



P₃ Eco-Challenge School Recognition Program



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)

School Application – Schools can apply for all 6 school categories, **or** for any individual category – 1-School Grounds Enhancement, 2-School Sustainability, 3-Curriculum Integration, 4-Community Involvement, 5-Administrative Support, 6-Special Project/Innovation. Download the P₃ School Rubrics for details at <http://stem.browardschools.com/p3>.

GOAL: To recognize public schools who encourage cultures of sustainability within their school communities.

ELIGIBILITY:

- All traditional public K-12 schools in the Broward County School District.
- First Place Winners from the past two years are not eligible to apply this year for the category in which the school won first place. The school can apply to other categories in which it did not win first place.
- All activities described in the application should reflect projects that are ongoing or will occur during the school year of the application.
- All applications with supporting documentations must be completed and attached by the due date.
- For more information, go to <http://stem.browardschools.com/p3/>

INSTRUCTIONS FOR APPLICATION:

- All applications with supporting documentations must be completed and attached online by the due date. Go to <http://stem.browardschools.com/p3/> for important dates.
- **ONLINE APPLICATION DUE DATES ARE LISTED IN <http://stem.browardschools.com/p3/>**
- Only complete applications submitted on time will be considered.
- Use this document as reference for the actual ONLINE application. Compile/type up your narratives on a separate document to cut and paste into the online application.
- Applications should be organized in the provided format and contain the following four parts.

Parts A-D Requirements Summary:

Part A - Cover Sheet

The School Cover Sheet - attached at the end of this document and can also be found online at <http://stem.browardschools.com/p3> - must be completed and signed by the principal and two lead teachers, scanned and uploaded with the online application.

Part B – Summary of Green School Activities

This is a one-page summary (approximately 5,000 characters) that should provide a concise and coherent snapshot of how your school addresses each of the rubric categories.

Part C – Narrative Summary and Documentation

To be eligible for the P₃ Eco-Challenge School Recognition, your school must demonstrate how it has addressed at least one indicator from each required category. A narrative summary and supporting documentation is required for each indicator.

Part D – Images

Provide a maximum of 10 images – 5 Mb max per image. 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.

Preparation of Application:

One of the indicators in our recognition program involves the creation of the Green Team consisting of teachers, administrators, staff, students, and community members to coordinate the systematic planning and implementation of ongoing Green School activities. Please list all individuals and/or Green Team members involved in the preparation of your application.

Name:

Position/Title:

For the following narratives, we suggest that you type them up in a document so that you can cut and paste onto the ONLINE form.

PART A: SCHOOL COVER SHEET – can be found at the end of this document or online at <http://stem.browardschools.com/p3>. This document must be signed by the school administrator and 2 lead teachers, scanned and uploaded with the school application.

PART B: SUMMARY OF GREEN SCHOOL ACTIVITIES

Please provide a concise 1-page summary (approximately 5,000 characters) that describes how your school is representative of a P₃ School. Focus on what your school has accomplished in each of the categories. Describe what makes your school unique and successful in efforts to be sustainable. Be sure to describe the level of student involvement in projects.

PART C: NARRATIVE SUMMARY AND DOCUMENTATION

For this part of the application, applicants address current activities, improvements to ongoing activities and practices, and/or new projects for the application school year. Discuss what grade levels were involved and what percent of participation you had from administrators, students, teachers, staff, parents, and community members. Part C should be organized and submitted as follows - download the School Rubrics document for details from <http://stem.browardschools.com/p3>

I. School Grounds Enhancement

Narrative Summary – up to approximately 5,000 characters (about 1 page)

Documentation – include up to 5 pages of documentation as one PDF file (max 5 Mb)

II. School Sustainability

Narrative Summary – up to approximately 5,000 characters (about 1 page)

Documentation – include up to 5 pages of documentation as one PDF file (max 5 Mb)

III. Curriculum Integration

Narrative Summary – up to approximately 5,000 characters (about 1 page)

Documentation – include up to 5 pages of documentation as one PDF file (max 5 Mb)

IV. Community Involvement

Narrative Summary – up to approximately 5,000 characters (about 1 page)

Documentation – include up to 5 pages of documentation as one PDF file (max 5 Mb)

V. Administration Support

Narrative Summary – up to approximately 5,000 characters (about 1 page)

Documentation – include up to 5 pages of documentation as one PDF file (max 5 Mb)

VI. Innovation –

Create a STEM-related project based learning (PBL) unit plan that relates to **climate change**.

Narrative Summary – up to approximately 5,000 characters (about 1 page)

Documentation – include up to 5 pages of documentation as one PDF file (max 5 Mb)

(VII) Other Requirements - mandatory for all school applicants

Completed and signed School Cover sheet

Pictures and/or supporting documents for each required section

(VIII) Go Green Website School Update

This category is mandatory for schools applying for the overall categories. The points are included in the maximum overall points. It is optional for schools applying to individual categories and the extra points will be added to the category points. If a school is applying for more than 1 category, the extra points will be added to the highest scored category.

The school applicant updates and/or revises its school information in the BCPS Go Green website.

School information will include new pictures and updated information in the different categories.

Go Green Website address: <http://www.browardschoolsgogreen.com/>.

For information about changing your school info in the Go Green website, please send an email to greenwebsite@browardschools.com

SEE SCHOOL AND/OR STEWARDSHIP RUBRICS FOR DETAILS. <http://stem.browardschools.com/p3>

Documentation may include, but is not limited to:

- Captioned photographs (please do not include photographs without captions)
- Lesson plans
- Agendas from workshops and meetings
- Letters of intent or commitment from community partners
- Records of related community service hours
- PowerPoint presentations or videos may be submitted by providing a link (online application will not accept PowerPoint or video uploads) and all video links must be accessible through the BCPS firewall
- Newspaper articles
- School newsletters

PART D: 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 the recognition program. Provide a maximum of 10 images – 5 Mb max per image. 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.

Green Schools Recognition Program Application Completion Checklist

Before going online to complete your school application, please review your all parts to ensure you have the following:

- Part A: Cover Sheet – signed and scanned ready for upload
- Part B: Summary of Green School Activity
- Part C: Narrative Summary and Documentation for each of the category, which you applied compiled into PDF files by category. Please label your PDF documents with the school name and the category title, e.g. MLKingES_CommunityInvolvement.pdf
- Part D: Images or video link(s)

Process of Submitting: All applications and supporting documentation will be submitted **ONLINE by the due date.**



The School Board of Broward County, Florida

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P₃ Eco-Challenge

Preserving Our Planet for Posterity

P₃ Eco-Challenge School Cover Sheet



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

PART A: SCHOOL COVER SHEET

School Name: _____

School Address: _____

Name and Title of Contact Person: _____

Contact Phone: _____ Email: _____

I have reviewed the information in this application and certify that to the best of my knowledge it is accurate.

Administrator's Signature _____ Date _____

Print Name: _____

Lead Teacher #1 Signature _____ Date _____

Print Name: _____

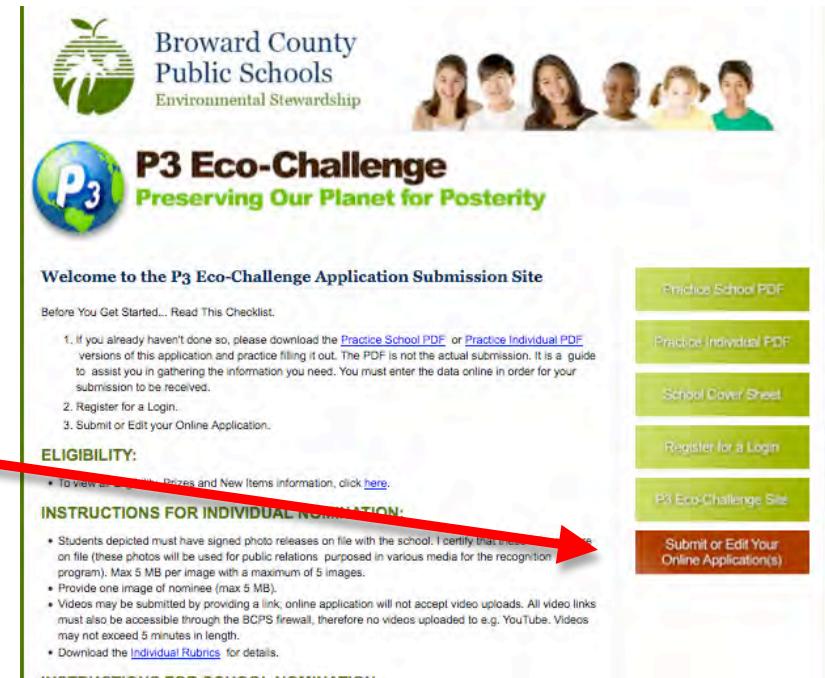
Lead Teacher #2 Signature _____ Date _____

Print Name: _____

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

- 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:

- To view more details on Prizes and New Items information, click [here](#).

INSTRUCTIONS FOR INDIVIDUAL NOMINATION:

- Students depicted must have signed photo releases on file with the school. I certify that these individuals are 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.

INTERNATIONAL AND SCHOLAR INFORMATION

[Practice School PDF](#)

[Practice Individual PDF](#)

[School Cover Sheet](#)

[Register for a Login](#)

[P3 Eco-Challenge Site](#)

Submit or Edit Your Online Application(s)

- 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 Environmental Stewardship

P3 Eco-Challenge Preserving Our Planet for Posterity

Online Application

Please Login Below

Login:

Password:

Login

[New User? Register Here](#)

[Forgot password? Click Here](#)

[Practice School PDF](#)

[Practice Individual PDF](#)

[School Cover Sheet](#)

[Register for a Login](#)

[P3 Eco-Challenge Site](#)

Submit or Edit Your Online Application(s)

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

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.

Broward County Public Schools Environmental Stewardship

P3 Eco-Challenge Preserving Our Planet for Posterity

Online Application

Welcome to the main P3 Eco-Challenge Online Application page. You will need to make sure all of your documents are FINAL before uploading. You may save and edit your application until the application due date, which is March 31, 2014.

Please note that when you go back to edit your application, you will be able to see your previously uploaded documents. If you've updated a document and would like to reload it, please delete the previously uploaded document and then upload the new document. If you have any questions, please contact us via email at p3challenge@browardschools.com. Thank you!

[+ Start a New Application or Add a New Nomination](#)

My Nominations

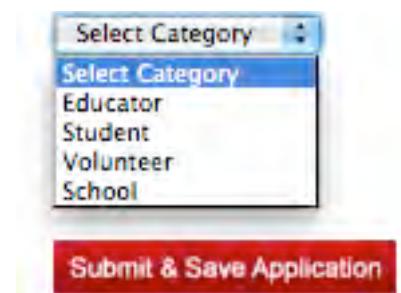
Apollo Middle School

Practice School PDF
Practice Individual PDF
School Cover Sheet
Register for a Login
P3 Eco-Challenge Site
Submit or Edit Your Online Application(s)

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. In this instance, open up a School category.

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) If you chose **Schools**, the online application for the school 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 a school application, you must complete the upper part (from School Name to Contact Email). If you don't have the time to continue, click **Submit & Save Application** at the bottom of the page. You can always edit any fields later.

Complete this section:

School Name

to

Contact Email

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

Submit & Save Application

Broward County Public Schools Environmental Stewardship

P3 Eco-Challenge Preserving Our Planet for Posterity

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

School Online Application

* indicates a Required Field

School Name: _____

Total Student Enrollment: _____

School Address: _____

City: _____

State: _____

Zip: _____

Name of Contact Person: _____

Contact Phone: _____

Contact Fax: _____

Contact Email: _____

Submit & Save Application

Note: After saving this application, you will be able to edit the application on the My Nominations screen.

6) Once you've saved your application, it will bring you back to your **Nominees page** and you should see the name of your school under My Nominations. You can then click the Edit button next to the school 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 screenshot shows the Broward County Public Schools P3 Eco-Challenge website. At the top left is the school logo featuring a stylized tree and sun. To its right is the text "Broward County Public Schools Environmental Stewardship". Below the logo is a group photo of five diverse young people. The main title "P3 Eco-Challenge" is prominently displayed with the subtitle "Preserving Our Planet for Posterity" underneath. On the left, there's a section titled "Online Application" with a welcome message about document finality and a note about the application due date (March 31, 2014). A link to "Start a New Application or Add a New Nomination" is also present. On the right, there's a vertical sidebar with several green buttons: "Practice School PDF", "Practice Individual PDF", "School Cover Sheet", "Register for a Login", "P3 Eco-Challenge Site", and a red button at the bottom labeled "Submit or Edit Your Online Application(s)". At the very bottom of the main content area, there are links for "Apollo Middle School" and icons for "Edit" and "Remove".

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 PART A: SCHOOL COVER SHEET, 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.

This screenshot shows the "PART A: SCHOOL COVER SHEET" section of the application. It includes instructions for downloading the cover sheet, naming the document, and accepted formats (DOC, DOCX, PDF). Below these instructions is a "Browse..." button with the placeholder text "No file selected.". A red arrow points from the text above to this "Browse..." button.

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

This screenshot shows the same "PART A: SCHOOL COVER SHEET" section after a file has been uploaded. The "Browse..." button now displays the filename "ApolloMS_CoverSheet.pdf". A red arrow points from the text above to this newly populated file name.

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 PART B, there is a 5000-character limitation field.

PART B: SUMMARY OF GREEN SCHOOL ACTIVITIES (max 5000 characters)

Please provide a concise 1-page summary that describes how your school is representative of a P3 School. Focus on what your school has accomplished in each of the categories. Describe what makes your school 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.

PART D: Schools are allowed 10 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 10-picture limit, the latest 10 images uploaded will be used for your application.

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!

PART D: 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 the recognition program. Provide a maximum of 10 images – 5 Mb max per image Name your images with your school's name first, e.g. HarbordaleES_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.
<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.

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.

Submit & Save Application

And don't forget to keep clicking this button:

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