Application Guidelines for
MARYLAND GREEN CENTERS



MAEOE
Maryland Association for Environmental & Outdoor Education

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https://www.maeoe.org/greencenters/

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The Maryland Green Center Award, which is valid for four years, acknowledges and commends organizations for their dedication to implementing environmental education, adopting best management practices, and supporting the Maryland Green Schools program.

Maryland Green Centers include non-profits, nature centers, businesses, and school system divisions that support Green Schools.

A list of current Green Centers can be found at https://www.maeoe.org/greencenters/

Maryland Green Centers are required to:

- exemplify a green culture that includes incorporating sustainability practices into operations and playing an active role in the environmental education landscape in Maryland
- provide student learning experiences and/or student action projects to PreK-12 students
- provide environmental professional learning for PreK-12 educators
- actively support the Maryland Green Schools program

Learn more about Maryland Green Schools, the largest state-level green schools program in the country!



What does it mean to actively support the Maryland Green Schools program?

A minimum of two of the following are required:

- Sharing Maryland Green Schools info on your website
- Providing coaching/support with the application process
- Delivering all-staff presentations about the Green Schools Program for Objective 1 of the Green Schools application
- Providing student programming for Objective 1 of the Green Schools application
- Providing student action projects for Objective 2 of the Green Schools application
- Serving as the community partner for Objective 3 of the Green Schools application
- Highlighting work with Green Schools on social media
- Matching schools/teachers with community partners
- Advocating for Green Schools to school system personnel
- Advocating for Green Schools at public hearings
- Training and coordinating volunteers to serve as MAEOE Green Leaders (see description of MAEOE Green Leaders here)



Steps for Submitting a Maryland Green Center Application

For Application #1:

- Contact Diane at engagement@MAEOE.org to express interest in becoming a Maryland Green Center and discuss the application requirements.
- Use the application template for applications 1-4 linked below to help prepare your answers and documentation.
- Submit the $125 application fee by February 1 using this link: Green Center Application Fee
- Complete the application form at www.maeoe.org/greencenters by March 1.

For Applications 2, 3, or 4:

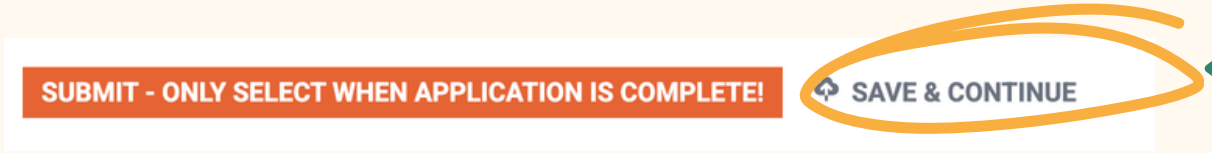
- Review the application template for applications 1-4 linked below and use it to prepare your answers and documentation.
- Submit the $125 application fee by February 1 using this link: Green Center Application Fee
- Complete the application form at www.maeoe.org/greencenters by March 1.

For Application 5 or above:

- Review the application template for applications 5 and above linked below and use it to prepare your answers. No documentation is required for applications 5 and above.
- Submit the $125 application fee by February 1 using this link: Green Center Application Fee
- Complete the application form at www.maeoe.org/greencenters by March 1.



IMPORTANT!
Applications must be submitted through the Green Centers page on the MAEOE website. To save your work if you are unable to complete the application in one sitting, scroll to the bottom of the page and click the Save & Continue button. This action generates a unique link that can be emailed to you and allows you to return to your application later. Be sure to bookmark or store this link safely, as you will need it to resume your progress. When you are all done with the application, hit the SUBMIT button!





DOWNLOAD APPLICATION TEMPLATES HERE:

APPLICATIONS 1-4

APPLICATIONS 5 and above



DOCUMENTATION THAT IS REQUIRED FOR APPLICATIONS 1-4 ONLY:

Two example of PreK-12 environmental programming provided by the organization, including student learning experiences or student action projects. Documentation should include photos of students engaging in learning or action projects as part of organization programming.

One example of environmental professional learning provided by the organization to educators. Documentation should include flyers, photos of PD sessions, or social media/website screenshots advertising the PD sessions.

Two examples demonstrating how the organization actively supports the Maryland Green Schools program (see examples on page 3 of this application guide.) Documentation can include photos, social media or website screenshots, flyers, etc. that clearly demonstrate the support.

Green Center Awards are announced every year on or around Earth Day! Award ceremonies are held every year at the MAEOE Youth Summit.

Below are images of the application so you can see what each section looks like. The application form must be filled out online at www.MAEOE.org/GreenCenters.

SECTION 1

SECTION 1: BASIC INFORMATION

Green Center Application Number *(Required)*

Select one:

1

Organization Name *(Required)*

Enter organization name as you would like it to appear in your Governor's Citation and all MAEOE recognitions.

Organization Website Link *(Required)*

https://

Organization Address *(Required)*

Street Address

Apt, Suite, Etc.

City

State

ZIP Code

County *(Required)*

Allegany

Is your organization part of a Local Education Agency (School System)? *(Required)*

- ○ Yes
- ○ No

Organization Director Name *(Required)*

Organization Contact Name *(Required)*

Organization Director Email *(Required)*

Organization Contact Email *(Required)*

Full-Time Staff (#) *(Required)*

Part-Time Staff (#) *(Required)*

Seasonal Staff (#) *(Required)*

Below are images of the application so you can see what each section looks like. The application form must be filled out online at www.MAEOE.org/GreenCenters.

SECTION 1 cont'd

Which Maryland counties does your organization regularly serve with general programming? *(Required)*

Check all that apply:

- ☐ Allegany
- ☐ Anne Arundel
- ☐ Baltimore City
- ☐ Baltimore County
- ☐ Calvert
- ☐ Caroline
- ☐ Carroll
- ☐ Cecil
- ☐ Charles
- ☐ Dorchester
- ☐ Frederick
- ☐ Garrett
- ☐ Harford
- ☐ Howard
- ☐ Kent
- ☐ Montgomery
- ☐ Prince George's
- ☐ Queen Anne's
- ☐ Somerset
- ☐ St. Mary's
- ☐ Talbot
- ☐ Washington
- ☐ Wicomico
- ☐ Worcester

MAEOE has permission to use our photographs for promotional purposes. We understand that MAEOE will not identify any individuals. (Note: Photos/documentation are not required for Applications 5 and above.) *(Required)*

- ○ Yes
- ○ No

Below are images of the application so you can see what each section looks like. The application form must be filled out online at www.MAEOE.org/GreenCenters.

SECTION 2

SECTION 2: SUSTAINABILITY PRACTICES

Does your building have a green or sustainable designation? *(Required)*

Check all that apply:

- ☐ **Living Building**
- ☐ **LEED Silver**
- ☐ **LEED Platinum**
- ☐ **Net Zero Building**
- ☐ **Energy Star Building**
- ☐ **Green Globes**
- ☐ **Other**
- ☐ **None**

List at least three sustainability practices carried out by staff at your center/organization. *(Required)*

Describe one sustainability practice per box. Use the plus sign on the right hand side to add a new box. REQUIRED: 3 examples of sustainable behaviors that are practiced at your organization (such as composting, recycling, transportation practices, etc.)

Tell us how you currently display or plan to display your Green Center plaque, flag, or banner. *(Required)*

What types of professional development/conferences/etc have your staff participated in during the application period? *(Required)*

Provide a brief description of your organization, inculding your green culture and role in the environmental education landscape. *(Required)*

Below are images of the application so you can see what each section looks like. The application form must be filled out online at www.MAEOE.org/GreenCenters.

SECTION 3

SECTION 3: STUDENT & TEACHER EXPERIENCES

Do you provide programs to PreK-12 students in/on your building/grounds? *(Required)*

Select one:

- ○ **Yes**
- ○ **No**

Do you provide programs to PreK-12 students off-site (not in/on your building/grounds)? *(Required)*

Select one:

- ○ **Yes**
- ○ **No**

PreK-12 students served annually (#) *(Required)*

Indicate all of the school systems that you regularly serve with PreK-12 programming: *(Required)*

Check all that apply:

- ☐ **Allegany**
- ☐ **Anne Arundel**
- ☐ **Baltimore City**
- ☐ **Baltimore County**
- ☐ **Calvert**
- ☐ **Caroline**
- ☐ **Carroll**
- ☐ **Cecil**
- ☐ **Charles**
- ☐ **Dorchester**
- ☐ **Frederick**
- ☐ **Garrett**
- ☐ **Harford**
- ☐ **Howard**
- ☐ **Kent**
- ☐ **Montgomery**
- ☐ **Prince George's**
- ☐ **Queen Anne's**
- ☐ **Somerset**
- ☐ **St. Mary's**
- ☐ **Talbot**
- ☐ **Washington**
- ☐ **Wicomico**
- ☐ **Worcester**

Below are images of the application so you can see what each section looks like. The application form must be filled out online at www.MAEOE.org/GreenCenters.

SECTION 3 cont'd

What types of student experiences does your organization provide to PreK-12 students? *(Required)*

Check all that apply:

- [ ] Water Conservation/Pollution Prevention (Addresses instruction about indoor and outdoor water use, erosion control, stormwater management, and water quality)
- [ ] Energy Conservation (Addresses instruction about energy and electronics use and strategies to reduce carbon footprints)
- [ ] Solid Waste Reduction (Addresses instruction on resource use, waste disposal, and waste management)
- [ ] Habitat Restoration (Addresses instruction on native plant and animal habitats, strengthening local ecosystems, and controlling invasive species)
- [ ] Creating Outdoor Learning Structures/School Gardens (Addresses instruction on creating structures such as garden beds, signage, or artwork that encourages the use of nature in learning)
- [ ] Responsible Transportation (Addresses instruction about sustainable options for transportation and reducing use of fossil fuels)
- [ ] Healthy Indoor Environments (Addresses instruction on ways to create healthy indoor environments)
- [ ] Participatory Science (Addresses instruction on using online databases such as GLOBE, iNaturalist, eBird, and others to contribute data to community science research)
- [ ] Meaningful Watershed Educational Experiences (MWEEs) (Addresses instruction that is part of a MWEE)
- [ ] Natural History (Addresses instruction on Maryland's natural history)
- [ ] Climate Education (Addresses any type of instruction relating to climate)
- [ ] Environmental Justice (Addresses any type of instruction relating to environmental justice)
- [ ] Social/Emotional Learning (Addresses any type of instruction that is designed to support social and emotional learning)
- [ ] Outdoor Recreation (Addresses outdoor recreational experiences that do not fit into other instructional categories)
- [ ] Civic Engagement/Advocacy (Addresses instruction on environmental policy and student voice)
- [ ] Green Careers/Workforce Development
- [ ] Other

What types of student action projects does your organization facilitate for PreK-12 students? *(Required)*

Check all that apply:

- [ ] Water Conservation/Pollution Prevention - Student Actions (Possible examples: helping students conduct stream cleanups; stencil storm drains; install rain gardens, no mow zones, or riparian buffers; create signage to promote water conservation; etc.)
- [ ] Energy Conservation - Student Actions (Possible examples: helping students conduct energy audits, label light switches, create energy-saving tips for morning announcements, etc.)
- [ ] Solid Waste Reduction - Student Actions (Possible examples: helping students conduct waste audits, no-waste lunches, composting or recycling projects, etc.)
- [ ] Habitat Restoration - Student Actions (Possible examples: helping students raise and release native species such as terrapins or sunfish, plant native trees/shrubs, build and install bird boxes, remove invasive species, etc.)
- [ ] Outdoor Learning Structures/ School Gardens - Student Actions (Possible examples: helping students build raised bed gardens, plant or maintain edible gardens, create and install outdoor artwork, build outdoor classrooms, etc.)
- [ ] Responsible Transportation - Student Actions (Possible examples: helping students conduct walking field trips, create no-idle zones, advocate for sustainable transportation alternatives, etc.)
- [ ] Healthy Indoor Environments - Student Actions (Possible examples: helping students create and use non-toxic cleaning products, monitor air quality, care for indoor plants, harvest produce to be used in school lunches, etc.)
- [ ] Participatory Science - Student Actions (Possible examples: helping students participate in community science projects using GLOBE, iNaturalist, Chesapeake Water Watch, etc.)

Below are images of the application so you can see what each section looks like. The application form must be filled out online at www.MAEOE.org/GreenCenters.

SECTION 3 cont'd

Describe two examples of PreK-12 environmental programming. Examples can be student experiences or student action projects.

Example 1 Description *(Required)*

Example 2 Description *(Required)*

NOTE: THIS DOCUMENTATION IS NOT REQUIRED FOR APPLICATIONS 5 & ABOVE

Example 1 Documentation *(Required)*

Drop files here or

SELECT FILES

Max. file size: 16 MB, Max. files: 10.

Example 2 Documentation *(Required)*

Drop files here or

SELECT FILES

Max. file size: 16 MB, Max. files: 10.



Below are images of the application so you can see what each section looks like. The application form must be filled out online at www.MAEOE.org/GreenCenters.

SECTION 3 cont'd

What types of environmental professional learning (PD) does your organization provide for PreK–12 teachers? *(Required)*

Check all that apply:

- ☐ **Project WET**
- ☐ **Project WILD**
- ☐ **PLT**
- ☐ **MWEE Training**
- ☐ **Climate Ed Training**
- ☐ **Early Childhood**
- ☐ **Interdisciplinary Approaches**
- ☐ **Green School Training**
- ☐ **School Gardens**
- ☐ **Other**

Describe one example of environmental professional learning provided by your organization. *(Required)*

Describe and upload documentation below:

Documentation *(Required)*

Drop files here or

SELECT FILES

Max. file size: 16 MB.

PREVIOUS NEXT SAVE & CONTINUE

NOTE: THIS DOCUMENTATION IS NOT REQUIRED FOR APPLICATIONS 5 & ABOVE

Below are images of the application so you can see what each section looks like. The application form must be filled out online at www.MAEOE.org/GreenCenters.

SECTION 4

4.1 REQUIRED FOR GREEN CENTER CERTIFICATION

How has your organization actively supported the Maryland Green Schools program? *(Required)*

Check all that apply. Minimum 2 required.

- ☐ **Providing coaching/support with the application process**
- ☐ **Delivering all-staff presentations about the Green Schools Program for Obj. 1**
- ☐ **Providing student programming for Obj. 1**
- ☐ **Providing student action projects for Obj. 2**
- ☐ **Serving as the community partner for Obj. 3**
- ☐ **Sharing Maryland Green Schools info on your website**
- ☐ **Highlighting your work with Maryland Green Schools on social media**
- ☐ **Matching schools/teachers with community partners**
- ☐ **Advocating for Green Schools to school system personnel**
- ☐ **Advocating for Green Schools at public hearings**
- ☐ **Training and coordinating volunteers to serve as MAEOE Green Leaders**

Describe two examples of how your organization supports the Green Schools Program.

Example 1 Description *(Required)*

Example 2 Description *(Required)*

NOTE: THIS DOCUMENTATION IS NOT REQUIRED FOR APPLICATIONS 5 & ABOVE

Example 1 Documentation

Documentation can include website or social media screenshots, flyers, correspondence with schools, etc.

Drop files here or

SELECT FILES

Max. file size: 16 MB, Max. files: 5.

Example 2 Documentation

Documentation can include website or social media screenshots, flyers, correspondence with schools, etc.

Drop files here or

SELECT FILES

Max. file size: 16 MB, Max. files: 5.

Below are images of the application so you can see what each section looks like. The application form must be filled out online at www.MAEOE.org/GreenCenters.

SECTION 4

Describe your goals for supporting the Maryland Green Schools program and/or Youth Summit over the next four years. *(Required)*

Provide a link to your website showing how you promote the Maryland Green Schools program. *(Required)*

Resources are available at this link: MAEOE Logos & Resources

https://

What are you most proud of? Tell us the TOP FIVE ways that you have supported Maryland Green Schools during the application period. *(Required)*

Put one statement per box. Use the plus sign on the right-hand side to add a new box. These should be short statements that we will read aloud at the awards ceremony!

4.2 ADDITIONAL INFORMATION

Provide a link to your website showing how you promote the Maryland Green Schools program.

Resources are available at this link: MAEOE Logos & Resources

https://

List any staff who have served as MAEOE Green Leaders during the application period.

Put one staff member per box. Use the plus sign on the right hand side to add a new box. Refer to the MAEOE Green Leaders document for eligibility information.

Explain how your organization has participated in the MAEOE Youth Summit during the application period.

Explain how your organization staff have participated as attendees, presenters, exhibitors, or volunteers at MAEOE Annual Conferences.

List year of conference and description:

Highlight in one paragraph an example of one thing you are most proud of in your work with Maryland Green Schools.

Has the Green Center application fee of $125 been paid?

Pay the application fee at https://mdaeoe.app.neoncrm.com/forms/57

- ○ **Yes**
- ○ **No**



APPLICATION CYCLES

Just like Green Schools, all Maryland Green Centers, including Sustainable Centers, must reapply every four years to maintain their Green Center Awards. For new applicants, activities and programs from the past two academic years are eligible as application evidence. All subsequent applications may utilize activities and programs from the four years between awards. Applications are accepted every year.

Application Number	Eligible Activities	Application Type	Award Type
New (1st Application)	Activities occurring two academic years prior to submission (years 1-2)	Regular	Regular
2nd Application	Activities occurring after Application 1 (years 3-6)	Regular	Regular
3rd Application	Activities occurring after Application 2 (years 7-10)	Regular	Regular
4th Application	Activities occurring after Application 3 (years 11-14)	Regular	Sustainable
5th Application	Activities occurring after Application 4 (years 15-18)	Sustainable	Sustainable Bronze
6th Application	Activities occurring after Application 5 (years 19-22)	Sustainable	Sustainable Silver
7th Application	Activities occurring after Application 6 (years 23-26)	Sustainable	Sustainable Gold
8th Application & In Perpetuity	Activities occurring after Application 7 (years 27+)	Sustainable	Sustainable Evergreen



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Questions? Email
melan@maeoe.org