



P₃ Eco-Challenge Environmental Stewardship Recognition



The P₃ Eco-Challenge School Recognition Program is a collaborative effort between Broward County Public Schools and its partners, Broward County Environmental Planning and Community Resilience Division and the Environmental Conservation Organization (ECO)

ELIGIBILITY:

- All Broward County (traditional and charter) Public Schools teachers, students and non-instructional. The administrator category is now in the school challenge category only (under administrative support). Charter schools please check other requirements in <http://stembrowardschools.com/p3> before you begin your application.
- First Place Winners from the past three years are not eligible to apply this year. There is a 5 year waiting period for First Place Winners to apply.
- All activities described in the application should reflect projects that are ongoing or will occur during the application school year.
- All applications with documentation should be received ONLINE by the due date.
- Visit <http://stembrowardschools.com/p3> under Eligibility, Prizes and New Items for more details.

INSTRUCTIONS FOR NOMINATION:

- Applications will be submitted ONLINE through P3's main site, <http://stembrowardschools.com/p3> or the Broward County Public Schools' Environmental Website at <http://www.browardschoolsgogreen.com/>.
- Only complete nominations submitted on time will be considered.
- Online applications may be completed by the nominee or nominator, unless s/he is a student.
- Student applications must be completed by a school-based personnel.
- Students depicted must have signed photo releases on file with the school (these photos will be used for public relations purposed in various media for the recognition program) – Max 5 Mb per image – maximum of 6 images. Videos may be submitted by providing a link; online application will not accept video uploads. All video links must also be accessible through the BCPS firewall (e.g. no Youtube videos) and must not exceed 5 minutes in length.
- Provide one image of nominee – Max 5 Mb – this will be used for any public relations purposes

GO TO <http://stembrowardschools.com/p3> for important dates, rubric and new items

How to Complete the STEWARDSHIP P3 Eco-Challenge Online Application Teachers, Students, and Non-Instructional

1) From the main P3 Eco-Challenge website, click the Application link (right side Quick Links)
<http://stembrowardschools.com/p3>.

2) **Login page.** If you've registered before, your Login is your email address and your Password is whatever you created before. Click Login.

If you're a new user, click **New User? Register Here**

If you forgot your password, click **Forget password? Click here**

A new password will be emailed to you

3) Once you login, your Nominees page will show up. If you want to **start a new application**, click **Start a New Application or Add a New Nomination** (link is right above **My Nominations**)

Any nominations you've entered will show up on the bottom of the page under **My Nominations**. For example, here a school application for Apollo Middle was started.

Start a New Application or Add a New Nomination

4) For new applications, you must choose what category you want to complete on the next page. Choose the category then click Submit & Save Application.

Online Application

This application will auto save every **15 minutes**. When you are finished, please click the **Submit & Save Application** button to ensure your application is complete. You can always go back and edit your application later.

Please select if you are applying for an Educator, School, Student, Non-Instructional, or Custodial Staff.

Auto Save Status:

Select Category

Select Category

- Select Category
- Educator
- Student
- School
- Non-Instructional
- Custodial Staff

New Category - Custodial Staff. Non-Instructional can be volunteers, secretaries, bookkeepers, cafeteria staff, etc.

NEW: The application will now autosave every 15 minutes! However, if you lose internet connection or close your browser or your computer shuts down before the autosave, you will lose whatever you have entered. So make a habit of clicking the **Submit & Save Application button at the bottom of the application page. You can always go back and edit your application later.**

5) Whichever stewardship category you choose, the online application for that category will appear. See rubrics at the end of this document.

The first time you open up an application, you must complete the upper part (from Nominee to Nominator Phone). If you don't have the time to continue, click **Submit & Save Application** at the bottom of the page. If you're not sure of the information, type something in that field, you can always edit any fields later.

Complete the upper section:

Nominee

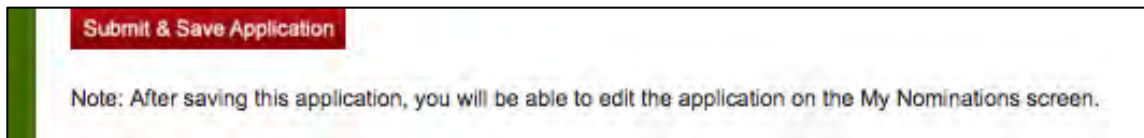
to

Nominator Phone



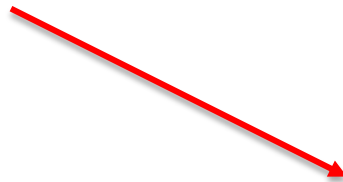
Then scroll all the way down to the bottom of the page and click

Submit & Save Application



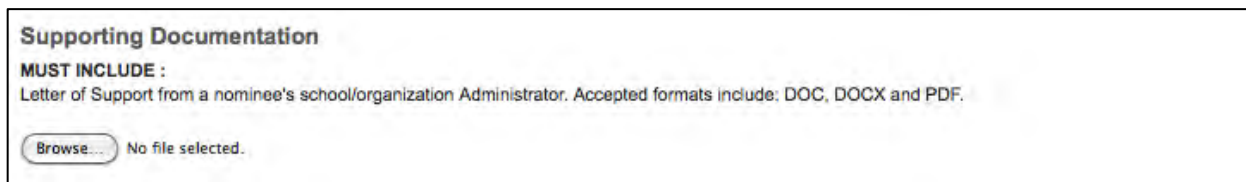
6) Once you've saved your application, it will bring you back to your Nominees page and you should see the name of your nominee under My Nominations. You can then click the Edit button next to the name to go back at any time.

The name of the application you opened up will appear under **My Nominations**



7) Go back and edit your application. The rest of the application fields are self-explanatory. See rubrics at the end of this document.

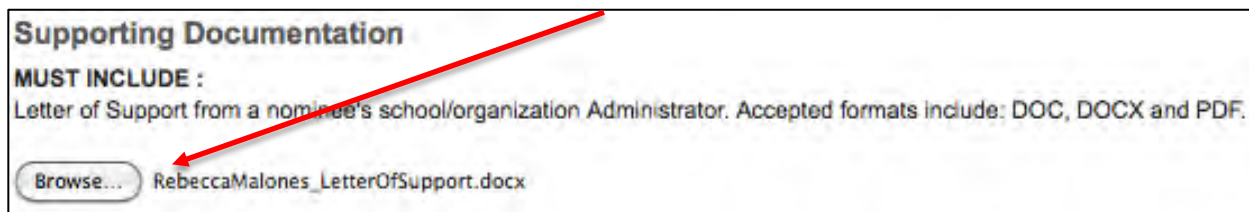
Uploading Files: When you see a section where you need to upload a file, for example, under Letter of Support, there's a Browse button at the bottom of that section. Click the Browse button, choose the file you want from your computer, flash drive, etc. then upload your document.



Supporting Documentation
MUST INCLUDE :
Letter of Support from a nominee's school/organization Administrator. Accepted formats include: DOC, DOCX and PDF.

No file selected.

You should see what you uploaded next to the Browse button.



Supporting Documentation
MUST INCLUDE :
Letter of Support from a nominee's school/organization Administrator. Accepted formats include: DOC, DOCX and PDF.

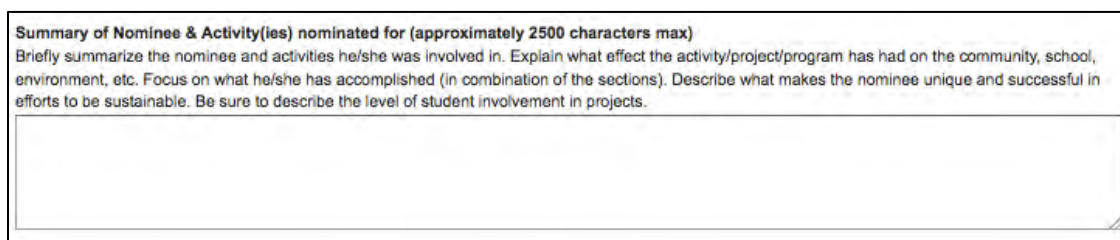
RebeccaMalones_LetterOfSupport.docx

8) **Narrative Fields (see rubrics at the end of this document):** In the sections where you have to type in your narratives, you are provided **character limitation** – this is **not word limitation** but character – spaces and punctuations included. For example, the word *limitation* has 10 characters.

You should type in your application narratives in a Word document first, then cut and paste into the P3 application. You can check your character count from these websites: <http://www.lettercount.com/> or <http://www.javascriptkit.com/script/script2/charcount.shtml>

After you pasted your narrative into a field and the system deleted everything that you've just entered, this means that you're over the character limit (remember spaces and punctuations count). You should then edit your narrative to fit into the field.

In Summary of Nominee & Activity(ies), there is a 2500-character limitation field.



Summary of Nominee & Activity(ies) nominated for (approximately 2500 characters max)
Briefly summarize the nominee and activities he/she was involved in. Explain what effect the activity/project/program has had on the community, school, environment, etc. Focus on what he/she has accomplished (in combination of the sections). Describe what makes the nominee unique and successful in efforts to be sustainable. Be sure to describe the level of student involvement in projects.

Submit & Save Application

DON'T FORGET TO SAVE YOUR APPLICATION!

9) **Images:** Each file upload has a maximum file size of 5 Mb – the system will not upload anything over the 5 Mb limit. Images and letter(s) of recommendation(s) count for points. See rubrics at the end of this document.

Individuals are allowed up to 6 images (max 5 Mb each) and a summary of the images. Click the Browse button to upload your image. The name of your uploaded image should then show up next to the Browse button. If you go over the 6-picture limit, the latest 6 images uploaded will be used for your application.

One of the images must be of the nominee – we use this image for the Awards ceremony and if you win first place, in the next year’s P3 poster. They count for points!

You can’t upload videos. If you have videos, upload them in your own server and provide the link under VIDEO LINKS. Judges must be able to access these videos through the BCPS firewall (for example, no YouTube videos) and without any password needed!

IMAGES :
Any Photographs must be submitted online. Students depicted must have signed photo releases on file with the school. These Photos will be used for public relations purposes in various media for recognition program. Provide a maximum of 6 images - 5 MB max per image - one of these images must be of Nominee. Name your images with your last name first, e.g. Smith_Picture1.jpg. Accepted formats include: JPG, PNG and GIF.

<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Browse..."/> No file selected.
<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Browse..."/> No file selected.
<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Browse..."/> No file selected.

Upload the one-page summary of the pictures here. The summary should have a list of the image name and who/what is going on that picture, e.g. Malones_Picture1-Sixth grade students in front of the class garden. Accepted formats include: DOC, DOCX and PDF.

No file selected.

VIDEO LINKS(Optional) All video links must also be accessible through BCPS firewall, therefore no videos uploaded to e.g. Youtube. All videos must not exceed 5 minutes in length. Accepted formats include: WMV, AVI, MOV, and MPG.

10) When you go back to edit your application, all of your uploaded documents and images will be listed under the LIST OF UPLOADED DOCUMENTS (right above the Submit & Save Application button). They will not be listed next to the Browse button where you originally uploaded them. If you don’t want a specific image you uploaded, click the Delete button next to it.

LIST OF UPLOADED DOCUMENTS:
If you would like to delete any of the items, click the "Delete" link next to the item to remove it from the list.

FAQ:

- 1) ***I sent Forget Password and I was provided another password that I can't easily remember. How can I change this to the one I want?*** You can't. The system provides you a random password once you have it reset by sending a Forget Password email.
- 2) ***I keep trying to upload images but it won't let me.*** You're probably over the 5 Mb file limit. Try to make your file smaller than 5 Mb – contact your TLC or a friend on how to do this if you don't know how.
- 3) ***How many nominations can I fill out?*** As many as you want. You can fill out applications for your school, students, non-instructional, teachers, or yourself.
- 4) ***I uploaded a document and now I can't find it.*** Check at the bottom of the application page under LIST OF UPLOADED DOCUMENTS.

ANY OTHER QUESTIONS? Send an email to rebecca.malones@browardschools.com or p3challenge@browardschools.com

P3 Eco-Challenge: Preserving our Planet for Prosperity



P3 ENVIRONMENTAL STEWARDSHIP RUBRIC

2016-17



In partnership with the School Board of Broward County and
Broward County Environmental Planning and Community Resilience Division

Point Range: 0 = Does Not Demonstrate 100 = Strongly Demonstrates

MAX TOTAL 100 POINTS

EDUCATOR

Awareness & Involvement (22 points max)

- ☞ Fosters awareness of the natural and built environments
- ☞ Promotes an understanding of concepts, issues, feelings, values, attitudes and perceptions at the heart of environmental issues
- ☞ Advocates civic responsibility, encouraging learners to use their knowledge, personal skills, and assessments of issues as a basis for problem-solving and action
- ☞ Forges relationships between the environment, school and community
- ☞ Utilizes the outdoors and/or alternative sites in his/her environmental stewardship practices
- ☞ Employs alternative methods for teaching tools
- ☞ High school: Team competes at the regional Envirothon competition

Current Professional Development (22 points max)

- ☞ Attends professional development opportunities such as workshops and conferences
- ☞ Arranges for additional teaching and learning development
- ☞ Seeks additional training in environmental education and issues
- ☞ Collaborates with other educators

Instructional Soundness/Creativity (22 points max)

- ☞ Utilizes instructional techniques that create an effective learning environment
- ☞ Uses community resources
- ☞ Motivates connections to real-life
- ☞ Emphasizes the use of techniques for different learning styles
- ☞ Develops interdisciplinary instruction, learner centered instruction, and a variety of assessment strategies
- ☞ Integrates current environmental issues into learning opportunities and activities

Skill Building (22 points max)

- ☞ Teaches lifelong skills that enable students to prevent and address environmental issues
- ☞ Fosters critical thinking and problem-solving activities, programs, and experiments
- ☞ Motivates students to seek environment-related courses and fields in higher education and/or careers

Attachments (12 points) - photos should be high quality images suitable for printing in the program

- ☞ Provides letter(s) of recommendation(s)
- ☞ Provides at least one high quality image of just the nominee
- ☞ Provides at least one high quality image of the nominee in action (environmentally related)



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MAX TOTAL 100 POINTS

NON-INSTRUCTIONAL

Awareness & Involvement (30 points max)

- ☞ Fosters awareness of the natural and built environments
- ☞ Promotes an understanding of concepts, issues, feelings, values, attitudes and perceptions at the heart of environmental issues
- ☞ Advocates civic responsibility, encouraging others to use their knowledge, personal skills, and assessments of issues as a basis for problem-solving and action
- ☞ Helps provide the ability for educators to utilize the outdoors and/or alternative sites and methods in his/her environmental stewardship practices
- ☞ Utilizes eco-friendly materials to do their job
- ☞ Encourages lifelong skills that enable others to prevent and address environmental issues

Current Professional Development (30 points max)

- ☞ Attends professional development opportunities such as workshops, seminars and conferences to learn best practices and the latest eco-friendly techniques for their position
- ☞ Supports, provides and/or promotes additional training for other staff in environmental issues and best practices
- ☞ Encourages collaboration with teachers, students, and others in their field
- ☞ Motivates and inspires others to conserve water, recycle, and practice environmental sustainability

Creativity (30 points max)

- ☞ Supports the use of community resources
- ☞ Emphasizes and promotes the use of different environmental friendly techniques and materials
- ☞ Integrates current environmental issues into their job
- ☞ Aids and/or provides opportunities for educators to promote and foster critical thinking and problem-solving activities, programs, and experiments

Attachments (10 points) - photos should be high quality images suitable for printing in the program

- ☞ Provides letter(s) of recommendation(s)
- ☞ Provides at least one high quality image of just the nominee
- ☞ Provides at least one high quality image of the nominee in action (environmentally related)



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MAX TOTAL 100 POINTS

STUDENT

Awareness & Involvement (22 points max)

- ☞ Demonstrates awareness of the natural and built environments
- ☞ Understands concepts, issues, feelings, values, attitudes and perceptions at the heart of environmental issues
- ☞ Promotes civic responsibility, encouraging learners to use their knowledge, personal skills, and assessments of issues as a basis for problem-solving and action
- ☞ Forges relationships between the environment, school and community
- ☞ High school: Competes at the regional Envirothon competition

Current Environmental Affiliations (22 points max)

- ☞ Participates in environmental organizations that conquer environmental issues and promotes environmental stewardship
- ☞ Volunteers at school and through other avenues for the conservation of our planet
- ☞ Seeks additional training regarding the environmental
- ☞ Collaborates with other students at public events

Creativity (22 points max)

- ☞ Utilizes the outdoors and/or alternative sites in his/her environmental stewardship practices
- ☞ Uses community resources
- ☞ Motivates connections to real-life
- ☞ Makes use of and/or develops original and innovative methods to inspire fellow students
- ☞ Integrates current environmental issues into learning opportunities and activities

Skill Building (22 points max)

- ☞ Builds lifelong skills that enable others to prevent and address environmental issues
- ☞ Shows critical thinking and problem-solving in environmental activities, programs, and experiments
- ☞ Motivates others to make environmental conscience efforts

Attachments (12 points) - photos should be high quality images suitable for printing in the program

- ☞ Provides letter(s) of recommendation(s)
- ☞ Provides at least one high quality image of just the nominee
- ☞ Provides at least one high quality image of the nominee in action



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STEWARDSHIP RUBRIC
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Point Range: 0 = Does Not Demonstrate 100 = Strongly Demonstrates

MAX TOTAL 100 POINTS

CUSTODIAL STAFF

Awareness & Involvement (40 points max)

- Works to create a sustainable environment at the school by promoting eco-friendly practices. These practices include improving energy efficiency, reducing waste, reducing water use, conserving habitat, responsible resource management, proper disposal techniques, reducing stormwater runoff, improving water or air quality, incorporating sustainability practices on the campus, such as assisting with school gardens, mulching, or promoting native/Florida-friendly drought tolerant plants.
- ☞ Demonstrates leadership qualities; provides a good example for others to follow.
- ☞ Works to motivate and/or educate others to use eco-friendly methods.

Current Professional Development (40 points max)

- ☞ Demonstrates personal commitment to environmental principles. Can include attending environmental/green trainings, such as custodial trainings, and those taken outside of work.
- ☞ Promotes others' (community, students, staff) involvement in the school's green programs.
- ☞ Fosters cooperative relationships with colleagues in the green activities at the school.
- ☞ Seeks out trainings, expert advice or other ways to improve knowledge on best management practices for the campus.

Creativity (10 points max)

- ☞ Demonstrates creativity and/or dependability in promoting and/or maintaining the school's green initiatives on campus.
- ☞ Creates new processes to increase green practices on campus.

Attachments (10 points) - photos should be high quality images suitable for printing in the program

- ☞ Provides letter(s) of recommendation(s) (4pts)
- ☞ Provides at least one high quality image of just the nominee (3 pts)
Provides at least one high quality image of the nominee in action (environmentally related)
- ☞ **or** a picture that the custodian was involved in its success (a garden, fixed or new facilities upgrades, recycling etc.) with caption explaining picture. (3pts)