



# OGS Regional Coordinator Responsibilities: Checklist for \_\_\_\_\_

(enter school name above)

## Recruit new schools

- Letter of introduction (send to principals, custodians or ideally a specific contact you have at the school.)
- Email a link to the website and recommend that the school views the two videos on the website's front page.
- Email the application and consider sending an example of one.
- Email the "Green Team Project Examples" document.
- When a school contacts you, set up a meeting with them to go over the procedures for getting certified (waste audit, application, reviewing the tools available on the OGS website, the introductory video that they can share with staff and parents, etc.)

## Technical Assistance

- Provide assistance with the waste audit.
- Visit the school and do a walk-through to see that all classrooms have recycling bins, inspect their recycling, take note of opportunities to save energy and water, etc.
- Review the available tools on the OGS website:
  - Videos (Why Become an OGS?, Saving Little Pieces of Our Earth, How a MRF Works, etc.)
  - Green Team Project Examples
  - Examples of School Policies
  - Tools & Calculators (waste audit form, energy audit tool, paper use tracking tool, green team sustainability assessment, affinity diagram for green teams, dumpster tracking tool, the waste audit mural activity)
  - Lesson plans and activities
  - OGS Newsletter
  - Recycling and Waste Reduction Factoids
  - Library of signs, stickers and clip art
  - Kids' Stuff Activity Books
  - Field trip guides (if your area has one)
  - Glossary of solid waste terms
  - Links to curriculum and more

## Technical Assistance (continued)

- Assist with the application and approve when it is complete. REMEMBER TO REGISTER SCHOOLS YOU APPROVE ON THE OGSA WEBSITE to make it official!
- Give them input on their program and opportunities for improvement.
- Provide the school with examples of other successful school programs.
- Share any funding opportunities like grants, local sponsorships, or other resources that you know of.
- Check in with each of your schools at least every 2-3 months to see how they are progressing.
- Put a note in your planner to notify schools at least 3 months before they expire.
- Touch base with new OGS schools a month or two after they have been registered online to be sure that they are receiving the monthly OGS newsletter.
- Notify OGS if any contact information at the school has changed.

## OGS Recognition

- After approving their application and registering the school on our website form, notify your school contact and arrange a time to come present the award.
- Frame the certificate.
- Send a letter to recognize the school to the following:
  - School principal
  - School district superintendent
  - School garbage/recycling hauler
  - PTA
  - Local media (espec. if Merit or Premier)
  - If it's a premier school, organize a presentation for the school board
- When you present the framed certificate, window sticker, plaque (Merit) and flag (premier), hang it up with them so that it is sure to get done.