL SCHOOL PERSONNEL:
ADMINISTRATIVE, TEACHING, SECRETARIAL, FOOD SERVICE,
CUSTODIAL, MAINTENANCE AND ALL OTHER STAFF.

Our school is participating in the Environmental Action Program for Schools this year. Over the course of the program our school must complete four environmentally beneficial activities to become a Certified Environmental Action School.

WHAT IS THE ENVIRONMENTAL ACTION PROGRAM FOR SCHOOLS?

The **Environmental Action Program for Schools (EAPS)** is a tool to help schools take actions that will help the environment. Most children and young people want to help preserve the environment and are often eager to make a difference. By participating in this program, they can. To participate, individual schools, including students, teachers and staff, undertake activities that fall in four of the below Action Areas. The activities are designed to help instill new environmentally beneficial behaviors in students and all involved. Schools are certified as an 'Environmental Action School' when they have completed activities that can help the environment in at least four of the Action Areas below.

Schools choose activities from four of the eight activities Action Areas below:

EAPS ACTION AREAS:

- ✓ Recycle
- ✓ Letter Campaign
- ✓ Buy Recycled
- ✓ Environmental Curriculum
- ✓ Less Toxic
- ✓ Become a Collection Site (fund raiser)
- ✓ Waste Prevention
- ✓ School Composting

Schools can also request to design their own Action Area as a substitute for one or more of the above

IS IT A LOT OF WORK?

The EAPS is designed to accommodate almost *any* level of effort. Your school's Action's can be extremely simple or very comprehensive and challenging depending on how much time and energy can be devoted - simple and challenging sample programs are outlined below.

PROGRAM BASICS:

The EAPS kit contains information on how to accomplish each of the eight Action Areas. It also contains detailed information on how to complete the suggested program steps.

You may choose to follow kit instructions precisely, or you may choose to not follow them at all and simply complete the program in your own manner. However, to become a Certified Environmental Action School, you must complete four environmental activities and submit a completed Certification Report, which is approved.

OVER

PROGRAM STEPS - all are optional except those noted:

Announce EAPS to all school personnel
Assemble an EAPS committee or 'Green Team'
Find out how much trash your school is throwing away
Choose four Action Areas
Make plans on how to complete your four Action Areas
Announce EAPS to students
Hold a kick-off event
Complete four Action Areas (not optional)
Send in completed Certification Report (not optional)
Receive and display mounted Certificate of Completion and mounted Summary of Actions

EXAMPLE OF A SIMPLE PROGRAM:

BUY RECYCLED: switch to recycled content paper cups, plates and napkins for class parties
LESS TOXIC: wipe up ants with soapy water instead of spraying them with insecticide first
SCHOOL COMPOSTING: use chicken wire to make a composting hoop and fill according to composting directions
WASTE PREVENTION: allow homework written on the back of used paper and set up swap area for used school supplies

EXAMPLE OF A CHALLENGING PROGRAM:

Kick off event: hire a school assembly group with a recycling theme to introduce the EAPS program.
Let student volunteers perform a skit about the program acting out the four actions your green team has selected
RECYCLE: recycle cardboard and food cans from the kitchen
BECOME A COLLECTION SITE: become a drop-off/collection site for California Redemption Value (CRV) containers including aluminum, plastic and glass
ENVIRONMENTAL CURRICULUM: do a four-week curriculum for the whole school
LETTER CAMPAIGN: conduct a school-wide letter campaign to manufacturers
Have a big Earth Day party commemorating hardest workers and raffle off recycled content sports equipment you bought with some of the CRV proceeds

AFTER COMPLETION:

Each school, upon completion, will receive a Certificate of Completion mounted for display. Along with the certificate, your school's specific actions will be written up in summary form. This is called the Summary of Actions, and it too will be mounted for display for all to read and admire. Also, a booklet containing all other area certified schools' Summaries of Actions will be sent out to all certified schools so other schools can see what you have accomplished and your school will know what other schools have accomplished. This summary booklet can serve as a great source of ideas and inspiration, and also, may spur a little bit of healthy, innocuous, competitiveness where the environment comes out the winner.

Schools are certified for one-year periods. After one year, your school will need to complete four more activities to be re-certified. In this manner, being an Environmental Action School is an ongoing process of improvement. Regardless of how you achieve Certification, make sure the students know what is being done and why. Involve them at every opportunity. The more involved the students are, the more they will get from the experience. Changes in habits often become second nature with the passage of time. New environmentally beneficial habits becoming second nature are precisely one of the program's top goals.

WHAT DOES IT MEAN TO BECOME AN ENVIRONMENTAL ACTION SCHOOL?

It means your school is committed to a process of improvement. An Environmental Action School has taken ownership of its responsibility to the environment and has chosen to act. A school that participates in this type of program may experience higher school morale and school spirit. A closer camaraderie among students and staff could be cultivated because working together for a good cause, as we all know, makes people feel good about themselves and each other. Some activities in the program could create fond memories that may last for years to come. A school that is certified should take pride in their accomplishment.

Perhaps one of the best outcomes of this program may be that kids (and adults) learn environmentally friendly habits. Such habits are needed, especially in children, so they can grow up with these habits ingrained in their behavior and possibly carry them throughout their lives. If environmentally conscientious behaviors are learned now, it will make using them in the future easier. Our future, and especially our kids' future will be better for it.

WASTE GENERATION FORM

Determine how much your school is spending on waste removal:

Enter the amount of your school's most recent hauling bill here: _____.

This bill is for the month(s) of _____, year _____.

If possible, get a summary of all the hauling expenses the school has incurred for the last full calendar year to determine your annual bill. If this is not possible, multiply the present bill by the appropriate number to roughly estimate your annual bill.

Enter amount of annual hauling bill (actual or estimated) here: _____

What can you do?

On this form, include **ALL** areas of the school where waste is generated, including offices, classrooms, kitchen, cafeteria, restrooms, shop classes, copy rooms, maintenance areas, yards, grounds or gardens.

If you would like to make your assessment even more detailed, you can include special wastes generated over holiday periods, at special events and over summer vacation. These waste materials may be added to this form at the time they are generated.

Waste producing activity, classroom or area	Waste material produced	Estimated amount of waste produced per week	Current waste reducing activities if any	Possible waste producing activity that could be started or expanded. If there is none, include a short explanation if possible (see example).
Example: Kitchen	Cardboard boxes	50 boxes per week	Recycling	None, already 100% are recycled
Kitchen	Tin cans	200 cans per week	None	Could start tin can recycling

After this form is filled out, keep it in the pocket of your EAPS folder. Use it to help determine what Action Areas to choose and for future reference. Remember to make a copy of it to turn in with your EAPS Certification Report.

STUDENT ANNOUNCEMENT

Environmental Action Program for Schools

Students, teachers and staff at our school are taking steps to do our part for the environment so that we can be a Certified Environmental Action School!

The Environmental Action Program for Schools requires **FOUR** different **environmental actions** to be completed by our school to become certified each year. Every participating school has eight Action Areas to choose from.

Out of these eight areas, **our school has chosen:**

School Composting: turning grass, leaves and food scraps into soil.

Letter Campaign: a chance for students to write to companies about the environment.

Recycling: you probably already recycle at home, but how about at school?

Waste Prevention: stopping waste before it starts.

Environmental Curricula: learn more about the environment in class.

Less Toxic: switch to safer products in school.

Become a Collection Site: collect cans or bottles to turn in for deposit.

Buy Recycled: buy things made out of recycled stuff and close the loop.

Sponsored by

Contra Costa County Community Development Department

County Recycling Hotline: 1(800) 750-4096

LETTER CAMPAIGN

-ACTION AREA # 3



Have you ever bought something and felt it had too much packaging? Most people probably have. Have you ever looked at a newspaper or book and wondered if the ink they used was harmful to the environment? Probably not. How about this one; have you ever written to a manufacturer to ask them to change something they do to benefit the environment? After this assignment, that's what you will have done. Most people feel they have no voice when it comes to decisions big companies make. The truth is, you do have a voice, and manufacturers want to hear your ideas, comments and suggestions. They make money because they sell products you want to buy. So if you tell them you want better environmental practices in their products, there is a good chance manufacturers will take it into consideration.

Your assignment today is to go shopping! Find a product you like that has room for improvement in an environmental sense. You don't have to buy it. Find the name and address of the company and write it down. Make a note of what you think could be changed about the product or packaging that would make it better for the environment. Later, write a short letter to the company on your own piece of paper or stationary.



INCLUDE IN YOUR LETTER



- Name of Manufacturer or Company, Address, City, State & Zip
- Your Suggestions, Comments or Ideas
- Your Name & your School's Name, Address, City, State & Zip



Here are some questions to think about when trying to find ideas:

Could it have paper packaging instead of plastic?

Could they use any non-toxic materials in place of toxic ones?

Is the packaging easily recyclable?

Could it have less packaging?

Could they make the product so it could easily be repaired instead of replaced when it breaks?

Could the item be made using recycled paper, recycled plastic or other recycled material?

Could the company be using soy-based ink?

Could plastic foam be replaced by biodegradable packing foam?

Ask if the manufacturer has a recycling program at its plant. If they

Could packaging be eliminated altogether?

The Purpose of this Assignment: to help learn how to make a difference in your global community and increase awareness of the environmental impact related to the products people use.



Environmental Action Program for Schools CERTIFICATION REPORT



School Name:			
Address:			
City:		Zip:	
Phone:		Fax:	
Contact Person:			
Contact Phone:			

BACKGROUND

- | | |
|---|--|
| <p>1. Type of school (circle all that apply)
 P K 1 2 3 4 5 6 7 8 9 10 11 12</p> <p>2. Number of students: _____</p> <p>3. Number of faculty/staff: _____</p> <p>4. Number of classrooms: _____</p> <p>5. Number of janitor closets: _____</p> <p>6. Number of restrooms: _____</p> | <p>7. Number of break rooms: _____</p> <p>8. Cafeteria? <input type="checkbox"/> Yes <input type="checkbox"/> No
 If yes, how many? _____</p> <p>9. Kitchen? <input type="checkbox"/> Yes <input type="checkbox"/> No
 If yes, how many? _____</p> <p>10. Concession Stand? <input type="checkbox"/> Yes <input type="checkbox"/> No
 If yes, how many? _____</p> <p>11. Vending Machines? <input type="checkbox"/> Yes <input type="checkbox"/> No
 If yes, how many? _____</p> |
|---|--|

Your Green Team

Who was on your Green Team? (Example: Joe Smith - teacher, Jennifer Brown - student, etc.) All information submitted in this report becomes public information and may be used for publicity purposes.

Name	Title or Category

Starting and Ending Dates for the Environmental Action Program for Schools (EAPS)

Enter date your school started the EAPS for the first time	Date (MM/YY):	
Enter beginning date of the present certification period	Date (MM/YY):	
Enter ending date of the present certification period	Date (MM/YY):	
Overall Reduction. Tell us how much your actions helped your school.		
Monthly Garbage bill before this years EAPS	As of (MM/YY):	Monthly Cost \$:
Monthly Garbage bill after this years EAPS	As of (MM/YY):	Monthly Cost \$:
Enter the amount of change in garbage bill, and check whether it was increase in cost or savings.	\$	<input type="checkbox"/> Increased Cost <input type="checkbox"/> Savings
Quantity of materials recycled before this years EAPS		<input type="checkbox"/> Pounds <input type="checkbox"/> Tons
Quantity of materials recycled after this years EAPS		<input type="checkbox"/> Pounds <input type="checkbox"/> Tons
Enter the amount of change in quantity of materials recycled, and check whether it was an increase or decrease.		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease

HOW DID YOU DO IT?

Check the four Action Areas your school completed. For each Area completed, look at the information listed for that Action. This is the information we need you to include when describing your Actions in the next section.



- Waste Prevention** - list all waste prevention activities and how you accomplished them. Estimate the amount of waste prevented for each. Please include calculations.
- Less Toxic** - list the new less toxic items your school is using now and how you switched. Estimate the quantity of the toxic item(s) that are not being used now. Please include calculations.
- Buy Recycled** - list all recycled content items your school is purchasing now due to this years' EAPS. Please include how you did it and if new vendors made it on to your school districts vending list due to your efforts.
- Recycle** - Enter which new material(s) are being recycled this year due to the EAPS. Briefly explain how you did it. Include quantities.
- Letter Campaign** - give the number of letters written and sent by students, the number of responses received so far and state any changes that manufacturers say they are adopting or considering.
- School Composting** - Enter which type composting your school is doing and what kind of bin you use, if any. Estimate the amount of material that gets composted monthly or yearly. Briefly explain how your compost system works.
- Become a CRV Drop-off Site** (fundraiser) - list container(s) that are collected, the quantity that has been cashed in so far and the amount of money raised so far. What are you doing with the money?
- Environmental Curriculum** - Include the name and the source of the environmental curriculum your school used. State the number of students and classrooms who participated.
- Alternate:** _____ Describe the alternate activity. Attach a page, if necessary. Include quantities, where applicable.

Attach sheets with information regarding your four Action Areas. You can either attach typewritten pages, or use the double-sided page attached for hand-written descriptions. Please include the name of each Action Area and give a brief description (100 words or less) of the Action including the information for each requested above. Remember, this information will be used in your Summary of Actions. Your Summary of Actions will be mounted for display AND included in a Summary Book that will contain **all** other Certified EAPS Written Summaries. The Summary Books will be distributed to all other Certified EAPS schools. So show-off, brag and don't forget to **mention sponsors!**

**Thank you for completing the
Environmental Action Program for Schools!
The environment thanks you too.**



