

# Maryland Green Center Application 2012



- **Eligibility:** Environmental centers providing high quality environmental education, support the Maryland Green School Awards Program, and model conservation and environmental best management practices within the State of Maryland.
- The activities documented in this application describe accomplishments during the period **September 2010- June, 2012.**
- Please refer to the **Maryland Green Center Program Guide & Review Rubric** for program instructions
- Notify MAEOE of your intent to apply by **February 1<sup>st</sup>** :  
<http://www.maeoe.org/greenschools/application/index.php>
- Applications are due **April 1, 2012.** Please allow time for delivery.
- Delivery Methods:

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

**Hand Deliver – by March 23<sup>rd</sup>.** Regional Drop offs- 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@hcconservancy.org">Allison.anderson@hcconservancy.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@anacostiaws.org">atrahan@anacostiaws.org</a>

**Application Instructions:** Please refer to the Program Guide and review rubric for detailed instructions:

To be considered for review, your application must provide all of the following actions and information:

**Part I- Register the Intent to Apply for your Center at the MAEOE website: [www.maeoe.org](http://www.maeoe.org), \$30.00 Application Fee by February 1, 2012, Link: [2012 MDGS Intent Form](#)**

## Part II- The Cover Sheet

The Cover Sheet must be completed and **signed by the center director**. The names of the required Members of the 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 center, a concise “snapshot” of your center’s activities. The Top 5 Accomplishments should briefly describe the accomplishments that you are most proud of. These 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

For each criterion under the three objectives, be sure to include:

- A one page description for each criterion that details how your center 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

We encourage **electronic** methods such as Power Point, a website or a Wikispaces site.

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 director’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 mail your application, review the following. Please remember that the people who review your application may have never visited your center, so be concise but thorough.

- The Application is Complete
  - Cover Sheet, including all required names of the nominating committee
  - One page concise summary of your Maryland Green Center
  - “Top 5” - List of five (5) proudest accomplishments
  - Maximum 1-Page Description and Proper Documentation for:
    - Objective 1 – Support of MDGS
    - Objective 2 - Operation and Design, Data Quantification Completed
    - Objective 3 - Community
- The Application is Well Organized
  - Each section of the application is identified (index tabs work great!)
  - Supporting documentation, labeled for each criterion, following the written description
- Documentation illustrates how your center meets each criterion.
  - Documents may include, but are not limited to photographs, student/teacher work, data, program or meeting agendas, certificates, specific lesson plans, calendars, maps, blue prints, and newspaper articles.
  - Documents quantify as best as possible environmental results.
  - Site maps indicating your activities and their locations on your site are helpful, but please fold the map and include with the application.
  - CD with photos is included. Please label the photos.
- The application reflects two years of efforts at your center: September 2010 through June 2012
- File the Intent to Apply, with the \$30 Application Fee by February 1<sup>st</sup> at:**
- Application is mailed or delivered in time to arrive **on or before** the April 1, 2012 deadline.



# Maryland Green Center Application 2012

## PART I: Cover Sheet

Center Name:

Center Address:

County, School System if Applicable:

# Staff

#Volunteers

Name of Contact Person:

Email:

Center Phone:

Home Phone of Point of Contact:

Name of Director:

Fax:

Director's Email:

Center 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.  Yes  No

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

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

A 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. **To add additional lines to the table in WORD, position the cursor in the last cell on the bottom right and click the Tab Key. As a pdf, please write in names on the back side of the Cover Sheet.**

POSITION	NAME	EMAIL
Student (optional)		
Nonformal Educator		
Administrator		
Community Partner		
Facility Personnel		
Formal Educator		

# PART II: SUMMARY

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## Section A. One-page summary

## Section B. Top-Five List

# PART III: FULFILLING THE REQUIREMENTS

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## Objective 1 – Support of Area Schools in obtaining Maryland Green School Status

Provide a brief description (**maximum of one page**) of the schools in your area that you have supported in their pursuit of Maryland Green School recognition. This can include, but is not limited to: providing professional development to teachers, help with funding and/or grant writing, outreach to students, materials, tools, environmental issue instruction and direct assistance during implementation of activities. **Document** how you have assisted those schools. Ties to the Meaningful Watershed Educational Experience as outlined in the *Chesapeake 2000* agreement are encouraged. Documentation can include photos, meeting agendas, work schedules, workshop notes and letters to schools.

## Objective 2 - Operation, design and maintenance of Center Buildings and Grounds

Environmental best management practices (BMPs) are modeled in the operation, design, and maintenance of the center building and grounds - the center models what it teaches, and offers schools examples for implementation. Some examples are provided below; however there are many additional ways to address these requirements. Maximum of one page per BMP for description.

### Objective 2: Environmental Best Management Practices

Show the results of your Center's actions. Quantify the activities undertaken in the building, site or community during the two year application period.

#### 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 Center 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: \_\_\_\_\_  
 \_\_\_\_\_

### Objective 3 - Center community

Describe (maximum of one page) how your center extends learning into the community through a variety of projects and programs that address local environmental issues. Be sure to identify partners and how they interact with center staff. Document the activities you describe by including workshop agendas, speaker programs, meeting notes, photographs, etc.