



# Oregon Green Schools Entry Level Application

First Time Applying at Entry Level     Renewing at Entry Level

Use this application to become or renew as an Oregon Green School. It is a tool for setting up your waste reduction and resource conservation program and recording your activities. Each of the five sections represents an important aspect of a successful, comprehensive program. You will be asked to describe things that you are currently doing at your school as well as what your plans are for future activities, which will require you to set concrete resource conservation goals.

Please download the application, complete it, and then **submit it electronically** to your local Oregon Green Schools Coordinator, followed by a hard copy with signatures by mail. He or she will be able to answer any questions you may have about the application or about the Oregon Green Schools Program. To find the name of your Coordinator, refer to: <http://www.oregongreenschools.org/coord.cfm>

Applicant's Name:		Date:	
Applicant's Job Title:			
Name of SCHOOL:			
Address:			
Phone:		Fax:	
Number of students:		Number of staff:	
On-site resource conservation coordinator's name:			
Coordinator's job title:			
Phone:		E-mail:	
Name of Garbage Company:			
Name of Recycling Company:			
Name of School Principal:	E-mail:		

## 1. INVOLVEMENT

### How your school involves staff, students and others in your resource conservation program

**Describe your waste reduction/resource conservation program.** What is your school currently doing to reduce waste and conserve resources? Explain how your staff and students are involved in everyday activities that support waste reduction, and energy and water conservation. Things to consider:

- How you educate, train, and encourage staff and students to participate in your program
- How you publicize your program
- How your parent group participates and supports your program
- How you practice resource conservation in your everyday facilities operations

## 2. EVALUATION / WASTE AUDITS

- A. Conduct a waste audit to determine your school's current solid waste composition.** This exercise will help you identify materials in the garbage that you can strive to reduce -- those that would be logical targets for reducing, reusing or recycling.  
\*Suggestion – Conduct annual waste audits each Fall to determine your goals for the year.

**HINT:** You will find an easy-to-use audit form and instructions at:  
[http://www.oregongreenschools.org/waste\\_audits.cfm](http://www.oregongreenschools.org/waste_audits.cfm)

Briefly describe the types, volumes, and sources of materials found during the waste audit. **Be sure to include a copy of your completed audit form with the signed paper copy of this application.**

- B. How much garbage is disposed at your school?**

Weekly volume OR weight of garbage: \_\_\_\_\_  cubic yards  pounds  
(check one)

**HINT:** When in doubt, check with your garbage hauler for this information.

- C. How much water and energy does your school use?**

Enter your school's average monthly water and energy usage.

Water usage: \_\_\_\_\_  cubic yards  gallons Oil: \_\_\_\_\_ gallons  
(check one)

Natural gas: \_\_\_\_\_ therms Electricity usage: \_\_\_\_\_ kWh

Other: \_\_\_\_\_

**HINT:** Check with your school district facilities department or your utility companies for help with this information or learn how to read your school's meters at:  
<http://www.jea.com/customer/meter.asp>

## 3. GOALS

**Outline what your school will accomplish by continuing to improve and expand its waste reduction and resource conservation program.**

- A. Waste Reduction: What are your school's waste reduction goals? (garbage, recycling, energy, water) and how will you achieve them?** List at least one goal in each category and explain the steps you will take to achieve that goal.

**HINT:** Choose measurable goals such as reduction by a certain percentage, quantity or volume, or target a particular material.

**1. Garbage**

- Goal –
  - Steps to achieve -
- Goal –
  - Steps to achieve -

**2. Recycling**

- Goal –
  - Steps to achieve -
- Goal –
  - Steps to achieve -

**3. Energy**

- Goal –
  - Steps to achieve -
- Goal –
  - Steps to achieve -

**4. Water**

- Goal –
  - Steps to achieve -
- Goal –
  - Steps to achieve -

**B. *Permanence:* Describe the plan to maintain your school’s program over time.** For example, how will the practices and attitudes be institutionalized? Will there be a formal written resource conservation policy adopted? How will the program survive if key players move on? Will responsibilities be included in staff job descriptions? Is there a district-wide policy in place that will support your efforts into the future?

**4. REDUCE, REUSE, RECYCLE, CONSERVE**

**A. *Reduce and Reuse:*** Briefly describe how your school reduces and reuses materials in order to reduce solid waste and conserve resources.

*Examples to consider:*

- *Routing messages rather than printing one for everybody*
- *Using e-mail rather than paper*
- *Choosing less toxic alternative products*
- *Making art projects from old office supplies*
- *Double siding*
- *Using half sheet forms rather than full sheet*
- *Using durable rather than disposable*
- *Setting up a REUSE IT closet or materials exchange for students or staff*
- *Donating unwanted items that are in good condition*

**B. Recycle:** List and estimate the total weekly volume of at least three materials that your school recycles:

Recycled Material	Volume (indicate gallons or cubic yards)
1.	
2.	
3.	
Other:	

**HINT:** If your school doesn't track and weigh the recycling from week to week, survey an average week and give those results. Contact your recycling service provider for help with this information if needed. Once cubic yard = 173.5 gallons.

**C. Conserve:** Briefly describe how your school reduces energy and water usage.

*Examples to consider:*

- *Post "Conserve Energy" signs by light switches*
- *Convert some incandescent lights to fluorescents*
- *Turn off every other bank of lights in classrooms/hallways*
- *Post "Conserve Water" signs by faucets*
- *Naturescaping*
- *Bioswales*
- *Incorporate water/energy conservation into your curriculum*

## 5. REPORTING

**Inform key members of the school community of your school's waste reduction/resource conservation program and Green Schools Application:**

- |   |  |
|---|--|
| <input type="checkbox"/> Principal<br><input type="checkbox"/> Teaching Staff<br><input type="checkbox"/> Custodial Staff | <input type="checkbox"/> School Food Service Staff<br><input type="checkbox"/> Parent Organization<br><input type="checkbox"/> Student Government/Club |
|---|--|

**Please help us assess our program by answering the following question:**

"How has your school changed as a result of your Oregon Green School certification efforts?" (Describe how attitudes, behaviors, or systems have changed at school or in staff members' or students' homes because of your school's program.)

**Applicant's signature** \_\_\_\_\_

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

Head Custodian's signature \_\_\_\_\_

***Thank you for applying to be an Oregon Green School!!!*** You are joining the ranks of schools that are making real-world steps toward linking economic, educational, and environmental issues.

**Please send an electronic copy of this completed application to your Oregon Green Schools Coordinator. In addition, mail a hard copy with original signatures affixed, along with a paper copy of your waste audit form!**

To find the name of your coordinator, refer to: <http://www.oregongreenschools.org/coord.cfm>

For Local OGS Coordinator only:

Received: \_\_\_\_\_ 20 \_\_\_\_\_      Approved: \_\_\_\_\_ 20 \_\_\_\_\_      Awarded: \_\_\_\_\_ 20 \_\_\_\_\_

# Green School Application Checklist

Use this checklist to help you fill out your Oregon Green School Application. It will also help track your progress up through the three levels of recognition: Entry, Merit, and Premier Green School.

	E	M	P
<b>INVOLVEMENT</b>			
Identify designated on-site resource conservation coordinator.	■	■	■
Provide education, training and encouragement to staff, students & families.	■	■	■
Publicize and promote the program.	■	■	■
Practice resource conservation operation of school facilities.	■	■	■
Demonstrate the integration of waste reduction into the scope of the school's functions.	■	■	■
Provide waste reduction education and assistance to another school.		■	■
Provide waste reduction education and assistance to the community.			■
<b>EVALUATION</b>			
Conduct a waste evaluation and identify the types, volumes, and sources of materials found in the school's garbage.	■	■	■
Determine weekly garbage volume.	■	■	■
Determine water and energy usage.	■	■	■
Estimate the volume OR weight of recycled materials collected at the school weekly.	■	■	■
Devise and implement strategies to target large sources of waste and translate them to GOALS.	■	■	■
Compare results of waste evaluation to previous application and explain differences.			■
<b>GOALS</b>			
Establish waste reduction goals for garbage/recycling, energy and water.	■	■	■
Define method and steps to be taken to accomplish those goals.	■	■	■
Define method for maintaining waste reduction and resource conservation plan over time.	■	■	■
Identify a school-wide policy for reducing waste and conserving resources.		■	■
Demonstrate completion of waste reduction goals and objectives established in the school's original Green School application.			■
<b>REDUCE, REUSE, RECYCLE, CONSERVE</b>			
Describe how the school reduces and reuses materials to reduce waste and conserve resources.	■	■	■
Recycle at least 3 materials.	■	■	■
Describe how the school conserves energy and water.	■	■	■
Recycle at least 6 materials.		■	■
Purchase at least one item containing post-consumer recycled content.		■	■
Incorporate energy and water conservation into the operations of the school.		■	■
Demonstrate a reduction in the purchase or consumption of a product.			■
Describe how implementing resource conservation has affected energy and water usage.			■
<b>REPORTING</b>			
Inform principal, teaching staff, custodial staff, food service provider, parent organization and student government/club of school's program	■	■	■
Submit paper copy of complete waste evaluation form with application	■	■	■
Inform above people and school board of school's program			■
Provide thumbnail sketch and digital photos			■