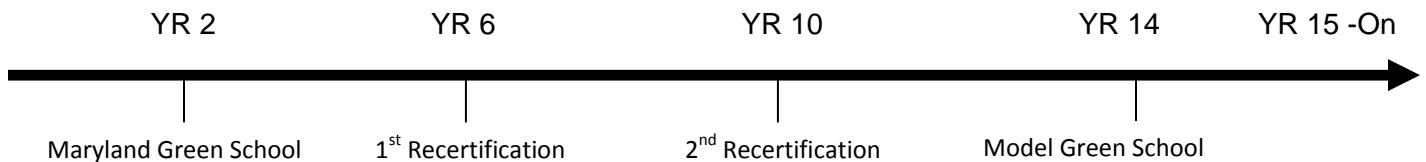




# Maryland Green School Recertification Application

Achieving Maryland Green School Certification is a testament to your school's integrated environmental education program and the significant contribution of staff, students, parents and your community. Maryland Green Schools are highly visible models for other schools and for the community. We hope that you have continued operating as a Maryland Green School, building upon the foundation laid during your two-year journey to become a Maryland Green School in 2008. To maintain Maryland Green School status, schools must apply for **recertification** every four years.



- ✓ The application period covers actions from **September 2008 to June, 2012**.
- ✓ Refer to the Maryland Green School Program Guide and Review Rubric for detailed guidelines and instructions:  
<http://www.maeoe.org/greenschools/application/Maryland%20Green%20Schools%20Award%20Program%20Reference%20Guide%202011.pdf>
- ✓ Applications are due **April 1, 2012**. Please allow time for delivery. **Late applications will not be accepted.**

## Delivery Methods: Mail

The Maryland Association for Environmental and Outdoor Education, 7761 Waterloo Rd.  
Jessup, MD 20794

**Regional Dropoff – by March 23<sup>rd</sup>, hand-deliver** the application. Please contact them in advance.

Anne Arundel:	Melanie Parker: <a href="mailto:mdparker@aacps.org">mdparker@aacps.org</a>
Baltimore County:	Jeanne Armacost: <a href="mailto:jarmacost@baltimorecountymd.gov">jarmacost@baltimorecountymd.gov</a>
Calvert County:	Michelle Daubon: <a href="mailto:DaubonM@calvertnet.k12.md.us">DaubonM@calvertnet.k12.md.us</a>
Carroll County:	Steve Heacock: <a href="mailto:seheaco@k12.carr.org">seheaco@k12.carr.org</a>
Central MD :	Jeanne Armacost: <a href="mailto:jarmacost@baltimorecountymd.gov">jarmacost@baltimorecountymd.gov</a> or 410-887-4488
Charles County:	Paula Batzer: <a href="mailto:pbatzer@ccboe.com">pbatzer@ccboe.com</a>
Mid-Shore:	Sarah Hilderbrand: <a href="mailto:dir.educate@wetland.org">dir.educate@wetland.org</a> or 410-745-9620
Lower Shore:	Kim Check: <a href="mailto:kacheck@salisbury.org">kacheck@salisbury.org</a>
Frederick County:	April Wells: <a href="mailto:April.Wells@fcps.org">April.Wells@fcps.org</a>
Garrett County:	Bruce Taliaferro: <a href="mailto:btaliaferro@ga.k12.md.us">btaliaferro@ga.k12.md.us</a>
Howard County:	Allison Anderson: <a href="mailto:Allison.anderson@hconservancy.org">Allison.anderson@hconservancy.org</a>
Montgomery County:	Dave Honchalk: <a href="mailto:hayduke2@verizon.net">hayduke2@verizon.net</a>
Washington County:	Becky Beecroft: <a href="mailto:beecroeb@wcboe.k12.md.us">beecroeb@wcboe.k12.md.us</a>
Prince George's:	Ariel Trahan: <a href="mailto:atrahan@anacostiaaws.org">atrahan@anacostiaaws.org</a>

## **PREPARING YOUR APPLICATION**

Please refer to the Program Guide for detailed instructions:

<http://www.maeoe.org/greenschools/application/Maryland%20Green%20Schools%20Award%20Program%20Reference%20Guide%202012.pdf>

To be considered for review, your application must provide the following:

**Part I- Register the Intent to Apply for your school at the MAEOE website: [www.maeoe.org](http://www.maeoe.org), \$25.00 Application Fee by February 1, 2012, Link: [2012 MDGS Intent Form](#)**

### **Part II- The Cover Sheet**

The School Cover Sheet must be completed and **signed by the principal**. The names of the members of the school's nomination committee must be included. The contact person on the application is the point of contact for questions and awards ceremony planning.

### **Part III – A Summary Sheet, Top 5 Accomplishments**

The one page summary should include a general profile of your school, a concise "snapshot" of your school's Green School activities, and describe how your school is representative of a Maryland Green School. The Top 5 Accomplishments should briefly describe the accomplishments that you are most proud of, and will be highlighted during the awards ceremony, and to the press if the application is approved.

### **Part IV - Documentation of each of the 3 Objectives and their criteria**

- A one page description for each criterion that details how your school has accomplished that criterion. MAEOE prefers a list that is numbered and keyed to the documentation.
- Supporting documentation to verify that these achievements have been accomplished.
- Complete the Data Quantification for Objective 2.

## **APPLICATION FORMATS**

1. Hard Copy Method – The application and all support documentation are presented as part of a paper portfolio organized in a binder or folder with section dividers. Provide a cd of photos, and the "Top Five" file with the binder.

2. Digital Method – Parts II and III of the application (cover sheet with the principal's signature, summary, and Top Five) **must be submitted as hard copies**. **Part III & IV may be presented as a PowerPoint presentation, wiki, or website. Two copies of the power point presentation on two separate disks must be submitted. All components must be received together.**

**Applications may not be submitted via email**

## **CHECKLIST FOR A SUCCESSFUL APPLICATION**

Before you send your application whether it is in a binder or on a disk, review the following checklist to help ensure that you have a successful application. Please remember that the people who review your application may be unfamiliar with your school, so be concise but thorough.

The Application is Complete

- Cover Sheet: School information which also includes the names of the committee
- Summary: A one page summary of how your school operates as a Maryland Green School
- List of five (5) top accomplishments (include this as part of the Summary page).

- Note if students were involved in preparing the application
- Maximum 1-Page Description and Documentation for:
  - Objective 1: Curriculum and Instruction, Professional Development, Celebration
  - Objective 2: Best Management Practices –Action in at least four of seven areas – data quantification form completed.
  - Objective 3: Community Partnerships
- The Application is Well Organized
  - Each section of the application is identified
  - Supporting documentation, labeled for each criterion, follows the written description
- Documentation illustrating how your school met each criterion.
  - Documents may include, but are not limited to photographs, student work, data, program or meeting agendas, certificates, specific lesson plans, calendars, maps, blue prints, and newspaper articles. **Photos need to be labeled and time stamped.**
  - Documents that quantify environmental results
  - Site maps indicating your activities and their locations on your campus are helpful, but please fold the map and include with the application.
  - A CD with photos is included & the “Top Five. (It is used for the awards ceremony.)**
- The application reflects four years of environmental education in your school: September 2008 through June 2012
- Application is mailed or delivered in time to arrive **on or before** the April 1, 2012 deadline.

## **APPLICATION REVIEW AND EVALUATION**

The review panel is made up of a wide range of environmental and outdoor education professionals including classroom teachers, school administrators, outdoor center management and field staff, government agency personnel, project funders, community MDGS champions, and green-business personnel.

Each application is assigned three reviewers who independently conduct a thorough assessment of your school’s activities and documentation. If the review panel members have any questions about the application, MAEOE will consult the Contact listed on the application. Schools will be notified of their status via the Contact Person listed on the application cover sheet by the end of April.

**Applications will be returned to schools in the fall.**

### **2012 MARYLAND GREEN SCHOOL AWARDS CEREMONY AND YOUTH SUMMIT**

**Recognition ceremonies for recipients of the award will be held in conjunction with the 2012 Maryland Green School Youth Summit scheduled for June 1st at Sandy Point State Park from 9am to 3pm. More information about The Summit may be found at:**

**<http://www.maeoe.org/greenschools/Summit/2011%20Summit/2012youthsummithome.php>**

# Maryland Green School Recertification Application 2012



School Name:			
School Address:			
County:			
School System:	# Students	# Teachers	Title I School (Y/N)
Name of Contact Person:		Email:	
School Phone:		Home Phone of Point of Contact:	
Name of Principal:		Fax:	
Principal's Email:		School Website Address:	

I have reviewed the information in this application and certify that to the best of my knowledge it is accurate.  Yes  No

MAEOE has permission to use our photographs for promotional purposes. We understand that MAEOE will not identify any individual student.  Yes  No

I understand that, while not required for certification, if a CD of photos is not included with the application, the school's ability to be recognized in the ceremony will be limited.  Yes  No

\_\_\_\_\_  
Principal's signature Date

**Award Nominations Committee** must be involved in the preparation of the application. The committee should include, but is not limited to a student, teacher, administrator, parent, community partner, and facility person.

POSITION	NAME	Email
Student		XXXXXXXXXXXXXXXXXXXX
Teacher		
Administrator		
Parent		
Community Partner		
Facility Personnel		

**(COVER SHEET)**

## PART III: SUMMARY

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As an existing Maryland Green School, this application should show how your school has been maintaining your activities during the four years since certification. See the checklist on page six for an example of how to effectively communicate the scope of your schools actions.

### Section A. One-page summary

### Section B. Top-Five List

## PART IV: FULFILLING THE REQUIREMENTS

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### Objective 1 – Use of the Environment as a Context for Learning

- Environmental Issue Instruction
- Professional Development
- Celebration

### Objective 2 – Best Management Practices

Environmental best management practices (BMPs) are modeled in the operation, design, and maintenance of the school building and grounds - the school models what it teaches. Complete the data quantification section that follows.

**Your school must demonstrate at least two actions in 4 of the 7 areas**

- Water Conservation and/or Water Pollution Prevention
- Energy Conservation
- Solid Waste Reduction
- Habitat Restoration
- Building Structures for Learning about the Environment
- Responsible Transportation
- Healthy School Environment

### Objective 3 – Community Partnerships

**Your school must demonstrate that it meets one criteria for Objective 3**

- Community Partners in the Local Community
- Community Partners at the School

## Questions

Please refer to the Maryland Green School Program Reference Guide for detailed explanation of the program application and review rubric:

<http://www.maeoe.org/greenschools/application/Maryland%20Green%20Schools%20Award%20Program%20Reference%20Guide%202011.pdf>

If you need assistance please call the Maryland Green School Coordinator at 443-733-1220 or email [greenschools@maeoe.org](mailto:greenschools@maeoe.org).

### Recertification Checklist

	Original Certification	2008-09	2009-10	2010-11	2011-12
<p><b>Objective 1</b></p> <p>Use of the Environment as a Context for Learning: Grade Level: All</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p>Professional Development:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Celebration: Description</p> <p>_____</p> <p>_____</p> <p>_____</p>					
<p>Objective 2: Best Management Practices: BMP _____</p> <p style="padding-left: 40px;">BMP _____</p> <p style="padding-left: 40px;">BMP _____</p> <p style="padding-left: 40px;">BMP _____</p>					
<p>Objective 3: Community Partnerships: Description</p> <p>_____</p> <p>_____</p> <p>_____</p>					

Add rows and charts as needed



## Objective 2: Environmental Best Management Practices

Show the results of your school's actions. Quantify the activities undertaken in the building, site or community during the two year application period. Focus on the BMP's that you have completed but feel free to indicate other activities that you have done outside of the BMPs. We do not expect all to have been done.

### Water Conservation/Pollution Prevention

✓	Action	#	✓	Action	#
	Conducted Water Quality Testing			Raingarden/bioretenion( sq ft)	
	Planted Trees/ Shrubs (#)			Turf reduction (sq ft)	
	Riparian Buffer installed (sq ft)			Impervious surface reduction(sq ft)	
	No mow zone (sq ft)			Green Roof (sq ft)	
	Erosion Control Project (sq ft)			Retrofitted sinks, toilets, showers (#)	
	Nutrient Reduction Project (x if done)			Integrated pest management (lbs reduced)	
	Education/Awareness programs			Toxin Control, pet waste control (x if done)	
	Painted storm drains (#)			Other:	

Comments: \_\_\_\_\_  
 \_\_\_\_\_

### Energy Conservation

✓	Action	#	✓	Action	#
	Energy Savings (\$, % or kWh)			Changed AC/Heat policy(\$ savings)	
	Energy Audit			Delamped/installed task lighting (#)	
	Implemented results of energy audit			Planted trees to shade building (#)	
	Installed efficient lighting(#)			Green Roof for insulation (sq ft)	
	Education/awareness programs			Renewable Energy installation (kWh)	
	Daylighting (# of rooms)			Other:	

Comments: \_\_\_\_\_  
 \_\_\_\_\_

### Solid Waste Reduction

✓	Action	#	✓	Action	#
	Print double sided			No Waste Lunches	
	Reuse 2 <sup>nd</sup> side of paper			Electronic newsletters	
	Change purchasing – reduce packaging			Education/awareness program	
	Recycling (# or lbs): Paper			Other:	
	Cans/Bottles				
	Ink Cartridges				
	Cell Phones				
	E- Waste				

Comments: \_\_\_\_\_  
 \_\_\_\_\_

### Habitat Restoration

✓	Action	#	✓	Action	#
	Created a school yard habitat (sq ft) describe below: pollinator garden, wetland, meadow, forest, other			Removal of invasive species (sq ft)	
	Installed bird, bat, butterfly boxes (type,#)			Education/ Awareness Programs	
	Planted trees (#)			Other:	
	Planted shrubs (#)				
	Planted natives (#)				

Comments: \_\_\_\_\_

### Structures for Environmental Learning

✓	Action	#	✓	Action	#
	Interpretive signage (#)			Outdoor classroom (fixed, moveable) (Y/N)	
	Trails, pathways (#ft)			Outdoor environmental art (type, purpose)	
	Boardwalks, bridges (#ft)			Other:	
	Viewing Blind (#)				
	Tree ID Tags (#)				

Comments: \_\_\_\_\_

### Responsible Transportation

✓	Action	#	✓	Action	#
	No Idle Policy, Zones (Y/N)			Bike Safety program (type)	
	Carpooling Program (# or % carpooling)			Gas Efficiency analysis of school population	
	Walk/Bike to school programs (# students, days)			Education/Awareness Program (type)	
	Safe Routes to School –advocacy for sidewalks, bike paths (type)			Analysis of bus routes to increase efficiency	
	Use of public transportation (% using, % increase)			Other:	

Comments: \_\_\_\_\_

### Healthy School Environment

✓	Action	#	✓	Action	#
	Control of Asthma Triggers (animal contact, mold, dust) (Type)			Education/Awareness Program (Type)	
	Provide adequate venting/air circulation (Y/N)			Test indoor air quality (Result)	
	Use of Integrated Pest Management (Y/N)			Plants (#)	
	Use of non toxic cleaning products (Y/N)			Other:	
	Drinking water testing (Result)				

Comments: \_\_\_\_\_