

## Eco-Schools USA Awards

**Now that you've implemented the Seven Steps, you may be ready to apply for an Eco-Schools USA award.** There are three levels to the award system. The **Bronze** and **Silver** awards are self-assessed, and can be achieved by meeting the specific criteria for each award and then submitting the on-line award form. The on-line award form can be found on your dashboard page in the right-hand navigation, "Apply for New Awards, Manage Awards and Download Certificates."

The criteria that make up each of the Seven Steps are assigned point values. As each step is completed, points are accumulated toward an award. The points required to reach each award level are outlined below. Upon successful completion of the application and all criteria met, the school will be awarded either the Bronze or Silver Award, and certificates of achievement can be downloaded and printed. The top award is the **Green Flag**, which must be evaluated by an Eco-Schools USA assessor and renewed every two years. A school is considered to be a permanent Eco-School once it has gained its fourth Green Flag. All the necessary awards forms and checklists can be found in our Eco-Schools Toolkit at the end of this handbook.

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Earn 100 points to apply for a Bronze Award




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Earn 200 points to apply for a Silver Award




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Earn 300 points to apply for a Green Flag Award  
(Must be renewed every 2 years)




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To keep track of your school's points, login using the email address you registered with to access your school's dashboard. As you check off your accomplishments on the award form, the dashboard will display your current point's total. Please note that the Pathway icon will not appear as being addressed until the award application is submitted and approved. A school can apply for any one of these awards depending on the level of criteria met under each of the Seven Steps. The Bronze Award Criteria, Silver Award Criteria and Green Flag Award Criteria, will help to give schools an idea of what stage they have reached and what level of award they could apply for.

### Step by Step Summary:

- ✓ Check the Eco-Schools [interactive map](#) to find out if your school is already registered as an Eco-School. If not, go to the [registration page](#) and sign-up! Complete the registration form and click 'submit'.
- ✓ If you previously registered as an Eco-School, simply [login](#) using the email address used to register the school to access your school's profile.
- ✓ On your schools profile page click on "Apply for New Awards, Manage Awards and Download Certificates." Choose the award form needed from the drop down menu and click 'submit'.
- ✓ Fill-out the award application and click 'submit.' If the application is only partially completed you can click 'save' and return to the form at a later time.
- ✓ If the application is successfully entered and all criteria met, your school will be automatically awarded the Eco-Schools USA Bronze or Silver Award. You will be able to download and print a personalized certificate of achievement and your addressed pathway (s) will no longer be grayed out and will display metrics.

### HOW-TO APPLY FOR A Bronze or Silver Award

1. Update your dashboard with your goals, accomplishments, and metrics. Add a minimum of 3 photographs;
2. Upload your pathway audit and action plan (as a PDF) to your award form;
3. Upload any other documentation and/or evidence you feel will be helpful in evaluating your sustainability work.

### HOW-TO APPLY FOR A Green Flag Award

1. Update the school's profile on your dashboard;
2. Complete the online Green Flag Application. Access the application directly from your profile page by clicking on "Apply for an Award: Green Flag" in the box in the upper right-hand corner of the screen.
3. Upload the following items:
  - a. Offline Green Flag Application or Green Flag Renewal Application
  - b. Audits for at least 3 pathways, one of which must be energy
  - c. Action Plans for at least 3 pathways
  - d. Photographs of Eco-Schools bulletin board or display and/or link to your school's Eco-Schools web page;
  - e. Evidence of progress – this could be a written summary, iMovie or other video platform, or an online photobook
  - f. Copy of Eco-Code

## HOW-TO APPLY FOR RENEWAL: 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> Green Flag Renewal

1. Update school's profile page on your dashboard.
2. Fill out the online Green Flag Renewal Form found by clicking "Apply for New Awards, Manage Awards, and Download Certificates" on the right-hand navigation. Attach it to the award form, found on the [Eco-Schools USA website](#).
3. Attach the following pieces of evidence to the Green Flag Renewal:
  - a. Audits for 3 pathways;
  - b. Action Plans for 3 pathways
  - c. Photograph of Eco-Schools bulletin board or display case or link to your school's Eco-School's webpage
  - d. Evidence of Progress

Once you have updated your school's dashboard and successfully uploaded all your Green Flag application materials, you will receive email confirmation from our team. Eco-Schools USA staff will then assess your application and review your school's progress, and will contact you regarding the status of your Green Flag application and/or Renewal.

### Celebrating Success!

An important part of achieving one of the three award levels is celebrating your student's and school's success! Take this opportunity to spread the word of your sustainability achievements via a school-wide assembly, a tour of your new Schoolyard Habitat or recycling center, or a community event. Have your students showcase the results of their efforts during the assembly program, end of school year or mid-term celebration, or even through a school newsletter that goes out to every student, faculty, and the PTA.

The list below are some of the other suggestions to help spread the good news:

- Invite important members of the community
- Invite the media
- Use our press release template and share it with local TV and news outlets.

