



## Bay County Green Schools Tips for a Successful Application

We here at Bay County's Green School application review headquarters often receive inquiries from interested school representatives about how their school can deliver the strongest application possible to ensure that they receive their Michigan Green School certification. Here are some helpful tips for you in your quest to become certified 'Green':

**Make sure your application is received by the deadline!** Being that the Michigan Green Schools Program is a statewide program it is of the utmost importance that all applications are received in a timely manner for the statewide coordination efforts. The deadline is March 1, 2012.

The four categories of activities for official green school qualification are Reduce/Reuse/Recycle, Energy, Environmental Protection and Miscellaneous. Check out the application for the specifics on the activities in each of the four categories. In addition to the activities listed in the table portion of the application, a school may design and propose another activity (listed as "other" on the application), which may qualify toward an environmental designation. **All alternate activities listed as "other" must be approved by your Michigan Green School County Coordinator by December 1, 2012. All applications are due March 1, 2013.**

**The more details the better.** Please feel free to describe in detail what green practices your school has implemented. This will help to avoid follow-up phone calls to confirm information which may delay your schools' approval process.

**Provide detailed contact information.** Accurate contact information is very helpful when trying to quickly confirm application information. Include where to best reach your contact person during work hours.

**Do an extra point (or two)!** Last year many schools benefited by attempting more points than the bare minimum. One or two extra criteria points helps to ensure that your school meets the minimum of 10 acceptable criteria accomplishment.

**Stick to the criteria!** We are aware that the 20 points as currently constituted actually only address a small portion of today's environmental concerns and green opportunities. However as a statewide program we must fairly judge all submitted applications based on the current 20 points. Please don't let that hinder your school from going above and beyond what is required, or submitting any ideas you have for items to be considered as new criteria points in the future.

**Properly address the application requirements.** The application guides the applicant in how properly describe how the criteria point has been fulfilled. This includes who participated, when, for how long, etc. Please provide all relevant information.

**Pictures help!** Please feel free to attach printed pictures or, even better, digital copies of pictures that help to illustrate your criteria points. Good examples: ecological speaker at a school assembly, native gardens, birdhouse habitat, adopted animal display, etc...