

If your school is successfully implementing all the Seven Steps Methodology of the Eco-School process you should seriously consider applying for an Eco-School award.

The Awards

There are three levels of awards (in ascending order): the bronze and silver certificates, and the most prestigious Green Flag. Each award is defined by a set of criteria (see below) that help you decide whether your school has achieved the required standard. If you feel that your school has met most of the required criteria for a particular award, then you should seriously consider applying for that award.

In your quest for the Green Flag, you do not need to go through the bronze and silver levels. If you think that your school has achieved Green Flag standard, then you should apply for that level directly. When you apply for Green Flag, the evaluators are not after environmental perfection. The most important element in the Eco-School programme is its emphasis on continuous school improvement; stressing the **process** rather than the **products**.

Applying for an award

- a. The most essential pre-requisite for your application is that your school has been following the Seven Steps Methodology of the Eco-School Process.
- b. Go through the list of award criteria and decide for which Eco-School award you are eligible.
- c. Fill in the Award Application Form (see below) and send it to WWF-Malaysia (Malaysia). All application forms should be accompanied by reports that show clearly how the school is meeting the criteria specified for each award category. The Green Flag award requires the most detailed report.

Schools may apply for the award at any time of the year.

Processing of the application

The Bronze and the Silver Award are usually awarded (in the form of a certificate) after we have reviewed the report you've sent, followed. The award of the Green Flag depends on an evaluation of the report sent by the school together with its application and a visit to the school by the evaluators. Most of the information needed to decide whether your school should be given the award applied for should be provided by the report. The aim of the evaluators' visit is to provide an opportunity to discuss various aspects of the report with members of the Eco-School Committee. After the visit, the evaluators report back to the Eco-School Steering Committee—facilitated by WWF-Malaysia as the FEE representative in Malaysia—where a decision will be made whether the school deserves the award applied for.

Keeping the Green Flag

Once awarded, the school can display the Green Flag – a prestigious internationally recognized and respected eco-label of school performance – in its foyer, hall or on a flagpole. The school will also be awarded a certificate and the permission to use the official Eco-School logo on its letterhead and other school material.

The Green Flag award remains valid for two years after which you need to reapply to renew your award. When reapplying you need to review the award criteria once again and explain (in your report) how previous achievements were sustained and new improvements made.

Projected time-frame

A year is usually needed for the implementation of the environmental review and the drawing up of the action plan. Another year is usually spent in achieving the targets set out in the action plan. Schools are therefore expected to take about two years before they can actually achieve the Green Flag for the first time.

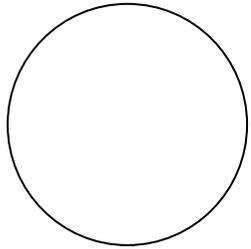
You decide when you are ready to apply for an award. However, although schools will be informed about the result of the application as soon as it is processed, the award giving ceremony will be held during the yearly Eco-School seminar/meeting.

Request for more information and queries can be referred to the Eco-School national coordinator:

Thiaga Nadeson
WWF-Malaysia
49, Jalan SS23/15
Taman SEA
47400 Petaling Jaya
Selangor, Malaysia

Tel: + 6 03 7803 3772
Fax: + 6 03 7803 5157
Email: tnadeson@wwf.org.my

Award Criteria



The Eco-School Committee

Bronze Award

- The Eco-Schools Committee made up of a mixed group of pupils and adults
- The Committee meets at least twice a year
- Notes are kept on each meeting
- School is kept informed about the Committee's discussions and actions

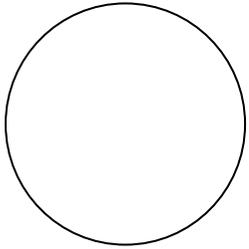
Silver Award

- Pupils offer themselves to be part of the Eco-School Committee or chosen by the members
- Parents Teachers Association (PTA) or Board of Governors or local council or government agencies or NGOs are represented on the Committee
- The Committee meets at least three times a year
- A written record of meetings and other activities are kept under the joint responsibility of pupils and adults
- Pupils are responsible for the communication to and from the Committee to the rest of the school

Green Flag Award

- Parents Teachers Association (PTA) or Board of Governors or local council or government agencies or NGOs and pupils offer themselves to be part of the Eco-School Committee and or chosen by their members
- Pupils are given opportunity to nominate some adult members on the Committee
- The Committee elect or ropes in adult members for specific task
- The Committee meets at least four times a year
- Minutes of the meetings are kept under the joint responsibility of Committee (pupils and adults)
- Minutes are displayed on the Eco-School notice board
- Reports of the meetings are presented to School Management, PTA and/or the Board of Governors
- The pupils on the Committee are responsible for consulting their peers and reporting results of the Committee meetings to the rest

of the school



Environmental Review

Bronze Award

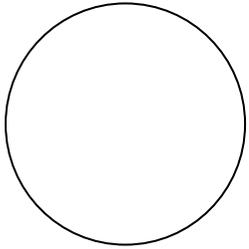
- A formal or informal environmental review of the school is carried out by the members of the committee
- The results of the review are discussed by the Committee
- Following the review, activities are planned to improve the school's environmental performance

Silver Award

- Members of the committee (i.e pupils and adults) plan and carry out a formal environmental audit of the school
- A review document (checklist) is used to record results
- The whole school is informed about the results of the review
- The Committee plans specific action inspired from the results of the review

Green Flag Award

- Pupils and adults plan and carry out an environmental audit of the school in consultation with some non-committee members
- A review document (checklist) that covers every area of environmental impact is used
- The reviewed results are collated in one document and displayed on the Eco-School notice board and/or website
- Pupils gather suggestions for action from their peers and teachers
- An environmental review is carried out every year to evaluate the school's overall progress



Action Plan

Bronze Award

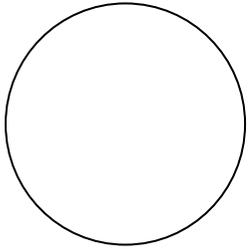
- The Committee decides on some action for the school, based on the environmental review
- The Committee agrees about who will take the responsibility for specific actions

Silver Award

- The Committee draws up an environmental action plan
- The action plan has specific targets with a time-frame for completing them
- A range of actions is planned covering more than one aspect of environmental management

Green Flag Award

- An informed and detail action plan is included in the school development plan
- Pupils on the Committee take responsibility for leading some action areas
- The action plan prioritise targets
- The action plan shows cost implications and includes information about how each activity will be monitored and evaluated



Monitoring & Evaluation

Bronze Award

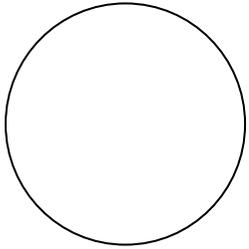
- The Committee records progress on the action taken
- The Committee discusses the success or otherwise of the action being undertaken

Silver Award

- The Committee reviews progress against set targets
- The Committee reports progress to the whole school by appropriate means on a regular basis
- [criteria removed]

Green Flag Award

- The Committee ensures that the monitoring of actions are ongoing and some of the planned activities are carried out by the pupils
- The whole school is aware of the progress along the action plan and is given the opportunity to evaluate its effect through discussion and debate
- The Committee meets to review progress and analyze the data collected. It builds on successes and decides on remedial action when activities are not proving successful
- Some data obtained from the monitoring exercise is used for curriculum work or materials



Curriculum Work

Bronze Award

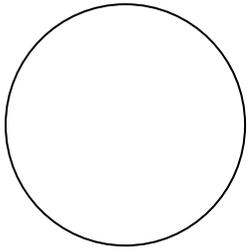
- Environmental issues are covered as part of curriculum work in most year groups across a range of subjects

Silver Award

- Some aspects of the Eco-School activities are integrated into the school curriculum for most year groups

Green Flag Award

- The school has a pupil and a teacher responsible for environmental education in the school
- [The school has a curriculum map that shows where a range of environmental issues is covered across all levels for all subjects](#)
- Aspects of Eco-School activities are integrated into a range of subjects across the curriculum for the majority of the year groups
- [\[criteria removed\]](#)



Informing and Involving

Bronze Award

- The Committee has a school notice board that gives details about the environmental activities being carried out
- Parent know about the action being undertaken by the school
- The wider school community learns about the environmental activity going on in the school

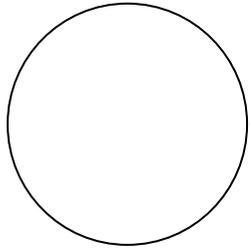
Silver Award

- An Eco-School notice board is kept in a prominent position within the school
- The whole school is kept informed of activities through presentations during assembly
- The whole school (not just the Committee members) is engaged in a number of Eco-School activities
- Parents are involved in Eco-School activities
- Pupils write articles about Eco-Schools activities for the school magazine/bulletin/newsletter/website
- There is an album of activities in the school foyer for visitors to look at

Green Flag Award

- Information about Eco-Schools activities are displayed on a notice board outside the school
- Activities are reported in assemblies or at Local Councils or NGOs or government agencies
- Exhibits on Eco-Schools activities are put up for the local community, (e.g. in the public library or community hall)
- Eco-School activities are an integral part of school life and the whole school participates in Eco-School activities
- The wider community is involved in the activities going on in the school (e.g. local council members, local businesses, NGOs, government resource managers)
- Pupils submit reports/articles about Eco-Schools activities for the press

- The Eco-committe has formed a collaborative relationship with other schools in Malaysia and maintains contact to exchange information and work on joint-projects
- Pupils advocate for their schools to subscribe to other national or local programmes (Sekolah Lestari-Anugerah Alam Sekitar, SERASI, Sekolah Hijau etc)
- Details of Eco-School activities are put on the school's website
- The Eco-committe has formed a collaborative relationship with other schools internationally and maintains contact to exchange information and work on joint-projects



Eco-Code

Bronze Award

- There is an agreement on some environmental statements for the school drawn up by the Committee

Silver Award

- The Committee formulates an Eco-Code to the school for their agreement
- The input from the school community towards the Eco-Code is deliberated for adoption

Green Flag Award

- The whole school is given the opportunity to make suggestions for what they believe should be included in the Eco-Code
- [criteria removed]
- The Eco-Code is displayed on the Eco-Schools notice board and in all classrooms. It is also displayed on any outside notice board and the school's website
- The Eco-Code is reviewed by the whole school every year to make sure it remains relevant

Award Application Form

Name of School:

Address:

Tel:

Fax:

Email:

After carefully considering the award criteria for each of the Seven Steps Methodology of the Eco-School process we would like to nominate our school for the following Eco-School award:

Bronze Award*

Silver Award*

Green Flag**

School Principal:

Signature:

Name: _____

Eco-School Committee Chairman:

Signature:

Name: _____

Date of Submission:

Send your application to: Eco-School Award Application
WWF-Malaysia
49, Jalan SS23/15
Taman SEA
47400 Petaling Jaya
Selangor

* Applications for the Bronze or Silver Awards must be accompanied by a brief report detailing your progress along the Seven Step Methodology of the Eco-School process. The report should follow closely the guidelines provided in the next few pages accompanying this application form.

** Applications for the Green Flag award needs to be accompanied by a detailed report highlighting your progress along the Seven Step Methodology of the Eco-School process. The report should follow closely the guidelines provided in the next few pages accompanying this application form. Once we have processed your application, we will contact you to arrange for an on-site visit to assess your school's eligibility for the the award.

Applying for a Bronze Award

Report guidelines

The aim of the report is to give your evaluators a clear idea of your school's Eco-School experience. You are advised to prepare a portfolio structured around the questions that follow. While the report does not need to be as detailed as a report for the Green Flag Award, it should give evaluators a clear indication of the extent to which your school has met the criteria for the Bronze Award set out in pages 3-9 of Sheet 9. Feel free to include photographs, drawings, documents, newspaper cuttings, etc. to provide more information about your school's experience.

- 1. Who are the members of the Eco-School Committee? How were they chosen? How does the committee function? How often does it meet?**
- 2. How did you carry out the environmental review? Who conducted the review? (Include a copy of the review checklist used)**
- 3. How was the Action Plan compiled? How were the activities to be carried out selected? How much of the plan was achieved?**
- 4. How did you monitor and evaluate the success of the activities carried out?**
- 5. How did you integrate the Eco-School programme with the curriculum? Which groups of pupils benefited from such curriculum integration? How many pupils were involved in these curriculum activities?**
- 6. How was the whole school community, and parents, kept informed of, and involved in, the Eco-School programme?**
- 7. What environmental statements were drawn up for the school?**
- 8. What are your school's plans for future Eco-School activities?**
- 9. How has your school benefited from the Eco-School experience?**

Applying for a Silver Award

Report guidelines

The aim of the report is to give your evaluators a clear idea of your school's Eco-School experience. You are advised to prepare a portfolio structured around the questions that follow. While the report does not need to be as detailed as a report for the Green Flag Award, it should give evaluators a clear indication of the extent to which your school has met the criteria for the Silver Award set out in pages 3-9 of Sheet 9. Feel free to include photographs, drawings, documents, newspaper cuttings, etc. to provide more information about your school's experience.

- 1. Who are the members of the Eco-School Committee? How were they chosen? How does the committee function? How often does it meet?**
- 2. How did you carry out the environmental review? Who conducted the review? (Include a copy of the review checklist used)**
- 3. How was the Action Plan compiled? How were the plan's targets selected? How much of the plan was achieved?**
- 4. How did you monitor and evaluate your progress towards achieving the Action Plan? (Include specific data/results)**
- 5. How did you integrate the Eco-School programme with the curriculum? Which groups of pupils benefited from such curriculum integration? How many pupils were involved in these curriculum activities?**
- 6. How was the whole school community, parents, and visitors, kept informed of, and involved in, the Eco-School programme? Has the school embarked on a collaborative relationship with other schools in Malaysia?**
- 7. What eco-code is being developed for the school? How was the eco-code formulated?**
- 8. What are your school's plans for future Eco-School activities?**
- 9. How has your school benefited from the Eco-School experience?**

Applying for a Green Flag Award

Report guidelines

The aim of the report is to give your evaluators a clear idea of your school's Eco-School experience. You are advised to prepare a portfolio structured around the questions that follow. Take as much or as little space as you need to answer these questions as fully as possible. Feel free to include photographs, drawings, documents, newspaper cuttings, etc. to provide more information about your school's experience. If you are reapplying for the Green Flag (after the initial two-year award period has expired), be sure to explain how precious achievements were sustained and new improvements made.

- 1. Who are the members of the Eco-School Committee? How were they chosen? How does the committee function? How often does it meet?**
- 2. How did you carry out the environmental review? Who conducted the review? (Include a copy of the review checklist used)**
- 3. How was the Action Plan compiled? How were the plan's targets selected? How much of the plan was achieved?**
- 4. How did you monitor and evaluate your progress towards achieving the Action Plan? (Include specific data/results)**
- 5. How did you integrate the Eco-School programme with the curriculum? How many pupils were involved in these curriculum activities?**
- 6. How was the whole school community kept informed of, and involved in, the Eco-School programme?**
- 7. How was the wider community kept informed of, and involved in, the Eco-School programme? Has the school embarked on a collaborative relationship with other schools internationally??**
- 8. How was the Eco-Code developed? (include a copy of your school's Eco-Code)**
- 9. What are your school's plans for future Eco-School activities?**
- 10. How has your school benefited from the Eco-School experience?**