



Florida Department of Environmental Protection

Florida *Green School Designation* Program

Green Apple Designation Application of Intent



INTRODUCTION

Thank you for your interest in the Florida *Green School Designation* Program. We look forward to working with you to protect Florida's environment and conserve our natural resources for generations to come.

Please read carefully before proceeding with the application.

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.

Completing this form serves as a declaration of intent for your school to achieve *Green School Designation*. It is not an application for designation. For assistance completing the Application of Intent, please visit the Program [website](#).

INSTRUCTIONS

To begin the Florida *Green School Designation* process, you must complete and submit the Application of Intent as a declaration of your intent to pursue designation.

Steps:

1. Fill out the contact information for the School Profile completely.
2. Initial the box at the end of Section II to indicate that you have read and understand the Procedures and Requirements for [Green Apple Designation](#).
3. Complete the [Environmental Self-Assessment and Planning Checklist](#) to the best of your ability.
4. Submit the Application of Intent and [Environmental Self-Assessment and Planning Checklist](#) to GreenSchool.Designation@FloridaDEP.gov.



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The Florida Department of Environmental Protection (DEP) applauds your decision to participate in the Florida *Green School Designation* Program by illustrating your commitment to protecting and conserving Florida's environment. For assistance completing this application, visit <https://floridadep.gov/osi/green-school-designation>.

1: SCHOOL PROFILE

Name of School: _____
(As it will appear on the Florida Green School Designation Website)

Physical Address: _____

City: _____ Zip: _____

Main Phone Number: _____

School Web Address: _____

Principal: _____ Phone Number: _____

Email Address: _____

Primary Contact Responsible for *Green School* Designation Effort – Green Champion

Name: _____ Title: _____

Phone Number: _____

Email Address: _____

Facility Information

Type of facility: (check all that apply)

- Public Private Charter Elementary Middle High School

Total Enrolled: _____

Total Building Square Feet: _____



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2: PROCEDURES AND REQUIREMENTS

The following steps will be required to become designated. Submitting your Application of Intent means that you understand these requirements and are committing to pursuing [Green Apple Designation](#). These requirements *do not* need to be met when submitting an Application of Intent.

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

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, begin completing the 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, parents 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. You may also reach out to your school district maintenance or operations personnel for help obtaining this information. It is not required that the school have any environmental practices in place until it is ready for designation.

5. COMPLETE AND SUBMIT THE GREEN APPLE DESIGNATION APPLICATION

Once you are ready, the core activities are outlined in the Minimum Requirements found [here](#).



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SECTION II: PROCEDURES AND REQUIRMENTS ACKNOWLEDGEMENT

Please acknowledge that you have read and understand the requirements for Green Apple Designation above by initialing here:

3: Submit the Application of Intent

Thank you for your commitment to conserving Florida's natural resources through your interest in the Florida *Green School Designation* Program. The Program will review your application and will contact you regarding next steps towards achieving *Green School Designation* status.

IMPORTANT NOTE:

Once you have completed the Application of Intent, please save the form as a .pdf using the 'Save As' function. Attach application to an email and send to GreenSchool.Designation@FloridaDEP.gov. Be sure to include the Environmental Self-Assessment and Planning Checklist.

Attachments should be in .pdf format, titled clearly with your property's name and documents should be no larger than 250 kb in size. Your application will not be reviewed for designation without the supporting documents.