



APPLICATION DUE FEBRUARY 9, 2024 by 2:00 p.m.

CASTRO VALLEY SANITARY DISTRICT
21040 Marshall St, Castro Valley, CA 94546-6020
Phone: (510) 537-0757 | cvsan.org
Email: contact@cvsan.org



PREFACE

Castro Valley Sanitary District (CVSan) is on track to meet our goal of zero waste by the year 2029 because of the efforts of the whole community, including our schools. In 2007, CVSan developed the Green Ribbon Schools Program to help schools reduce waste and to reward and recognize them for their efforts. Since then, 17 out of 18 eligible schools have achieved Green Ribbon certification. As we do every year, we have updated the application to reflect school programs and progress. Here are some of the changes you will see on the following pages:

- **Activities** - We have kept the number of activities required this year lower, at 31 activities. To reward schools that want to go above and beyond the requirements, we've increased the incentive for additional activities on our "Path to Zero Waste" as you can see directly below.
- **Reduce Plastic Waste** is our theme for this school year. Did you know that not all plastic is recyclable? A lot of small plastics (like lids, straws, and utensils) are non-recyclable and can end up as litter and in waterways like creeks, rivers, and bays. We are focusing more this year on how to reduce and reuse those plastics so there is less going to landfill or our waterways.
- All of our Zero Waste Characters seen in the picture on the right are our mascots for Schools Programs. You will be rewarded for putting the extra effort into the application, just like they do. Find inspiration and guidance from the superpowers of Zero Waste (Zero), Reduce (Little Miss Reduce), Reuse (Again!), Recycle (Blue), and Rot (Green)!
- **Diversion** - Green Ribbon schools must achieve a **minimum diversion rate of 90%**.
- **Funding Source** - Green Ribbon Schools Program awards for 2023/24 will be funded by Measure D grants. While it is not required at this time for schools to spend award funds on waste reduction and recycling activities, it is strongly encouraged.



CVSan is pleased to present the Green Ribbon Schools Program application. We encourage you to get started early—the deadline to apply for this school year is **February 9, 2024, at 2:00 p.m., no exceptions**. We look forward to certifying your school as a Green Ribbon School in 2023! Please note that Green Ribbon certification recognition at the CVSan Board meeting will be held May 7, 2024.



AWARDS

Green Ribbon Schools will receive cash awards based on the following categories:

A. Base Rate for All Green Ribbon Certified Schools.....**\$700**

B. Additional Award Amount Based on School Size (full-time students):

Tier 1 1 - 100 students	Tier 2 101 - 200 students	Tier 3 201 - 300 students	Tier 4 301 - 500 students	Tier 5 501 - 800 students	Tier 6 801 - 1,300 students	Tier 7 1,301 - 2,000 students	Tier 8 2,001+ students
\$100	\$150	\$300	\$400	\$500	\$700	\$1,000	\$1,100

C. Extra Credit for Additional Activities Completed.....**\$20 each**
(max. 20 activities)

D. Extra Credit for “Reduce Plastic and Other Waste” 40 Activities Completed.....**\$40**

E. Extra Credit for “Reduce Plastic and Other Waste” 50 Activities Completed.....**\$50**

F. Extra Credit for Excellence in Diversion.....**\$20 for each % point above 90%**

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FUNDING SOURCE: Green Ribbon Schools Program awards for 2023/24 will be funded by Measure D grants. While it is not required at this time for schools to spend award funds on waste reduction and recycling activities, it is strongly encouraged.

INSTRUCTIONS

- 1. SCHOOL INFORMATION** -- Complete this section on page 5.
- 2. SUBMIT**-- Print and complete the 2023-2024 application located at cvsan.org/GreenRibbon. To submit the completed copy, email is preferred. Scan and email to contact@cvsan.org. If you prefer to mail your submission, CVSan must receive the completed application by **Friday, February 9, 2024, at 2:00 p.m., no exceptions.** Please name the file with your school name and application year for scanned and emailed applications. For example: IndependentGreenRibbonApp2023-24. Late applications will not be accepted. Do not fax completed applications.
- 3. DIVERSION** -- Achieve a minimum diversion rate of 90% by February 9, 2024.
- 4. ACTIVITIES** -- Complete all 31 required Green Ribbon activities listed on the following pages during the 2023-24 school year; fill in the bubbles and date of completion as you go. A minimum of three and up to eight activities required for each of the six Green Ribbon categories. Some activities are “mandatory” while others may be selected from the menu of options. No exceptions will be made. All activities must be completed by **March 9, 2024,** to qualify as 2023/24 activities. *Please note, the actual application is due February 9, 2024.

Please note: Diversion rates as of March 2023 are posted online at cvsan.org/GreenRibbon. For assistance calculating your school’s current diversion rate, please contact CVSan. To obtain your school’s weekly garbage generation or to request a smaller garbage container, CVUSD schools please contact Maintenance & Operations at (510) 537-3000 ext. 1363. Private Schools, please contact CVSan.

**For general Green Ribbon Program assistance,
please refer to the School Resource Guide or contact CVSan at (510) 765-3555.**

SCHOOL INFORMATION

School Name: _____ Date: _____

Address: _____ Enrollment: _____

Principal: _____

Contact (if not Principal): _____

Phone: _____

E-mail: _____

Certification Year (circle one): 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Name of person or group that should be recognized as primary Green Ribbon leaders (if applicable): _____

Upon certification, all Green Ribbon schools will receive an award check and certificate of recognition at the **May 7, 2024** Castro Valley Sanitary District Board of Directors meeting, and recognition online, on social media, and in various media outlets.

Castro Valley Sanitary District also offers award banners (or patches to apply to a banner from a previous Green Ribbon year), and recognitions at your school. Please select any additional recognition preferences below (mark all that apply).

Reduce waste with a 2023/24 patch to apply to a past year's banner New 8' x 3' Banner

Virtual In person Recognition by CVSan Board/staff at our school (i.e. flag ceremony)

Date, Time, and Location of Recognition: _____
(must be between May 13 and October 25, 2024)

No thanks, we do not want additional recognition for Green Ribbon certification.

SIGNATURES:

I certify that this school has completed the activities indicated in this application.

Contact Signature _____

Principal Signature (if the above contact is NOT the principal, the principal must sign here prior to submitting the application) _____

Section 1: REDUCE

Mandatory Activities:		Date Complete
<input type="radio"/>	1. Encourage a school-wide practice of double-sided printing, copying, and student work by enabling the duplex printing capability as a default for copiers and printers. Post signs at printers, copiers, and fax machines to remind staff to reduce paper waste by double-siding.	
Select a minimum of 2 additional “Reduce” activities from the list below:		
<input type="radio"/>	2. Use reusable trays instead of single-use trays in the cafeteria during lunch.	
<input type="radio"/>	3. Use reusable trays instead of single-use trays in the cafeteria during breakfast.	
<input type="radio"/>	4. Use smaller garbage containers at lunchtime to emphasize the reduced need for garbage (must be smaller than organics or recycling containers) at sort lines on a regular basis.	
<input type="radio"/>	5. Conduct a lunchtime event showing students how much food and lunch packaging goes into the garbage, AND/OR coordinate a waste-free lunch day where students and teachers pack food only in reusable containers (ex: Waste Free Wednesdays). Visit wastefreelunches.org for more information.	
<input type="radio"/>	6. Use a “Sharing Table/Box” at lunchtime where students can place their unopened or uneaten foods for other students to take instead of discarding perfectly good food. Visit fns.usda.gov/use-share-tables-child-nutrition-programs for more.	
<input type="radio"/>	7. Donate extra food from the school (as required under SB 1383 law) to local food assistance agencies such as the ones listed at cvsan.org/FoodRecovery .	
<input type="radio"/>	8. Conduct a waste audit to see which items are being wasted in the garbage at school using CVSan’s new Waste Audits Guidebook at cvsan.org/SchoolWasteAudits .	
<input type="radio"/>	9. Email school families information on the new SB 1383 Organics and Recycling law that aims to reduce organic waste by 75%. Info can be found at cvsan.org/SB1383 .	
<input type="radio"/>	10. Students write a print letter to a manufacturer to request a reduction in packaging or to take back non-recyclable products at end of life. Email CVSan the letter.	
<input type="radio"/>	11. In the staff break room, swap disposable products with permanent ware (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt and pepper, etc.	
<input type="radio"/>	12. At least one class from your school participates in CVSan’s Zero Waste Week STEAM Kit project to reduce waste. (February or March 2024).	
<input type="radio"/>	13. Share CVSan food waste reduction resources (from cvsan.org/Reduce) at least three (3) times on social media, tagging @CVSan while doing so. Email CVSan proof.	
<input type="radio"/>	14. Fill out and return the Fats, Oils and Grease (FOG)/Chemicals use survey for cafeteria kitchens and science labs distributed by CVSan during the Waste Audit. Go to cvsan.org/GreenRibbon for information.	
<input type="radio"/>	15. Promote FOG awareness by conducting FOG student assignments or classroom activities. CVSan activity prompts at cvsan.org/GreenRibbon .	
<input type="radio"/>	16. “Reduce” activity of choice - Describe: _____ _____	

Please continue to “Section 2: Reuse”

Section 2: REUSE

Mandatory Activities:	Date Complete	
<input type="radio"/>	1. Have a system for teachers to give away unwanted school supplies for next year's students to use.	
<input type="radio"/>	2. Have an end-of-year "School Cleanout Plan" for the reuse of things such as school supplies, furniture, and lost and founds items.	
<input type="radio"/>	3. Reuse large banners or signs at school events instead of re-printing them.	
Select a minimum of 2 "Reuse" activities from the list below:		
<input type="radio"/>	4. Organize a class "supplies swap" so students may trade toys, equipment, books, or other items.	
<input type="radio"/>	5. Organize a fundraising rummage sale for old toys and clothes with proceeds donated to charity.	
<input type="radio"/>	6. Hold a fashion show using reused or salvaged materials. If available, tag @CVSan on Twitter and Facebook and @CVSanOfficial on Instagram in posts on the show.	
<input type="radio"/>	7. Have your toner and ink cartridges refilled for reuse.	
<input type="radio"/>	8. Use reusable shipping/delivery containers with an outside vendor (not with CVUSD administration offices).	
<input type="radio"/>	9. Use non-recyclable and non-compostable materials (such as mixed material packaging, plastic foam, plastic utensils, etc.) for an art project or assignment, or purchase art supplies from a secondhand store (i.e. East Bay Depot for Creative Reuse).	
<input type="radio"/>	10. Purchase used or refurbished equipment and furniture from an outside vendor.	
<input type="radio"/>	11. Donate unwanted furniture, computers, or supplies for reuse or use a waste exchange program where another school can take your unwanted items such as freecycle.org . (Reuse within CVUSD is encouraged but not counted towards Green Ribbon credit.)	
<input type="radio"/>	12. Host a waste-free party that includes reusable utensils, plates, cups, napkins, and tablecloths (no disposable items).	
<input type="radio"/>	13. Only offer lanyards or another form of reusable visitor tags instead of disposable stickers or labels.	
<input type="radio"/>	14. Repurpose extra food from the school kitchen or sharing table into tasty dishes or meals to educate about avoiding wasted food.	
<input type="radio"/>	15. Work with Bio-link Depot to donate or receive free laboratory equipment and supplies for educators and researchers to promote scientific training for students at all levels. Find out more at biolinkdepot.org .	
<input type="radio"/>	16. Hold a school or class salvaged materials contest or project similar to CVSan's Zero Waste Week Recycling STEAM Art/Toys projects.	
<input type="radio"/>	17. At least three (3) people from different families from your school attend a Fixit Clinic in Castro Valley or another Bay Area city. For more, please visit cvsan.org/Repair-Workshops .	
<input type="radio"/>	18. "Reuse" activity of choice - Describe: _____ _____	

Please continue to "Section 3: Recycle"

Section 3: RECYCLE

Mandatory Activities:	Date Complete	
<input type="radio"/>	1. Place recycling containers with signs or labels in all classrooms, offices, staff break rooms, cafeterias, work/copy rooms, and all student lunch areas. Containers and signs may be requested by completing a CVSan Donation & Supply Request Form at cvsan.org/DRForm . The deadline for this item is February 9, 2024.	
<input type="radio"/>	2. All blue containers must be used for recycling (not for garbage or organics).	
<input type="radio"/>	3. Collect recycling in the kitchen with blue bins or bins with recycling signage.	
<input type="radio"/>	4. Collect and properly recycle batteries, fluorescent light bulbs, and electronics generated at your school.	
<input type="radio"/>	5. Have an end-of-year "School Cleanout Plan" for recycling things such as school supplies, tests, projects, etc. (CVSan can donate extra recycling service)	
<input type="radio"/>	6. Place at least one station, consisting of recycling, organics, and garbage containers, with signage in each classroom.	
Select a minimum of 2 additional "Recycle" activities from the list below:		
<input type="radio"/>	7. Assign an adult lunchtime monitor to remind students at least weekly (use a public address system if available) to sort their materials into recycling before garbage.	
<input type="radio"/>	8. Participate in a Terracycle program to recycle items such as juice pouches or chip bags that would otherwise go in the garbage at terracycle.com .	
<input type="radio"/>	9. Recycle old crayons by participating in the Crayon Initiative (crayoninitiative.org - located in Danville, California!).	
<input type="radio"/>	10. Take bottles and cans to a buy-back center for fundraising. Visit bottlesandcans.com to search local buy-back centers.	
<input type="radio"/>	11. Place containers at sporting events on campus and recycle materials collected.	
<input type="radio"/>	12. Connect event coordinators to CVSan for event greening or refer them to our resources at cvsan.org/EventGreening .	
<input type="radio"/>	13. Install playground equipment, landscaping materials, benches, tables, or other indoor or outdoor items made with recycled materials within the 2023/24 school year.	
<input type="radio"/>	14. Recycle CDs and DVDs. View the online "Recycle Where?" tool at resource.stopwaste.org for recycling opportunities.	
<input type="radio"/>	15. Recycle ink cartridges. To turn ink cartridge recycling into a fundraising opportunity, visit fundingfactory.com or advantagecartridge.com .	
<input type="radio"/>	16. Participate in bag-a-bag recycling to recycle shrink wrap and other plastic film at school for lunch, the kitchen, the office, or in a classroom or multiple classrooms.	
<input type="radio"/>	17. Place signs above the sinks listing all liquids that should not go down the drain and how to dispose of them properly. Visit cvsan.org/GreenRibbon .	
<input type="radio"/>	18. "Recycle" activity of choice - Describe: _____ _____	

Please continue to "Section 4: Rot"

Section 4: ROT

Mandatory Activities:		Date Complete
<input type="radio"/>	1. Separate yard trimmings from garbage for composting. This may be accomplished by way of Organics services from Alameda County Industries (ACI), self-haul to an organics processing facility, or on-site composting. Organics collection services are available to Castro Valley schools at no additional charge. CVUSD schools: Contact CVUSD Maintenance & Operations to request service. Private schools: Contact ACI directly at (510) 483-1400 to request service.	
<input type="radio"/>	2. Provide containers with signs for organics collection in the kitchen. Request signs and containers with the Donation & Supply Request Form at cvsan.org/DRForm .	
<input type="radio"/>	3. All green containers must be used for organics (not for garbage or recycling).	
<input type="radio"/>	4. Separate paper towels in restrooms for composting.	
<input type="radio"/>	5. Provide organics collection containers with signage in all classrooms.	
Select a minimum of 2 additional “Rot” activities from the list below:		
<input type="radio"/>	6. Compost organic materials onsite in a compost or worm bin. If you do not have a bin you can submit a request to CVSan to donate a bin at cvsan.org/DRForm .	
<input type="radio"/>	7. Assign an adult lunchtime monitor to remind students at least weekly, use a public address system if available, to sort their materials into organics before garbage.	
<input type="radio"/>	8. Incorporate Bay-Friendly Gardening practices in your school’s landscapes and gardens. Visit cvsan.org/BFL for more information.	
<input type="radio"/>	9. Request and receive a donation of compost (in addition to CVSan’s Earth Day) for use on your school campus (form available at cvsan.org/DRForm).	
<input type="radio"/>	10. Sign-up your school to participate in CVSan’s Earth Day: Clean-Up and Recycle event, which will be held in April 2024. For more, please visit cvsan.org/ED .	
<input type="radio"/>	11. Request and receive a donation of compost and/or mulch (for CVSan’s Earth Day) for use on your school campus.	
<input type="radio"/>	12. Have volunteers sign-up to participate as organics and recycling station monitors at CVSan events. For more, please visit cvsan.org/GreenHearts .	
<input type="radio"/>	13. Compost shredded paper and/or pencil shavings. To request signs and containers, complete the Donation & Supply Request form at cvsan.org/DRForm .	
<input type="radio"/>	14. Teach a Rot/Compost lesson in your school garden.	
<input type="radio"/>	15. Separate liquids (leftover milk, juice, etc.) at lunchtime and dispose down a sanitary sewer.	
<input type="radio"/>	16. “Rot” activity of choice - Describe: _____ _____	



Reduce Plastic and Other Waste Bonus Award: Complete 40 activities and receive a bonus of \$40 towards your school award! A minimum of 31 activities are required on the Green Ribbon application.

Reduce Plastic and Other Waste Bonus Bonus Award: Complete 50 activities and receive an additional bonus of \$50 towards your school award! (You can receive both the \$40 and the \$50 bonus awards if you achieve 50 or more activities)

Section 5: ENVIRONMENTAL ED

Mandatory Activities:		Date Complete
<input type="radio"/>	1. View CVSsan’s online Refresher Videos. At least half of classrooms (or homerooms) must watch the video. *Deadline October 30, 2023.	
<input type="radio"/>	2. Attend CVSsan’s On-Campus 4Rs Field Trip (all third grade classes must attend this year’s 4Rs Field Trip). Go online at cvsan.org/4RsFieldTrip to register.	
Select a minimum of 2 “Education” activities from the list below:		
<input type="radio"/>	3. Complete the online “Request a CVSsan Speaker” request form at cvsan.org/Speaker to invite CVSsan staff to present at a school staff meeting for a recycling refresher and Green Ribbon overview. *Only offered by CVSsan from August 2023 through December 2023.	
<input type="radio"/>	4. Complete the online “Request a CVSsan Speaker” request form at cvsan.org/Speaker to invite CVSsan staff to present a refresher assembly for large groups of students. *Only offered by CVSsan from August 2023 through October 2023.	
<input type="radio"/>	5. Have a student group or class conduct a survey of student recycling habits and attitudes and attach survey summary of results to your application. Visit cvsan.org/Schools for a sample survey. Let your school know about the results.	
<input type="radio"/>	6. Utilize the Stop Waste Doing the 4Rs curriculum offered at stopwaste.org/Recycling/Schools . (One subject [i.e., science class] in one grade level must participate for credit.)	
<input type="radio"/>	7. Participate in the 5th to 6th grade 4Rs Student Action or Middle and High School Ambassador programs offered by StopWaste at stopwaste.org/Recycling/Schools .	
<input type="radio"/>	8. Use your school’s Bay-Friendly Garden for class instruction. See cvsan.org/BFL for more on Bay-Friendly gardening.	
<input type="radio"/>	9. Hang a Reduce, Reuse, or Zero Waste Pledge Poster in every classroom and complete the activity in each room (download the posters at cvsan.org/Schools).	
<input type="radio"/>	10. Send home a FOG “Does That Go Down The Drain?” flyer to all students. Go to cvsan.org/GreenRibbon to download the flyer.	
<input type="radio"/>	11. Attend the StopWaste Environmental Educator Training (SWEET) offered by StopWaste at stopwaste.org/Preventing-Waste/Residents/Educator-Training .	
<input type="radio"/>	12. Have at least one class attend the in-person StopWaste Transfer Station Field Trip at stopwaste.org/at-school/transfer-station-field-trips	
<input type="radio"/>	13. Conduct a composting activity to compare the breakdown of materials. (one example is calacademy.org/Educators/Lesson-Plans/Compost-A-Scientific-Investigation)	
<input type="radio"/>	14. Host a Custodian Recognition meeting, event or activity for custodial staff at your campus. Use the opportunity to learn more about how they are involved in your waste reduction program and how they can be better supported.	
<input type="radio"/>	15. “Environmental Ed” activity of choice - Describe: _____	

Please continue to “Section 6: Admin & Promotion”

Section 6: ADMIN & PROMOTION

Mandatory Activities:		Date Complete
<input type="radio"/>	1. Notify students, parents, and faculty of your school's recycling and waste reduction programs (if doing this on social media, please tag @CVSan on Twitter and Facebook and @CVSanOfficial on Instagram).	
<input type="radio"/>	2. Publish at least one article in your school's newsletter promoting waste reduction, recycling, or proper FOG disposal (please attach the article to your application).	
<input type="radio"/>	3. Have students or staff monitoring recycling, organics, and garbage stations at lunchtime and educating students (this must be at least multiple days a month).	
Select a minimum of 2 additional "Admin & Promotion" activities from the list below:		
<input type="radio"/>	4. Form and/or run a Green Team. Members should include representatives from the whole school community including teachers, students, administrator(s), custodian(s), and parents/guardians.	
<input type="radio"/>	5. Display student-made art pieces or posters promoting recycling around your school (If available, submit pictures of the art to CVSan).	
<input type="radio"/>	6. Display CVSan's mobile "Use This, Not That" display at your school where visitors and students can see for one month. Schedule with CVSan at contact@cvsan.org .	
<input type="radio"/>	7. Give a presentation to your school's PTA informing them of your school's waste reduction and other reduction programs.	
<input type="radio"/>	8. Send a letter to the editor or a company to reduce over-packaged items or to start take-back programs (see calpsc.org for more on these programs). Please attach the letter to your application.	
<input type="radio"/>	9. Have at least one classroom of students write and submit letters or essays to the editor of a local newspaper and/or an elected official promoting waste reduction or proper disposal of FOG.	
<input type="radio"/>	10. Broadcast at least three school-wide public service or closed-circuit television (CCTV) announcements to promote recycling or composting throughout the year.	
<input type="radio"/>	11. In addition to the Green Ribbon banner, hang a flyer or poster highlighting your school's waste reduction and recycling achievements in the main office or on a centrally located bulletin board.	
<input type="radio"/>	12. Participate in CVSan's Green Hearts Volunteer Program as an event monitor. Must have at least two volunteers participate in event shifts (example, 3 hours per volunteer). Contact CVSan for more information.	
<input type="radio"/>	13. Attend CVSan's Zero Waste Week, to be held in February or March 2024. At least three (3) families from your school must participate in at least one Zero Waste Week activity for credit. Event information to be posted at cvsan.org/ZeroWasteWeek .	
<input type="radio"/>	14. Email CVSan images of at least three (3) different Green Ribbon activities/projects (with titles of each image pertaining to what it is) so we can share on social media.	
<input type="radio"/>	15. Share CVSan Zero Waste Week information, before the events, at least two (2) times total in School and/or Principal newsletters. Email CVSan proof.	
<input type="radio"/>	16. Share CVSan events (Earth Day, Recycles Day, Zero Waste Week, etc.) at least three (3) times total on social media, tagging @CVSan on Twitter and Facebook or @CVSanOfficial on Instagram while doing so.	
<input type="radio"/>	17. "Admin & Promotion" activity of choice - Describe: _____ _____	

CVSan STAFF USE ONLY:

School: _____

Site Visit Date: _____ Contact: _____

CVSan Site Visit Facilitator(s): _____

Green Ribbon Year (1-16): _____ Tier (1-8): _____

Diversion Rate (3/9/24): _____ Activities Completed: _____ / 31

Activities completed, Section: 1 - _____ 2 - _____ 3 - _____ 4 - _____ 5 - _____ 6 - _____

Total number of activities completed: _____/31 _____

2022/23 Certified Green Ribbon School: Y N CVSan staff initial: _____

Award Calculator:

CATEGORY	RATE	x QUANTITY	= TOTAL
A. Base Rate	\$700	1	\$700
B. School Size	(See table below)	1	
C. Activities beyond 31	\$20 each activity point		
D. "Reduce Plastic and Other Waste" 40 Activities Completed	\$40	1	\$40
E. "Reduce Plastic and Other Waste" 50 Activities Completed	\$50	1	\$50
F. Diversion beyond 90%	\$20 each % point		
Total Green Ribbon Award:			

Tier 1 1 - 100 students	Tier 2 101 - 200 students	Tier 3 201 - 300 students	Tier 4 301 - 500 students	Tier 5 501 - 800 students	Tier 6 801 - 1,300 students	Tier 7 1,301 - 2,000 students	Tier 8 2,001+ students
\$100	\$150	\$300	\$400	\$500	\$700	\$1,000	\$1,100

Notes: _____
