



SFUSD Green Teams Implementation Plan

OVERVIEW

A successful school sustainability program requires both district-level support and grassroots enthusiasm to be successful. The District can retrofit buildings, provide greener chemicals and supplies, and install renewable energy systems, but without the collaboration of the students and staff at each site, it is impossible to cut back on energy use, water consumption, and waste generation. In order to address this problem, SFUSD is initiating Green Teams at several pilot schools in order to develop a program in which students and staff are involved in the process of greening their own school.

PROGRAM ELEMENTS

Numerous schools already have green teams that are helping to green the schoolyard, organize recycling efforts, or save energy on campus. What makes this official SFUSD *Green Team* program different is that participating schools will be given District-level support and start-up funding for their efforts. In exchange, each team must agree to certain requirements that ensure the success of program.

1. **Champion Stipend:** Each *Green Champion* will receive a stipend of \$500 per year to coordinate the *Green Team*.
2. **Start-Up Funds:** Each site will receive an initial infusion of \$500 to provide the seed funding for its environmental efforts.
3. **Utility Reports:** The *Green Champion* will receive regular monthly reports on the school's utility use and waste diversion rate so that she can track and publicize the school's progress in reducing energy/water use and waste generation.
4. **Resource Binder:** The District will provide a binder with useful resources for developing projects and coordinating the *Green Team*.
5. **Recognition:** An awards ceremony will recognize outstanding efforts each year. In addition, schools can opt to become official SF *Green Schools* by meeting a minimum number of requirements and passing a site inspection.
6. **School Audits:** All schools will be required to conduct energy, water, and waste audits, as well as a commute survey, sometime during the first year of participation. The first three will be organized by the District.
7. **Publicity:** Each *Green Team* will be asked to provide two staff updates a year, place a *Green School* column in the school newsletter, and create a bulletin board showcasing the latest *Green Team* efforts. The newsletter should be sent to the Director of Sustainability (DoS) electronically each month.
8. **First Steps:** The following must be completed by the second year.
 - Energy: Complete a thorough summer shut-down.
 - Water: Install low-flow aerators on faucets.
 - Waste: Implement or improve a composting/recycling program on campus.
 - Transportation: Conduct one campaign to promote alternative commuting.

GREEN TEAM ROLL-OUT

Careful planning and division of labor are prerequisites for the success of a *Green Team*. For this reason, SFUSD will facilitate the formation of each team as follows:

1. The DoS will notify *Green My Schools* contacts of the opportunity to start District-supported green teams at up to ten pilot sites (this letter).
2. Schools who express an interest will be introduced to the benefits and requirements of the *Green Team* program at a staff meeting in February.
3. The principal of each school will discuss the program with her staff, identify a staff *Green Champion*, and sign the participation agreement (below).
4. The *Green Champion* at each participating school works with the principal and PTA liaison to recruit staff, parents, students, and the community for the first *Green Team* meeting (see Potential Stakeholders below).
5. With the help of a *District Liaison*, each *Champion* convenes an initial meeting with all recruited stakeholders to brainstorm environmental projects, develop a vision statement, and identify key stakeholders to be recruited before the next meeting (Bring-a-Friend).
6. At the second meeting, each school sets S.M.A.R.T (Specific, Measurable, Attainable, Realistic, Timely) goals based on the group's vision, develops a list of initial projects, and ensures the sustainability of its efforts by discussing ways to maintain legacy (calendar, roster, publicity, recruitment, project sheet, regular meetings, etc).
7. At the third meeting, schools will receive training on planning successful outreach campaigns, conducting site audits, implementing required measures, and evaluating efforts. This is the final meeting with the *District Liaison*.
8. At the fourth meeting, the *Green Champion* will lead the team in determining the priority and timing of each initial project, assigning a committee member to lead each one, and setting measures of success. It is good to include some easy kick-off projects that will generate early victories and publicity.
9. It is good to quantify savings and publicize successes, both on campus and via the media, so that the *Green Team* generates increasing interest and support from the school community. Recognition and rewards should also be provided to members of the team wherever possible.
10. Each team will meet with the DoS after six months to report successes and identify areas where more support is needed. Regular evaluation and reflection is an essential part of any *Green Team* and should be done at every meeting.

POSSIBLE STAKEHOLDERS

The more people that are involved in the effort, the better a school will be able to effect change and create ownership of environmental efforts on campus. With that in mind, the following groups might play important role on your *Green Team*:

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| 1. Administrator | 6. Custodial/Facilities Staff |
| 2. Teachers | 7. Site Council |
| 3. PTSA/Parents | 8. Activities Director |
| 4. Students/Student Clubs/ASB | 9. Volunteer Coordinator |
| 5. Environmental/Garden Club | 10. Alumni Association |

STATEMENT OF SUPPORT

I, principal of _____, recognize that involving students in waste reduction and utility conservation is important, both for saving precious funds as well as educating young people on the issues of environmental stewardship and sustainability. I therefore agree to support the formation of a *Green Team* at my school, by encouraging staff to work with parents and students in implementing green practices. I have identified _____ on our staff as our *Green Champion* who will coordinate our school's efforts and lead the green team to success!

Principal:

Signature Date

Printed Name

Green Champion:

Signature Date

Printed Name