
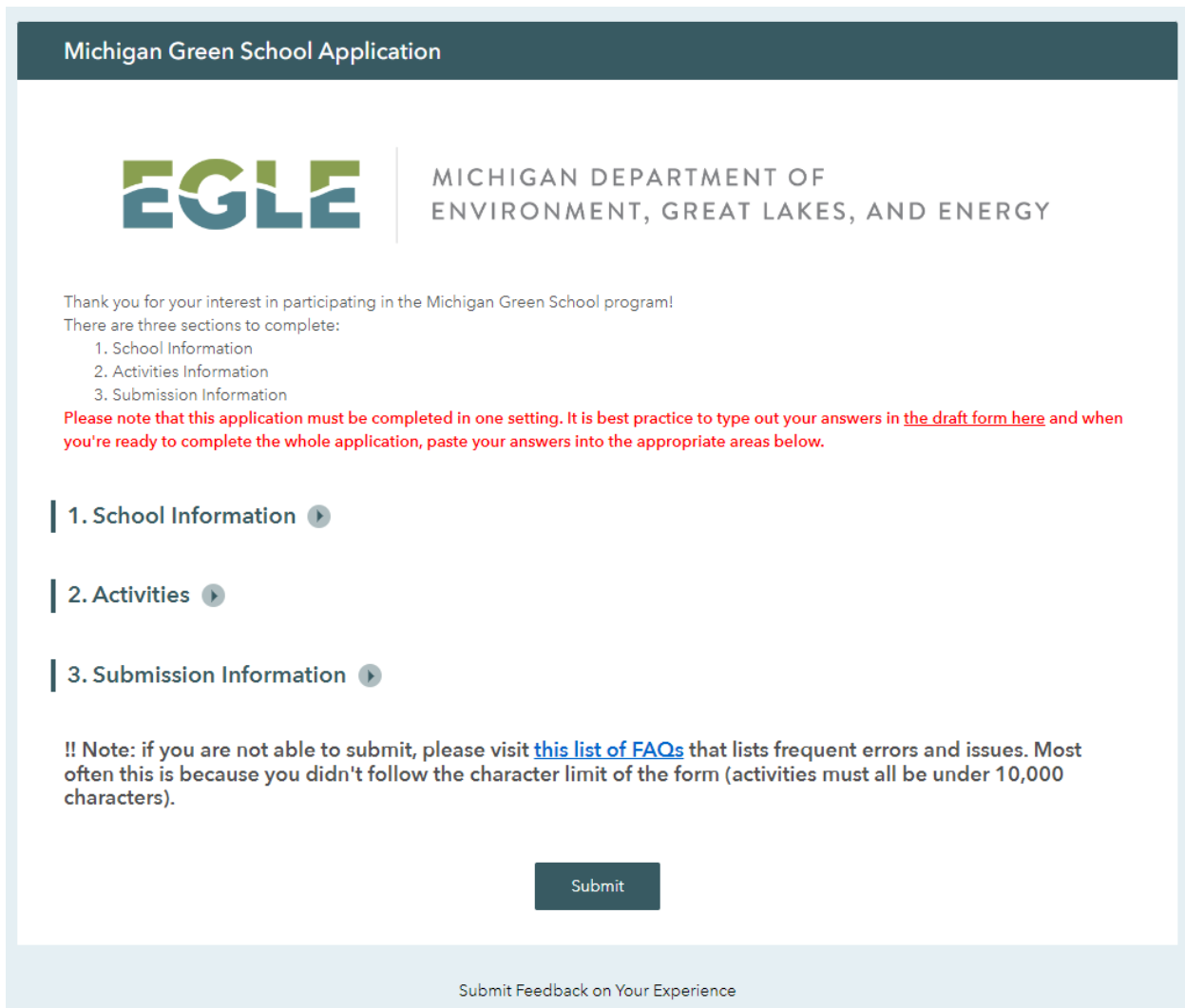


This is a DRAFT of the **MACOMB COUNTY Michigan Green School Application through the EGLE website**. You will have to submit your application using a form online that is very similar to what is below.

**Please note that this online application must be completed in one sitting.** It is best practice to type your answers in a draft document, then copy & paste into the appropriate area in the online form. Anything marked with a \* is required.

You will see the following screen when you reach the application. Click on the  next to each section to expand the application and see the full fields.



The screenshot shows the Michigan Green School Application interface. At the top, there is a dark blue header with the text "Michigan Green School Application". Below the header, the EGLE logo is displayed on the left, and the text "MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY" is on the right. A message of thanks follows, stating "Thank you for your interest in participating in the Michigan Green School program! There are three sections to complete:" followed by a numbered list: "1. School Information", "2. Activities Information", and "3. Submission Information". A red note below the list reads: "Please note that this application must be completed in one setting. It is best practice to type out your answers in [the draft form here](#) and when you're ready to complete the whole application, paste your answers into the appropriate areas below." Below this, three expandable sections are listed: "1. School Information", "2. Activities", and "3. Submission Information", each with a right-pointing arrow icon. A note at the bottom states: "!! Note: if you are not able to submit, please visit [this list of FAQs](#) that lists frequent errors and issues. Most often this is because you didn't follow the character limit of the form (activities must all be under 10,000 characters)." At the bottom center, there is a dark blue "Submit" button. At the very bottom, a light blue footer contains the text "Submit Feedback on Your Experience".

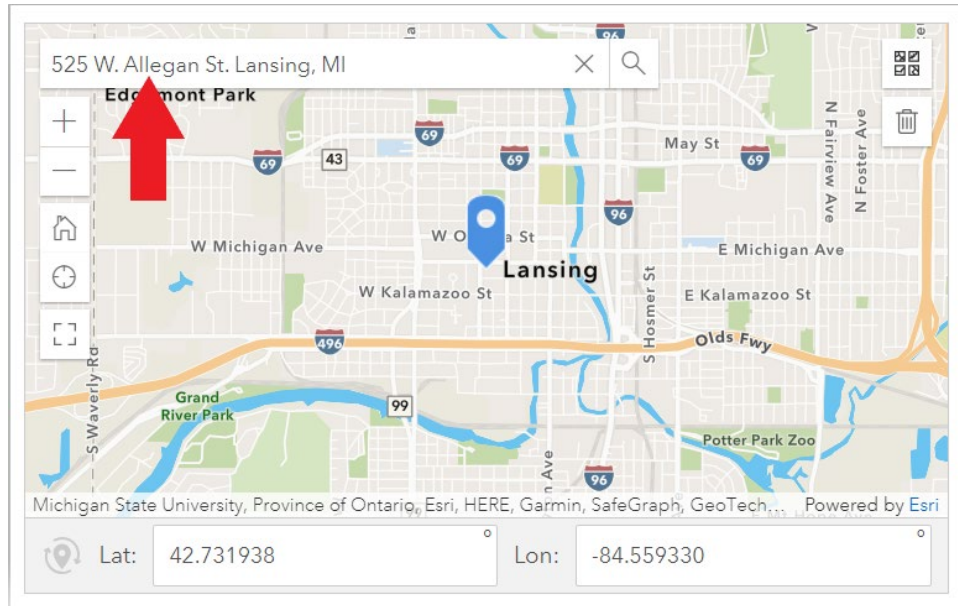
Blue text is for instructional purposes only and you will not see it in the actual form.

# 1. School Information ▼

## School Location: \*

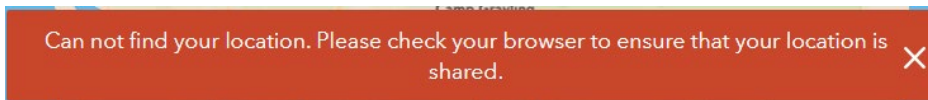
You will need to place a point on a map for where school is located. If you have location enabled in your browser, it will auto locate based on your current location and you will not need to do anything. Make sure the map is set to your school location if you are completing the survey from home.

You can also click directly on the map to drop a point on your school location or type your school address into the address bar.



### Troubleshooting Tips:

- If you see the following red error message, check to make sure location sharing is enabled in your web browser settings.



- If you can't enable location sharing due to school security settings, or if location is enabled but you continue to receive the above error, simply type your school address into the "Find Address or Place" line at the top of the map. This is indicated with a red arrow in the image above.

## School Name(s): \*

Type your school name as you would like it to appear on the website and your award certificate.

## School County: \*

This will be auto populated based on where you place your point on the map (or the address you enter if you used the address line).

**School City: \***

*auto populated*

This will be auto populated based on where you place your point above or the address you enter if you use the address line.

**School Type: \*** Check the box that describes your school type

- Early Childhood
- Elementary School
- Middle School
- High School
- K-8
- Other (describe)

**Building Coordinator's Name: \***

The Building Coordinator is the person who should be considered the school's contact person for the MI Green Schools Program. Usually, it is the person who completes the application form.

**Building Coordinator's Email Address: \***

Your email address is required so that we can communicate with you regarding any issues with your application or any program updates.

**Administrator's Name: \***

**Administrator's Email Address: \***

Administrators will be included on the program's automatic emails regarding application submission and approval but are not required to sign or approve any documents during the process.

**County Coordinator's Name: \***

*auto populated*

This will be auto populated based on the county your school is in.

**County Coordinator's Email Address: \***

*auto populated*

This will be auto populated based on the county your school is in.

## 2. Activities

**Instructions:** A school is eligible to receive a **Green School**, **Emerald School**, or **Evergreen School** designation if the school or students perform the required number of activities. You must complete a minimum of ten activities, with at least two activities from each of the four categories.

The activity requirements for each level of environmental stewardship designation are as follows:

- **Green School** – 10 total activities with at least two activities from each of the four categories
- **Emerald School** – 15 total activities with at least two activities from each of the four categories
- **Evergreen School** – 20 total activities with at least two activities from each of the four categories

For each of the four categories (Recycling, Energy, Environmental Protection, and Miscellaneous), please provide a short description of the activities completed. For each activity, please briefly describe:

- **What** was done
- **Who** was involved
- **When** and for **how long** the activity was done
- Any special achievements or recognitions associated

**Optional:** You may enclose pictures of activities to support your narrative. Please only include photos that you are comfortable giving EGLE permission to share via the statewide MI Green Schools newsletter and website.

To add another activity in each category, click the + button at the bottom of the activity group.

### What certification level are you applying for? \*

- Green School (10 total activities)
- Emerald School (15 total activities)
- Evergreen School (20 total activities)

This will be a drop-down menu. Check which level of certification you are applying for. The total number of points you enter below should meet or exceed the total required for your desired certification level.

**See screenshot of this section below.**

## 2. Activities

### Instructions:

A school is eligible to receive a Green School, Emerald School, or Evergreen School Environmental Stewardship Designation if the school or students perform the required number of activities, with a minimum of two activities from each of the four categories. The activity requirements for each level of environmental stewardship designation are as follows:

- **Green School** - 10 total activities with at least two activities from each of the four categories
- **Emerald School** - 15 total activities with at least two activities from each of the four categories
- **Evergreen School** - 20 total activities with at least two activities from each of the four categories

For each of the four categories below (recycling, energy, environmental protection, and miscellaneous), please briefly describe each activity that your school or students completed. Please describe what was done, who was involved, when and for how long was the activity done, and any special achievements relating to each activity.

(OPTIONAL) Enclose any pictures of activities for the statewide newsletter and website.

To add another activity in each category, click the + button at the bottom of the activity group.

### What certification level are you applying for?\*

-Please select-



#### Recycling Activities (1)

#### Energy Activities (1)

#### Environmental Protection Activities (1)

#### Miscellaneous Activities (1)

#### (OPTIONAL) Special Activities (1)

#### (OPTIONAL) Propose Your Own Activities (2)

## Recycling Activities \*



In the online form, you will see this image below the Recycling Activities header

- Click on the  and then enter your first activity by checking the appropriate box and entering your activity description.

- To add another activity, click on the  and you will see another number pop up like this:



- Ensure the next number is highlighted as #2 above, then check the appropriate box and enter your activity description for the second activity.
- Continue adding activities until you have completed this section. You must enter activities one at a time, and you must have at least 2 activities in this section to receive certification. You may not do the same activity twice in any section.
- You can make sure you have the correct number of activities entered by checking the number in

Recycling Activities (2) 



parentheses next to the Recycling Activities header

This draft form includes 4 activities under each category. If you need to add additional activities in this draft form, copy and paste them underneath the third activity.

1

### Recycling Activity 1 \*

- Recycling program for at least two items
- Composting food and organic wastes
- Waste-free lunch program
- Implementing a policy to buy recycled, biodegradable, locally produced, or less toxic food and school supplies
- Other

**Describe your recycling activity below: \* (10,000 characters max)**

Your response is limited to 10,000 characters. The online form will automatically limit your character counts. When typing into this draft form, please use a word counter such as [easywordcount.com](http://easywordcount.com) to confirm that your response is under the 10,000 character limit. Thank you!

## 2 Recycling Activity 2 \*

- Recycling program for at least two items
- Composting food and organic wastes
- Waste-free lunch program
- Implementing a policy to buy recycled, biodegradable, locally produced, or less toxic food and school supplies
- Other

**Describe your recycling activity below: \* (10,000 characters max)**

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## 3 Recycling Activity 3 \*

- Recycling program for at least two items
- Composting food and organic wastes
- Waste-free lunch program
- Implementing a policy to buy recycled, biodegradable, locally produced, or less toxic food and school supplies
- Other

**Describe your recycling activity below: \* (10,000 characters max)**

Your response is limited to 10,000 characters. The online form will automatically limit your character counts. When typing into this draft form, please use a word counter such as [easywordcount.com](http://easywordcount.com) to confirm that your response is under the 10,000 character limit. Thank you!

## 4 Recycling Activity 4 \*

- Recycling program for at least two items
- Composting food and organic wastes
- Waste-free lunch program

- Implementing a policy to buy recycled, biodegradable, locally produced, or less toxic food and school supplies
- Other


**Describe your recycling activity below: \* (10,000 characters max)**

Your response is limited to 10,000 characters. The online form will automatically limit your character counts. When typing into this draft form, please use a word counter such as [easywordcount.com](http://easywordcount.com) to confirm that your response is under the 10,000 character limit. Thank you!

**Please enclose any pictures of recycling activities for the statewide newsletter and website.**

Attaching photos with your application is appreciated, but completely optional. Please only enclose photos that you are able to give permission for EGLE to use in Statewide MI Green Schools promotional materials such as the newsletter or website.

1Drop image here or select image



To attach a photo, either drag and drop images from your computer into the “Drop image here or select image” area or click the text to upload a file. Clicking on the camera icon will open up your computer’s camera, not your computer files. Always click on the “drop image here” area to upload photos.

**You will repeat the above process for each section on the application.**



### 3. Submission Information

All certified Green Schools will receive a Michigan Green School window cling with their designation and year of certification at no cost. Please enter the mailing address you would like this cling sent to below.\*

**\*Macomb County will still provide designation decals.**

Yes

No

Please share your mailing address so that we can send your certificate, cling, and (if ordered) flag.\*

You will receive a signed MI Green Schools certificate and a window cling with your school's level and the certification year at no charge. A mailing address is required for these items. If you ordered a flag, it will be mailed separately after payment is received.

**\*Macomb County provides banners to NEW Macomb County Green Schools free of charge. Please contact Laura Murphy directly to obtain your banner.**

Would you like to order an official Michigan Green Schools Flag upon designation approval? \* Prices vary from year to year but are generally approximately \$40 per flag.

Yes

No

**Building Coordinator's Signature: \***

*Online form will have an electronic signature box*

**Building Coordinator's Submittal Date: \***

*Online form will have a calendar and will auto-fill to today's date*

!! Note: if you are not able to submit, please visit [this list of FAQs](#) that lists frequent errors and issues. Most often this is because you didn't follow the character limit of the form (activities must all be under 10,000 characters).

Submit