

CHECKLIST

Use this checklist to help keep you organized.

- Introduce the **Environmental Action Program for Schools** to all staff. Tailor the **GREEN TEAM DISCUSSION POINTS** (found in the Toolbox) and distribute to ALL teachers and ALL staff: custodial, kitchen, maintenance, office, grounds keepers, administrative, etc.
- Assemble a **GREEN TEAM** (page 5)
- Conduct a **WASTE ASSESSMENT** (page 7)
- Choose your four **ACTION AREAS** (pages 9 to 23)
- Make a **WRITTEN PLAN** (page 26)
- Announce the EAPS program to students. Take the **STUDENT ANNOUNCEMENT** (found in the Toolbox) and put a big 'X' next to your school's four chosen Action Areas. Make copies of the marked **STUDENT ANNOUNCEMENT** and distribute to ALL students. Make extras to be used as posters and handouts etc.
- Hold a **KICK OFF EVENT** (page 24)
- Write and send any **LETTERS TO PROSPECTIVE SPONSORS** (page 29)
- Complete your four **ACTION AREAS** (write your Action Areas in blanks below):
 - Action Area: _____
 - Action Area: _____
 - Action Area: _____
 - Action Area: _____
- When your four Actions are completed, fill out the **CERTIFICATION REPORT**.
- After you receive your **CERTIFICATE OF COMPLETION** and **SUMMARY OF ACTIONS**, announce to the WHOLE school and read Summary of Actions to all.
- CELEBRATE!**
- Display the **Certificate of Completion** and the **Summary of Actions**.
- Send copies of the **Summary of Actions** home with students to show to parents and share with sponsors or others who will enjoy it.

