



# Florida Green School Designation Program

## Application for Admission



### INTRODUCTION and INSTRUCTIONS

The Florida *Green School Designation Program* is an effort initiated by the Florida Department of Environmental Protection (DEP) to encourage K-12 schools to conserve and protect Florida's natural resources. Educational institutions that implement "green" practices have found that they can save money and generate good publicity while helping protect the environment.

Please read over this entire application and familiarize yourself with the information provided.

1. Fill out the contact information in Section I completely.
2. Initial the box at the end of Section III to indicate that you have read and understand the information in each section.
3. Then, have your Principal and Green Champion, sign Section IV and submit this application to the Florida *Green School Designation Program* office.

### SECTION I: SCHOOL PROFILE

Name of School:			
Address:			
City:	Zip:		
Main Phone:	Web Address:		
Principal:	Phone:		
Email Address:			
Green Champion:	Title:		
Phone:	Email:		
Type of Facility:	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Charter <input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High School		
Total Enrolled:			

### SECTION II: PROCEDURES and REQUIREMENTS

Becoming a designated member of the Florida *Green School Designation Program* means more than simply implementing a few environmental activities. The designation process has been designed to help encourage and reinforce sustainable behaviors that lead to positive results, both for the environment and your school's bottom line.

A certain degree of flexibility has been built into the process to allow school management the ability to choose environmental efforts that best suit their needs and situation. The journey to the first level of designation, Green Apple, can take up to a year. Afterwards, continuous environmental improvement will be required to move to Bronze Apple, Silver Apple or Gold Apple status levels.



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As stated earlier, the main purpose of the Designation Program is to encourage schools to understand and improve their environmental performance rather than simply implement a few green practices. To become designated as a member of the Florida *Green School Designation* Program at any level, a school must satisfy the following criteria:

### Organization and Commitment

Activities include obtaining support from top management, forming an active multi-disciplinary “Green Team,” and operating in compliance with all Florida *Green School Designation* Program Terms and Conditions and any applicable environmental regulations.

#### 1. IDENTIFY AN ENVIRONMENTAL CHAMPION

A successful program needs an enthusiastic person with good communication and organization skills who can get everyone working together as a team. The “Environmental Champion” does not necessarily have to be an environmental specialist; many champions have come from areas such as personnel, cafeteria, administrative offices, students and parents. The Environmental Champion will serve as a liaison between the Program and the school during the Designation process.

#### 2. OBTAIN TOP MANAGEMENT COMMITMENT AND SUBMIT THE APPLICATION FOR ADMISSION

The most important ingredient for a successful environmental initiative is Principal commitment. Having official sanction will let employees know that resource conservation is an important work responsibility. Once upper management has decided to pursue the Program, complete this application.

#### 3. CREATE A TEAM

A Green Team can be a formal or informal group responsible for ensuring that all environmental improvement practices in which the school is participating are being performed timely and correctly. A Green Team is usually comprised of individuals from each area of the school. Namely: teachers, cafeteria staff, office staff, maintenance, upper management and students.

#### 4. CONDUCT AN ENVIRONMENTAL SELF-ASSESSMENT

How green is your school right now? The Green Team should identify and evaluate opportunities to improve environmental performance by conducting a walk-through of the school. An *Environmental Self-Assessment and Planning Checklist* has been designed to provide guidance in obtaining baseline data. A review of product purchases, utility bills and waste hauling records will help determine environmental baselines. It is not required that the school have any environmental practices in place until it is ready for designation. This form also asks that you list the baseline utility for water, energy and waste for the school. Be sure to have at least one year of baseline utility data. The *Environmental Self-Assessment and Planning Checklist* should be submitted to the Program within **SIX** months of submitting the Application for Admission.

The core activities are outlined in the Minimum Requirements Checklist attached at the end of this application. Please use this form as a tool, and keep it for your records as you proceed.



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#### **5. COMPLETE AND SUMIT THE GREEN APPLE DESIGNATION APPLICATION**

Once the Green Team feels they have satisfied the criteria, complete and submit the Green Apple Designation Application. A school will be notified within 72 hours of the results of their application. Upon receiving designation, the school's name and accomplishments will be posted on the Florida *Green School Designation* Program website and the school will receive all the benefits outlined in Section III.

**NOTE:** Please understand that Green Apple status depends not only on implementing the green practices stated in the Minimum Requirements Checklist, but also on securing top management commitment.

#### **SECTION II: PROCEDURES AND REQUIREMENTS ACKNOWLEDGEMENT**

Please acknowledge that you have read and understand the information in Section II above by initialing here:

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#### **SECTION III: BENEFITS OF BECOMING A FLORIDA GREEN SCHOOL**

Schools will seek to become a designated member of the Florida *Green School Designation* Program for different reasons. Some will implement environmental improvements to reduce operating costs. Others will recognize an opportunity to safeguard health of students, raise test scores, and empowering students. And yet others, will regard it as simply the right thing to do. Most will do it for some combination of factors, but if that is not enough, the Program offers additional benefits:

- Schools who reach the “applicant” stage will be posted on the Florida *Green School Designation* Program website. They will be eligible for certain promotional items such as pencils, lanyards, and green pledge magnets (while supplies last) for students and staff.
- In addition, schools that go on to become a designated member will have their contact information placed on the Florida *Green School Designation* Program website. Designated members will also receive a Florida *Green School Designation* plaque to display in their school and other promotional materials to show commitment to the environment.

**DON'T DELAY, GET STARTED TODAY!**



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### SECTION IV: INITIAL COMMITMENT

The Florida *Green School Designation* Program is a voluntary Program. By signing and submitting this *Application for Admission*, you are simply expressing intent to pursue designation.

You are not entering a contractual agreement nor obligating yourself or the school to perform any green activities in the future.

Additional information and resources can be found at the Program website or by contacting the Program at (850) 245-2116 or [greenschool.designation@dep.state.fl.us](mailto:greenschool.designation@dep.state.fl.us).

APPLICATION FOR ADMISSION	
Principal's Signature:	
Date:	
Green Champion's Signature:	
Date:	

**IMPORTANT NOTE:** Once you have completed the *Application for Admission*, please save the form as a .pdf using the 'Save As' function. Attach to an email and send to [greenschool.designation@dep.state.fl.us](mailto:greenschool.designation@dep.state.fl.us).



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### MINIMUM REQUIREMENTS CHECKLIST

Certain green practices will be required of all schools seeking designation. These core activities have been selected to provide some continuity between all designated members of the Florida *Green School Designation Program*.

The core activities represent a minimum set of Best Management Practices (BMPs) in the following areas: Communication and Education; Waste Reduction, Reuse and Recycling; Water Conservation; Energy Efficiency; and Air Quality, that all designated members are required to implement.

#### COMMUNICATION AND EDUCATION

At a minimum, at least three of the following communication efforts must be implemented.

1.	Make available the school's Environmental Self-Assessment and Planning Checklist to the public upon request.	<input type="checkbox"/>
2.	Communicate your school's environmental initiatives to students, parents and staff.	<input type="checkbox"/>
3.	Establish an environmental task force or "Green Team" and meet quarterly, at a minimum, to evaluate and improve environmental initiatives.	<input type="checkbox"/>
4.	Discuss green practices and policies at student, parent and staff meetings.	<input type="checkbox"/>
	<ul style="list-style-type: none"><li><i>Documentation will be required such as meeting dates, number of attendees, and green topics for meetings.</i></li></ul>	
5.	Provide a formal process for staff, students and parents to give feedback on green practices.	<input type="checkbox"/>
	<ul style="list-style-type: none"><li><i>Examples include suggestion boxes, survey forms or survey emails.</i></li></ul>	

#### WASTE REDUCTION, REUSE AND RECYCLING

At a minimum, at least three of the following waste efforts must be implemented.

1.	Track waste usage.	<input type="checkbox"/>
	<ul style="list-style-type: none"><li><i>Documentation must be entered in the Environmental Self-Assessment and Planning Checklist.</i></li></ul>	
2.	Provide an opportunity to recycle the following materials, if generated, and if services are available in your area, <u>and</u> at least one must be available to students: Plastic, Aluminum Cans, Steel Cans, Glass, Cardboard, Office Paper, Newspapers, Magazines, Batteries, Ink Cartridges, fluorescent bulbs, and Electronics.	<input type="checkbox"/>
3.	School or School District, has a policy about purchasing materials with recycled content and/or a waste reduction policy.	<input type="checkbox"/>
4.	Provide compost bins for organic/native gardens.	<input type="checkbox"/>



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### WATER CONSERVATION

At a minimum, at least three of the following water conservation efforts must be implemented.

1.	Track water and wastewater usage.	<input type="checkbox"/>
	<ul style="list-style-type: none"><li>• Documentation must be entered in the Environmental Self-Assessment and Planning Checklist.</li></ul>	
2.	Use a preventative maintenance schedule to find and repair leaky faucets, toilets and pipes.	<input type="checkbox"/>
	<ul style="list-style-type: none"><li>• Documentation will be required such as a current schedule.</li></ul>	
3.	Use low-flow faucets, 1.5 gallons or less per minute, in restrooms.	<input type="checkbox"/>
4.	Use low-flow toilets, 1.6 gallons or less per flush, in restrooms.	<input type="checkbox"/>
5.	Use low-flow showerheads, 2.0 gallons or less per minute, in locker rooms.	<input type="checkbox"/>
6.	Use automatic faucets and toilets in restrooms.	<input type="checkbox"/>
7.	Have a water assessment conducted by a local utility company, water management district or other appropriate organization.	<input type="checkbox"/>
	<ul style="list-style-type: none"><li>• Documentation will be required such as assessment date and who conducted assessment.</li></ul>	

### ENERGY EFFICIENCY

At a minimum, at least three of the following energy efforts must be implemented.

1.	Track energy usage.	<input type="checkbox"/>
	<ul style="list-style-type: none"><li>• Documentation must be entered in the Environmental Self-Assessment and Planning Checklist.</li></ul>	
2.	Use a preventative maintenance schedule to clean and maximize efficiency in appliances.	<input type="checkbox"/>
	<ul style="list-style-type: none"><li>• Documentation will be required such as a current schedule.</li></ul>	
3.	Use energy efficient lighting (compact fluorescent bulbs, LEDs, and/or T-8 fluorescent tubes).	<input type="checkbox"/>
4.	Use ENERGY STAR® rated equipment (other than lighting).	<input type="checkbox"/>
5.	Use programmable thermostats.	<input type="checkbox"/>
6.	Use timer or sensor lighting indoor/outdoor.	<input type="checkbox"/>
7.	Use a computerized Energy Management System.	<input type="checkbox"/>
8.	Support green power. Use on-site renewable energy power source (solar panels, solar hot water heater, other).	<input type="checkbox"/>



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### AIR QUALITY

At a minimum, at least two of the following air efforts must be implemented.

1.	Use at least two environmentally preferable cleaners that are biodegradable <u>and</u> do not contain NTA (nitrilotriacetic acid), chlorine bleach or phosphate <u>or</u> two cleaners that have a third party green cleaning certification.	<input type="checkbox"/>
2.	Use high efficiency air filters with a Minimum Efficiency Rating Value (MERV) of 8 or better.	<input type="checkbox"/>
3.	Clean all air handler units and coils at least annually. Keep and follow a preventative maintenance schedule and record of activities.	<input type="checkbox"/>
4.	Properly label and store all chemicals.	<input type="checkbox"/>
5.	No visible mold or mildew is present.	<input type="checkbox"/>
6.	School building and grounds are 100 percent smoke-free.	<input type="checkbox"/>

### TRANSPORTATION

At a minimum, at least two of the following air efforts must be implemented.

1.	Promote walking or biking to school for students living in the area.	<input type="checkbox"/>
2.	School buses follow a 'No Idling' Policy in the morning and afternoon.	<input type="checkbox"/>
3.	Cars waiting for students follow a 'No Idling' Policy in the morning and afternoon.	<input type="checkbox"/>
4.	School vehicles are 100 percent smoke-free.	<input type="checkbox"/>