



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) Public Schools teachers, students and volunteers. The administrator category is now in the school challenge category only (under administrative support).
- First Place Winners from the past two years are not eligible to apply this year. There is a 3 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://stem.browardschools.com/p3> under Eligibility, Prizes and New Items for more details.

INSTRUCTIONS FOR NOMINATION:

- Applications will be submitted ONLINE through the Broward County Public Schools' Environmental Website at <http://www.browardschoolsgogreen.com/> or at <http://stem.browardschools.com/p3>.
- 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 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://stem.browardschools.com> for important dates, rubric and new items

How to Fill Out the STEWARDSHIP P3 Eco-Challenge Online Application

Teachers, Students, and Volunteers

1) Open up a browser and go to this website address for the online application:

<https://webapp.browardschools.com/p3challenge/>

To start your application, click **Submit or Edit Your Online Application**

Broward County Public Schools
Environmental Stewardship

P3 Eco-Challenge
Preserving Our Planet for Posterity

Welcome to the P3 Eco-Challenge Application Submission Site

Before You Get Started... Read This Checklist:

1. If you already haven't done so, please download the [Practice School PDF](#) or [Practice Individual PDF](#) versions of this application and practice filling it out. The PDF is not the actual submission. It is a guide to assist you in gathering the information you need. You must enter the data online in order for your submission to be received.
2. Register for a Login.
3. Submit or Edit your Online Application.

ELIGIBILITY:

For more information on Eligibility, Prizes and New Items information, click [here](#).

INSTRUCTIONS FOR INDIVIDUAL NOMINATION:

- Students depicted must have signed photo releases on file with the school. Incentives are provided for photo releases on file (these photos will be used for public relations purposes in various media for the recognition program). Max 5 MB per image with a maximum of 5 images.
- Provide one image of nominee (max 5 MB).
- 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, therefore no videos uploaded to e.g. YouTube. Videos may not exceed 5 minutes in length.
- Download the [Individual Rubrics](#) for details.

INSTRUCTIONS FOR SCHOOL NOMINATION:

2) This will bring you to the **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

Broward County Public Schools
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Online Application

Please Login Below

Login:

Password:

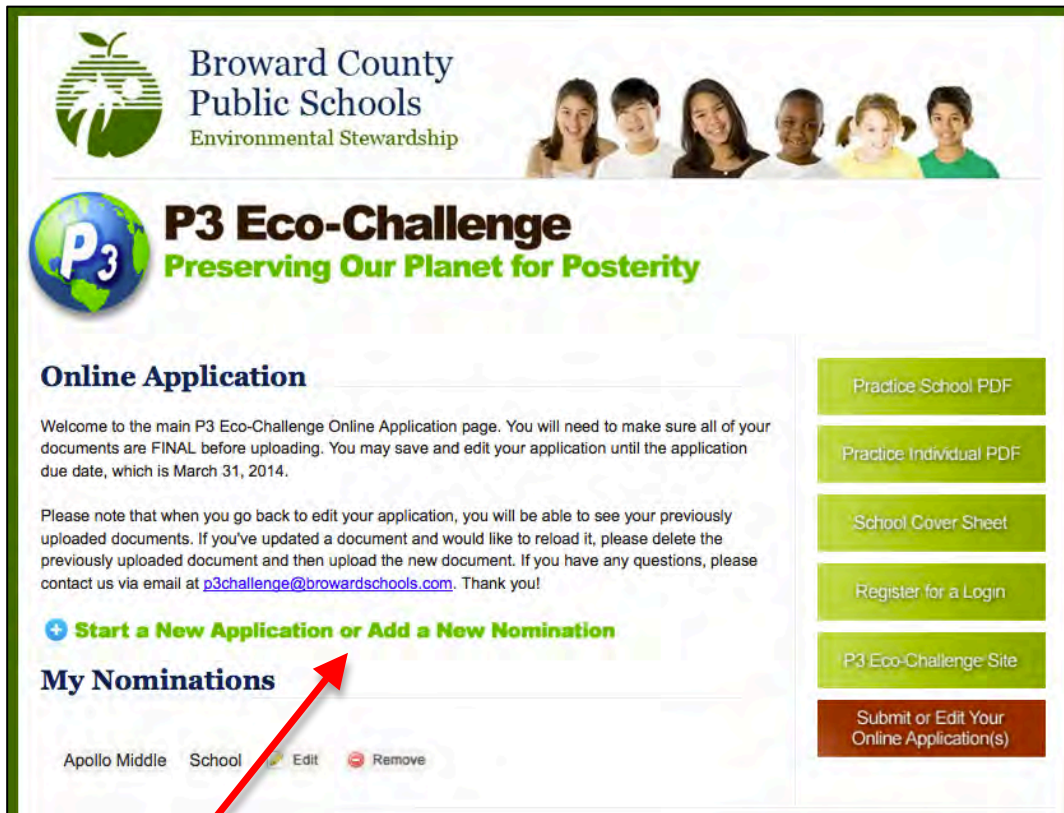
Log In

[New User? Register Here](#)

[Forget password? Click Here](#)

3) Once you login, your Nominees page will show up.

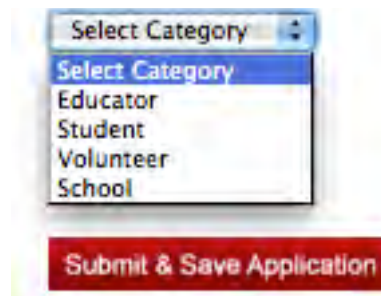
Any nominations you've entered will show up at the bottom of the page under **My Nominations**. For example, here a school application for Apollo Middle was started.



If you want to **start a new application**, click **Start a New Application or Add a New Nomination** (link is right above **My Nominations**)

4) For new applications, you must choose what category you want to complete on the next page.

NEW: If you are looking for the Administrator category, open up a School category. The Administrator stewardship can now be found under one of the School category – Administrative Support.



PLEASE NOTE THE TIME LIMITATION ONCE YOU START YOUR APPLICATION OR ANY TIME YOU EDIT YOUR APPLICATION:

You have a **20-minute** time limit. Please click the **Submit & Save Application** button at the bottom of the application page before the 20-minute time is up. You can always go back and edit your application later. You have a 20-minute time limit each time you edit your application. **IF YOU GO OVER THE 20-MINUTE TIME, ANY INFORMATION YOU TYPED IN WILL BE LOST. THE SYSTEM DOES NOT WARN YOU YOU'RE OVER THE 20-MINUTE TIME.**

5) Whichever stewardship category you choose, the online application for that category will appear.

If you don't have the time to complete the entire application in 20 minutes, complete a section at a time.

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



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Online Application

You have a **20 minute** time limit. Please click the **Submit & Save Application** button before the 20 minute time is up. You can always go back and edit your application later.

Please select if you applying for an Administrator, Educator, School, Student, or Volunteer

Educator

Educator Online Application

* Indicates a Required Field

Nominee:

Nominee School Name/Affiliation:

Nominee School Address:

Nominee City:

Nominee State:

Nominee Zip:

Nominee Email:

Nominee Phone:

Nominee Category: Educator

Nominee Grade Level:

Nominator:

Nominator School Name/Affiliation:

Nominator Email:

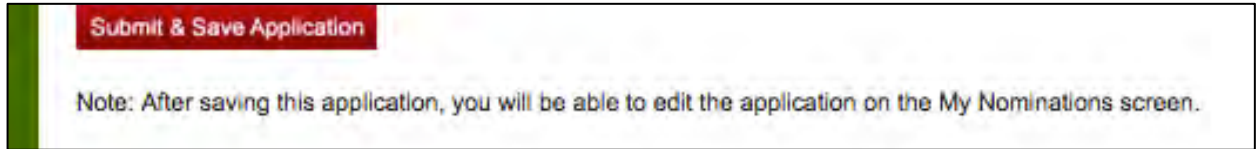
Nominator Phone:

(BCPS traditional schools only)

@trowandschools.com

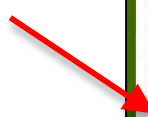
(754)

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. REMEMBER THE 20-MINUTE TIME LIMITATION each time you edit. If you don't see your application, this means that you went over the 20-minute time limit.

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

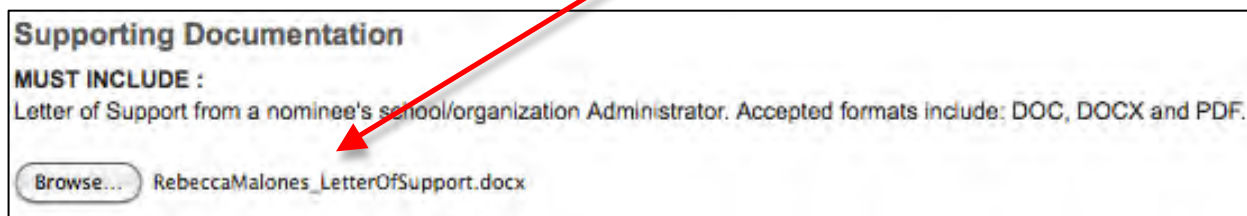


7) Go back and edit your application. The rest of the application fields are self-explanatory.

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.



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.

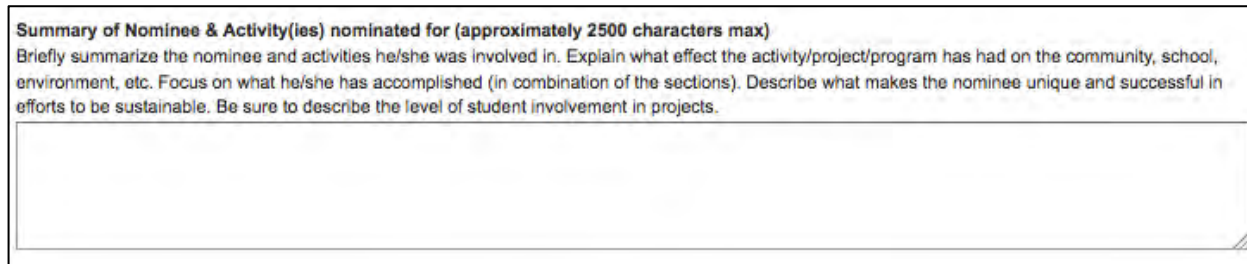
Browse... RebeccaMalones_LetterOfSupport.docx

8) **Narrative Fields:** 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.

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.

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.

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Submit & Save Application

DON'T FORGET TO SAVE YOUR APPLICATION!

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 saved my application and it brought me back to the login page, not my Nominations page where I can edit it.*** This means you went over the 20-minute time limitation and you probably lost what you recently entered.

- 3) ***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.
- 4) ***How many nominations can I fill out?*** As many as you want. You can fill out applications for your school, students, volunteers, teachers, or yourself.
- 5) ***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 p3challenge@browardschools.com



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