

#### APPLICATION DUE MARCH 22, 2019 by 2:00 p.m.

#### **CASTRO VALLEY SANITARY DISTRICT**

21040 Marshall St, Castro Valley, CA 94546-6020

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#### PREFACE

Castro Valley Sanitary District (CVSan) has an ambitious plan to reduce the amount of solid waste sent to landfills by 80% in 2019 while on the road to zero waste by 2029. 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 Some new activities have been added to the application and some have been removed to reflect waste reduction actions that are now commonplace in schools. Visit www.cvsan.org/schools to see some of these activities in our Standard Operating Practices (SOPs) for Castro Valley schools.
- "Reduce Your Use" the CVSan Schools Program Theme for 2018/19 Our Zero Waste Characters demonstrate the priorities of minimizing waste by practicing the 4Rs of Reduce, Reuse, Recycle, and Rot. This year, with our theme of reduce, you will be seeing Little Miss Reduce more often and she teaches us how to reduce waste from the start!
- All of our Zero Waste Characters seen in the picture on the right are our mascots for the Green Ribbon application, you will be rewarded for putting in the extra effort in the application, just like they do. Find inspiration and guidance from their super-powers 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 75%.
- Funding Source Green Ribbon Schools Program awards for 2018/19 will be funded by Non-Residential Recycling and 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 March 22, 2019, at 2:00 p.m., no exceptions. We look forward to certifying your school as a Green Ribbon School in 2019!



#### AWARDS

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

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

Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6	Tier 7	Tier 8
1 - 100	101 - 200	201 - 300	301 - 500	501 - 800	801 -	1,301 -	2,001+
students	students	students	students	students	1,300	2,000	students
					students	students	
\$100	\$150	\$400	\$600	\$800	\$1,100	\$1,500	\$1,700

C.	Extra Credit for Additional Activities Completed	\$10 each
		(max. 20 activities)

D.	Extra Credit for Exce	llence in Diversion	\$5 for each %	point above 75%
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FUNDING SOURCE: Green Ribbon Schools Program awards for 2018/19 will be funded by Non-Residential Recycling and 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 2018-2019 pdf application located at www.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, March 22, 2019, at 2:00 p.m., no exceptions. For scanned and emailed applications, please name the file with your school name and application year. For example: IndependentGreenRibbonApp2018-19. Late applications will not be accepted.
- 3. DIVERSION -- Achieve a minimum diversion rate of 75% by March 22, 2019.
- 4. ACTIVITIES -- Complete all 40 required Green Ribbon activities listed on the following pages during the 2018-19 school year; fill in the bubbles and date of completion as you go. There are a minimum of 5 and up to 10 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 April 26, 2019, to qualify as 2018/19 activities. \*Please note, the actual application is due March 22, 2019.
- **5. WEEKLY GARBAGE GENERATION** -- Generate no more than the amount of garbage specified in the table below or reduce your garbage by at least 10%.

Tier	Total Student Enrollment	Our school generates NO MORE THAN:
1	1-300 students	<b>3</b> cubic yards of garbage per week
2	301-500 students	<b>6</b> cubic yards of garbage per week
3	501-800 students	10 cubic yards of garbage per week
4	801-1,300 students	14 cubic yards of garbage per week
5	1,301-2,000 students	20 cubic yards of garbage per week
6	2,001+ students	40 cubic yards of garbage per week

Example: Our school has 400 students so we are a Tier 2 school. We have a 2 cubic yard garbage dumpster which is collected 2 times per week. We therefore generate a total of 4 cubic yards of garbage per week. We have met the Weekly Garbage Generation requirement because we generate less than 6 cubic yards per week.

#### What if our school generates more garbage than what is specified in the table above?

Your school must reduce the amount of garbage you generate by at least 10% by May 1, 2019 (based on March 2018 garbage service levels).

Example: We are a Tier 2 school. In March 2018, we had a 4 cubic yard garbage dumpster which was collected 3 times per week for a total weekly garbage generation of 12 cubic yards. During the school year, we reduced our garbage by cutting down to 2 collections per week. We now generate 8 cubic yards of garbage per week which is more than the 6 cubic yard limit for Tier 2 schools. However, since we reduced our garbage by at least 10% (12 to 8 yards = 33% reduction), we have met the Weekly Garbage Generation requirement.

Please note: Diversion rates as of April 2018 are posted online at www.cvsan.org/GreenRibbon. For assistance calculating your school's current diversion rate, please contact WMAC, Inc. 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 xt. 1363. Private Schools, please contact WMAC, Inc.

For general Green Ribbon Program assistance, please refer to the School Resource Guide or contact CVSan at 510-537-0757.

## SCHOOL INFORMATION

School Name: Date:											
Address:											
Principal:											
Contact (if not Principal):											
Phone:											
E-mail:											
Certification Year (circle one):	1 2	3	4	5	6	7	8	9	10	11	12
Name of person or group that should (if applicable):		Ü		·		•		n Ri 	bbon	lead	ders
Upon certification, all Green Ribbon school recognition at the <b>June 4, 2019</b> Castro Varecognition in various media outlets such a	lley San	itary	Distr	rict B	oard	of					nd
Castro Valley Sanitary District also offers a a previous Green Ribbon year), and recog additional recognition preferences below	nitions a	at you	ır scl	hool.							om
[] 2018/19 patch to apply to a past year's l	oanner	[]N	lew 8	8' x 3	' Gre	een	Ribbo	on Ba	anner		
[] Recognition by CVSan Board/staff at o	ur schoo	ol (i.e.	asse	embly	y or f	lag	cerer	nony	·)		
Date, Time, and Location of Recognitio											
	(mı	ust be	betv	ween	May	14 aı	nd Oc	tobe	r 18, 20	O19)	
[] No thanks, we do not want additional re	ecogniti	on fo	r Gre	een F	Ribbo	on c	ertific	catio	n.		
<b>SIGNATURES:</b> I certify that this school has completed th	e activit	ies in	dica	ted i	n thi:	s ap	plicat	ion.			
Contact Signature											
<b>Principal Signature</b> (if the above contact prior to submitting the application)							•	nust	sign h	nere	

# Section 1: REDUCE

Manda	atory Activities:	Date Complete
0	1. Complete a Waste Audit identifying the types, weight, and amounts of waste generated at your school. Contact CVSan to schedule a waste audit.  *Deadline of February 28, 2019.	
0	2. Contact CVSan Solid Waste Department to schedule container and collection assessment. The assessment is most effective after your school has completed a Waste Audit (see above).	
0	3. 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 3 additional "Reduce" activities from the list below:	
0	4. Use reusable trays instead of single-use trays in the cafeteria during lunch.	
0	5. Use reusable trays instead of single-use trays in the cafeteria during breakfast.	
0	6. Use at least one smaller garbage container at lunch time to emphasize the reduced need for garbage (must be at least 50% smaller than organics or recycling containers) per sort line on a regular basis.	
0	7. 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. Visit www.wastefreelunches.org for more information.	
0	8. Use a "Sharing Table/Box" at lunch time where students can place their unopened or uneaten foods for other students to take instead of discarding perfectly good food. Visit www.fns.usda.gov/use-share-tables-child-nutrition-programs for more.	
0	9. Conduct a food scrap and food share audit to see which items are wasted the most at lunch. Record five days observations of lunchtime organics and food share and write a memo/report to see if the menu and waste reduction could be improved.	
0	10. Students write a letter to a manufacturer to request a reduction in packaging or to take back non-recyclable or difficult-to-recycle products at end of life.	
0	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.	
0	12. At least three (3) families from your school participate in CVSan's Zero Waste Week Fruit Gleaning event to prevent wasted edible food (February 2019).	
0	13. Share CVSan food waste reduction resources (located at www.cvsan.org/reduce) at least three (3) times on social media, tagging @CVSan while doing so.	
0	14. Fill out and return FOG (Fats, Oils and Grease)/Chemicals use survey for cafeteria kitchens and science labs distributed by CVSan during the Waste Audit. Go to www.cvsan.org/GreenRibbon for information.	
0	15. Promote FOG awareness by conducting FOG student assignments or classroom activities. CVSan activity prompts at www.cvsan.org/GreenRibbon.	
$\bigcirc$	16. "Reduce" activity of choice - Describe:	

# Section 2: REUSE

Manda	tory Activities:	Date Complete
0	1. Create a system for teachers to give away unwanted school supplies for next year's students to use.	
0	2. Participate in a charity reuse collection program such as One Warm Coat (coats), Glasses for Humanity (eyeglasses), Wardrobe for Opportunity (interview-appropriate clothing), The Princess Project (prom dresses), The Bra Recyclers (BraRecycling.com), or the Pantene Beautiful Lengths Program (hair donation for wigs). At least one classroom or equivalent needs to participate for Green Ribbon credit.  Specify charity:	
0	3. Have an end of year "School Cleanout Plan" for reuse of things such as: school supplies, furniture, and lost and founds items.	
0	4. Reuse large banners or signs at school events instead of re-printing them.	
Select	a minimum of 3 "Reuse" activities from the list below:	
0	5. Organize a class "supplies swap" so students may trade toys, equipment, books, or other items.	
0	6. Organize a fundraising rummage sale for old toys and clothes with proceeds donated to charity.	
0	7. Hold a fashion show using reused or salvaged materials.	
0	8. Have your toner and ink cartridges refilled for reuse.	
0	9. Use reusable shipping/delivery containers with an outside vendor (not with CVUSD administration offices).	
0	10. Use non-recyclable and/or non-compostable materials for an art project or assignment, or purchase art supplies from a second hand store (i.e. East Bay Depot for Creative Reuse).	
0	11. Purchase used or refurbished equipment and/or furniture from an outside vendor.	
0	12. Donate unwanted furniture, computers, or supplies for reuse or use a waste exchange program where another school can take your unwanted items such as www.calrecycle.ca.gov/CalMAX or www.freecycle.org. (Reuse within CVUSD is encouraged but not counted towards Green Ribbon credit.)	
0	13. Host a waste-free party that includes reusable serveware, plates, cups, napkins, and table cloths (no disposable items).	
0	14. Only offer lanyards or another form of reusable visitor tags instead of disposable stickers or labels.	
0	15. At least three (3) families, from your school, participate in CVSan's Zero Waste Week Recycling STEAM Art/Toys Workshop (February 2019).	
0	16. At least three (3) families, from your school, attend a CVSan-sponsored Fixit Clinic in Castro Valley. For more, please visit www.cvsan.org/content/repair-workshops.	
0	17. "Reuse" activity of choice - Describe:	

Please continue to "Section 3: Recycle"

# Section 3: RECYCLE

Manda	tory Activities:	Date Complete
0	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 www.cvsan.org/drform.	
$\circ$	2. All blue containers must be used for recycling (not for garbage or organics).	
0	3. Create an organized and accountable system for collection of recyclables and establish a student group that monitors, tracks, and spot-checks your school's recycling program. Name of student group:	
$\circ$	4. Collect recycling in the kitchen (mixed and bag-a-bag recycling).	
0	5. Collect and properly recycle batteries, fluorescent light bulbs, and electronics generated at your school.	
0	6. Have an end of year "School Cleanout Plan" for recycling of things such as: school supplies, tests, projects, etc. (CVSan can donate extra recycling service)	
0	7. Establish a bag-a-bag recycling program to collect plastic bags and recycle them (options include collecting plastic film during student lunch, in the classroom, or in the staff room). Contact CVSan at 510-537-0757 ext. 102 to start.	
0	8. Place at least one station, consisting of recycling, organics, and garbage, with signage in each classroom.	
Select	a minimum of 3 additional "Recycle" activities from the list below:	
0	9. 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.	
0	10. Participate in a Terracycle program to recycle items such as juice pouches or chip bags that would otherwise go in the garbage. www.terracycle.net	
0	11. Recycle old crayons by participating in the Crayon Initiative (www.crayoninitiative. org - located in Danville, California!) or participate in Elmer's Glue Crew recycling program (www.elmersgluecrew.com).	
0	12. Take bottles and cans to a buy-back center for fundraising. Visit www.bottlesandcans.com to search local buy-back centers.	
0	13. Place containers at sporting events on campus and recycle materials collected.	
0	14. Install playground equipment, landscaping materials, benches, tables, or other indoor or outdoor items made with recycled materials within the 2018/19 school year.	
0	15. Recycle CDs and DVDs. View the online "Recycle Where?" tool at recyclewhere.org for recycling opportunities.	
0	16. Recycle ink cartridges. To turn ink cartridge recycling into a fundraising opportunity visit www.fundingfactory.com, or www.advantagecartridge.com.	
0	17. Participate in the Trex Plastic Film Challenge at http://www.trex.com/recycling/recycling-programs/.	
0	18. Place signs above the sinks listing all liquids that should not go down the drain, and how to dispose of them properly. Visit www.cvsan.org/GreenRibbon.	
$\circ$	19. "Recycle" activity of choice - Describe:	

Please continue to "Section 4: Rot"

## Section 4: ROT

Manda	tory Activities:	Date Complete
0	1. Separate yard trimmings from garbage for composting. This may be accomplished by way of Organics services from Waste Management of Alameda County, Inc., (WMAC), 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 WMAC directly at 510-613-8751 to request service.	
0	2. Provide containers for organics collection in the kitchen. Request signs and containers with the Donation & Supply Request Form at www.cvsan.org/drform.	
0	3. All green containers must be used for organics (not for garbage or recycling).	
0	4. Implement a school-wide food scrap recycling program.	
0	5. Separate paper towels in restrooms for composting.	
0	6. Provide organics collection containers in all classrooms.	
Select	a minimum of 3 additional "Rot" activities from the list below:	
0	7. Compost organic materials onsite in a compost or worm bin (If you do not have a bin you can submit a request CVSan to donate a bin at www.cvsan.org/drform).	
0	8. 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.	
0	9. Incorporate Bay-Friendly Gardening practices in your school's landscapes and gardens. Visit rescapeca.org for more information.	
0	10. Request and receive a donation of compost (in addition to CVSan's Earth Day) for use on your school campus (form available at www.cvsan.org/drform).	
0	11. Sign-up your school to participate in CVSan's Earth Day: Clean-Up and Recycle event which will be held on April 13, 2019. For more, please visit www.cvsan.org/ED.	
0	12. Compost shredded paper and/or pencil shavings. To request signs and containers, complete the Donation & Supply Request form at www.cvsan.org/drform.	
0	13. Teach a Rot/Compost lesson in your school garden.	
0	14. Separate liquids (leftover milk, juice, etc.) at lunchtime and dispose down a sanitary sewer.	
0	15. "Rot" activity of choice - Describe:	



**Reduce Bonus:** Complete a minimum of 50 activities TOTAL and receive the number of activity points above the minimum (40) plus three extra bonus points on your application!

Please continue to "Section 5: Environmental Ed"

## Section 5: ENVIRONMENTAL ED

Manda	atory Activities:	Date Complete
0	1. Complete the online "Community Group Outreach" request form at www.cvsan.org/cgo to invite CVSan staff to present to students for a recycling refresher assembly. *Deadline October 31, 2018.	
0	2. Attend CVSan's 3rd grade 4Rs Field Trip (all 3rd grade classes must attend). Go online at www.cvsan.org/4RsFieldTrip to register.	
Selec	t a minimum of 4 "Education" activities from the list below:	
0	3. Complete the online "Community Group Outreach" request form at www.cvsan.org/cgo to invite CVSan staff to present at a school staff meeting for a recycling refresher and Green Ribbon overview.  *Only offered by CVSan from August 2018 through December 2018.	
0	4. 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 www.cvsan.org/schools for a sample survey.	
0	5. Utilize the Stop Waste Doing the 4Rs curriculum offered at www.stopwaste.org/recycling/schools. (One subject [i.e., science class] in one grade level must participate for credit.)	
0	6. Attend StopWaste's 4th grade irecycle@school Education Center Field Trip (all 4th grade classes must attend).	
0	7. Participate in the 4th, 5th or 6th grade 4Rs Student Action Program offered by StopWaste at www.stopwaste.org/recycling/schools.	
0	8. Use your school's Bay-Friendly Garden for class instruction.	
0	9. Hang a Reuse Pledge Poster in every classroom and complete the activity in each room (download the poster and instructions: www.cvsan.org/schools).	
0	10. Send home a FOG awareness and instructional flyer to all students. Go to www. cvsan.org/GreenRibbon to download the flyer.	
0	11. Attend an outdoor environmental education overnight camp such as Camp Arroyo in Livermore, CA. Specify:	
0	12. Attend the StopWaste Environmental Educator Training (SWEET) offered by StopWaste at www.stopwaste.org/preventing-waste/residents/educator-training.	
0	13. View the online Resource Directory at www.CalRecycle.ca.gov/Education/ Curriculum or www.creec.org to find waste reduction lessons, activities, field trips, and DVDs. Green Ribbon credit may be given for up to two lessons, activities, field trips, and/or DVDs (specify up to two): 1	
0	14. Conduct a composting activity to compare the breakdown of materials.	
0	15. 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.	
0	16. "Environmental Ed" activity of choice - Describe:	

Please continue to "Section 6: Admin & Promotion"

## Section 6: ADMIN & PROMOTION

Manda	atory Activities:	Date Complete
0	1. Notify students, parents, and faculty of your school's recycling and waste reduction programs (if doing this on social media, please tag @CVSan).	
0	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).	
Select	a minimum of 3 additional "Admin & Promotion" activities from the list below:	
0	3. 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.	
0	4. Display student-made art pieces or posters promoting recycling around your school (If available, submit pictures of the art to CVSan).	
0	5. 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.	
0	6. Give a presentation to your school's Board of Directors/Education informing them of your school's waste reduction and recycling programs.	
0	7. Give a presentation to your school's PTA informing them of your school's waste reduction and reduction programs.	
0	8. Send a press release to a local newspaper or radio station informing them of your school's waste reduction and recycling programs (please attach the press release to your application).	
0	9. Send a letter to the editor or a company to reduce over-packaged items or to start take-back programs (see www.calpsc.org for more on these programs). Please attach the letter to your application.	
0	10. 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.	
0	11. Broadcast at least three school-wide public service or CCTV announcements to promote recycling or composting throughout the year.	
0	12. 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.	
0	13. 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.	
0	14. Attend CVSan's Zero Waste Week, to be held in February 2019. 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 www.cvsan.org/zerowaste.	
0	15. 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.	
0	16. Share CVSan events (Earth Day, Recycles Day, Zero Waste Week, etc.) at least three (3) times total on social media, tagging @CVSan while doing so.	
0	17. "Admin & Promotion" activity of choice – Describe:	

#### **CVSan STAFF USE ONLY:**

School:										
Site Visit D	)ate:				_ Contact:					
CVSan Site	e Visit Facil	itator(s	):							
Green Rib	Green Ribbon Year (1-12):					Tie	· (1-8):			
Diversion I	Rate (3/22/	19):			Activi	ties (	Completed:		/ 40	
Weekly Ga	Weekly Garbage Generation (March 22, 201						Requ	uirement M	et: Y N	
[If Weekly	Garbage G	enerat	ion r	equirement	t was r	not m	et:]	(se	ee table on p. 4)	
March 2018	March 2018 garbage service level:					, 2019	garbage se	rvice level:		
Garbage re	eduction: _			Require	ement	Met:	Y N			
Activities o	completed,	Sectio	า: 1	2	3	3	4	_ 5	6	
	per of activi ertified Gre culator:									
CATEGO	RY			F	RATE	х	QUANTIT	Υ	= TOTAL	
A. Base R	ate		\$1,000					1	\$1,000	
B. School	Size		(See table below)					1		
C. Activiti	es beyond	40	,	310 each ac	etivity point					
D. Diversi	on beyond	75%		\$5 each %	point					
				Tota	al Gre	en Ri	bbon Awar	d:		
Tier 1 1 - 100 students	Tier 2 101 - 200 students	Tier 201 - 3 stude	300	Tier 4 301 - 500 students	Tie 501 - stud	800	Tier 6 801 - 1,300 students	Tier 7 1,301 - 2,000 students	Tier 8 2,001+ students	
\$100	\$150	\$40	0	\$600	\$80	00	\$1,100	\$1,500	\$1,700	
Notes:										