



City of Plano
Sustainability & Environmental Education Division

**2015-2016 Environmental Star of Excellence
Educational Institution Awards**

The Environmental Star of Excellence (ESOE) Educational Institution Awards are designed to recognize public or private schools at all levels (pre-school through higher education), including groups and individuals that demonstrate outstanding environmental leadership and achievement within their educational institution setting. The ESOE Awards support organizations and individuals that approach sustainability through decision-making that integrates environmental, economic and social concerns to ensure responsible management of resources for future generations.

Applications for these awards must focus on projects or work completed between May 2015 and May 2016.

Award Categories:

The ESOE Educational Institution Awards are divided into two categories: Educational Institution Award and Environmental School Awards. The Educational Institution Award must be applied for using the ESOE Community Awards application available online at plano.gov/ECAawards. The Environmental School Awards application must be used to apply for the Clean Campus, Outstanding Campus Beautification, Outstanding Composting, and Outstanding Environmental Awareness Group. The award descriptions are as follows:

- **Educational Institution** – recognizes an institution whose efforts have improved the community and school by promoting or incorporating one or more of the following practices: waste minimization, recycling, composting, litter prevention, beautification, water conservation, energy conservation, air quality initiatives, or other green practices
This award must use the Community Awards application available online at plano.gov/ECAawards.
Applications will be accepted May 1 through July 29, 2016 at 5 p.m.
Award Amount: \$500
- **Outstanding Environmental Awareness Group – Elementary level** – recognizes a school's organized effort to integrate environmental education into extracurricular activity encouraging students to make responsible environmental choices
Applications will be accepted May 1 through July 29, 2016 at 5 p.m.
Award Amount: \$500
- **Outstanding Environmental Awareness Group – Secondary level** – recognizes a school's organized effort to integrate environmental education into extracurricular activity encouraging students to make responsible environmental choices
Applications will be accepted May 1 through July 29, 2016 at 5 p.m.
Award Amount: \$500

Application Information

Organizations may submit applications in more than one category but each application must be tailored to one specific award. The same application cannot be used for another category.

Up to five double-sided pages of supplemental materials may be included, i.e. photos, news articles, flyers, internal communications, etc.

Only correctly completed award applications will be accepted and judged by a panel of selected individuals representing the Plano community.

Five points will be deducted from the overall score if a 1MB JPEG photo does not accompany the application. Photos will be used at the awards celebration to recognize winners.

Applications must be received in our office by 5:00pm on Friday, July 29, 2016.

To reduce paper and improve efficiency, we recommend all award applications be submitted electronically. However, faxed or mailed applications will also be accepted. If mailed, they must be postmarked no later than Tuesday, June 2, 2015.

- **Email to:** reneekr@plano.gov
- **Fax to:** Sustainability & Environmental Education, Renee Krebs, 972-769-4219
- **Mail to:** City of Plano, Sustainability & Environmental Education
Attn: Renee Krebs
4200 West Plano Parkway
Plano, TX 75093

IMPORTANT: Applicants winning two consecutive years in the same category are not eligible to apply for that same award for 12 months following their most recent award. They are encouraged to apply for awards in other categories.

Awards Presentation

The ESOE Awards will be presented at the Environmental Community Awards celebration on **Wednesday, September 14, 2016**, 11:30am – 1:00pm. Details will be available closer to the event. All applicants will be invited. Cash awards will be presented.

Application Checklist

Please ensure the following have been completed before submitting your application:

- Included a 1MB jpg photo of project, building, individual or team – **(Five points will be deducted from all applications submitted without a 1MB JPEG photo)**
- Submitted application that correctly corresponds to award category
- Up to five (5) double-sided pages of supplemental materials may be included (optional)





City of Plano
Sustainability & Environmental Education Division

2015-2016 ENVIRONMENTAL SCHOOL AWARDS
COVER SHEET

A copy of this form must accompany **each** submitted application. Additional pages may be attached to each award if necessary. Incomplete or late applications will not be reviewed. All applications must be received by the Sustainability & Environmental Education Division by **5:00pm on Friday, July 29, 2016**. Mailed applications must be postmarked no later than **Monday, July 25, 2016**.

Application Process:

Applications may be submitted for as many categories as applicable. **All applications must be typed using the form fields below. One complete application must be submitted for each award category. If necessary, please duplicate supplemental materials and photos (see below) for each individual application.** The following supporting documentation is required for each application:

- One representative photo for each award application submitted
 - Photo should be suitable for public viewing
 - Photo should represent the team of students, teachers and/or parents who worked on the award project
 - Photo must be approximately 1 MB in size (print quality) and may be submitted via email attachment or a CD mailed to our offices.
- Supplemental information and material that document your activities and support your award application (i.e., newsletter articles, additional photos, handouts, etc.)

NAME OF PERSON SUBMITTING THIS AWARD:
PHONE NUMBER:
E-MAIL ADDRESS:
SCHOOL NAME:
SCHOOL ADDRESS:
SCHOOL FAX NUMBER:
GROUP NAME (if applicable):
PRINCIPAL'S NAME:
GRADE LEVEL(S) OF STUDENTS CONTRIBUTING TO AWARD:
NUMBER OF STUDENTS INVOLVED IN AWARD CATEGORY:

Please place a checkmark (✓) next to the award for which this application is submitted:

- Elementary Level - Outstanding Environmental Awareness Group Award
- Secondary Level - Outstanding Environmental Awareness Group Award

Signature (person submitting award)

Date

(1) Provide a description of the school's nominated program or project including history, dates, location, purpose, people involved, sources of funding, etc. Describe the problem or need for the program or project and the implementation process. Please include specific innovative aspects, demonstrated leadership, and the schedule or timetable of ongoing events. (300 words max)

POINTS AWARDED: _____ (Maximum of 25)

Enter supporting text in area below. ▼

2) Describe the educational efforts used to communicate the importance of the project or program to students and the school community. Include any outreach efforts including guest speakers, events, etc. (200 words max)

POINTS AWARDED: _____ (Maximum of 15)

Enter supporting text in area below. ▼

(3) Describe the results, accomplishments and long-term impact of the nominated program or project at the school or in the community. Include measurable results attained to date (e.g., number of people reached, litter collected, waste diversion rates, gallons of water saved, materials donated for reuse, number of events held, etc.). Describe how metrics were gathered and who benefitted from the program or project. (300 words max)

POINTS AWARDED: _____ (Maximum of 25)

Enter supporting text in area below. ▼

Large empty text area for entering supporting text.

(4) Attach flyers, photos, school newsletter articles and other supplemental materials that support the nominated program or project at your school.

POINTS AWARDED: _____ (Maximum of 20)

(5) Complete the supplemental documentation and monthly calendar in Appendix A on pages A1-A2.

POINTS AWARDED: _____ (Maximum of 15)

Outstanding Environmental Awareness Group Award Application
Meeting Planner

Month	Meeting Dates	Objectives of Meeting	Program Topic	Speaker(s)	Projects/Activities
Aug 2015					
Sep 2015					
Oct 2015					
Nov 2015					
Dec 2015					
Jan 2016					
Feb 2016					
Mar 2016					
Apr 2016					
May 2016					