

WELCOME TO THE

SCHOOL ENERGY AND RECYCLING TEAM!



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SCHOOL ENERGY AND RECYCLING TEAM OVERVIEW

The program promotes efficient and responsible energy use and active recycling programs in all Montgomery County Public Schools. The program is implemented by a SERT team, made up of a captain, students, teachers, parents, building managers and staff from the principal's office. Schools practice environmental stewardship, recycling, and implement energy saving strategies to earn quarterly awards. Teams receive energy conservation and recycling resources and custom level support to implement their ideas for energy conservation and recycling.

Our program reinforces responsible energy use and encourages students to think "out-of-the-box" regarding energy conservation strategies that can be implemented at schools through the guidance of their SERT team leader. Comprehensive recycling programs are supported, developed, and recognized through the SERT program in each school.

The first step to setting up an active SERT Team is to form a club where students and team members can hold pre-scheduled recurring meetings to brainstorm energy savings and recycling strategies to implement them through clearly defined plans. This introductory packet should help to start this process in your school.

It is important to learn about recycling, energy use and energy waste to implement conservation strategies. Learning about your school facility and the recycling stations, energy using appliances, and equipment is a great start. Tour your school and take a basic inventory so you are familiar with your facility (see the "Building Audit" and "Recycling Audit").

Structuring your club so it works for your school is important. Your team may find it helpful to elect officers or assign titles and duties to different individuals. Do you want a captain/president, secretary/scribe, project manager, computer sweepers, recycling rovers, etc. This will take some brainstorming with your group and depend on their age/grade level. The schools should define the structure and specifics that provide the most benefit at their location.

It is helpful to develop a mission statement and goal that gives your team something to strive for - a performance measure. Visit our website for your school's energy and recycling data (<http://www.greenschoolsfocus.org>) There are many valuable resources for SERT teams on our website including: the SERT Handbook, conservation flyers, SERT forms, recycling resources, and current energy-conservation initiatives.

ADULT SPONSOR GUIDE

SERT team leader – Things to think about prior to your first meeting.

1. How many students would you like on your team?
 - Develop a student contract
 - Allow for growth and attrition
2. Frequency of meetings (weekly, bi-weekly, etc.)
 - Identify and assign daily tasks outside of meetings.
 - Determine schedule of possible outreach activities.
 - Try to schedule meetings w/activity bus availability.
 - Know your school's recycling pick-up days.
3. Plan to develop a Mission Statement or adopt ours.
4. Set an attainable goal that allows a sense of accomplishment for students.
 - Provide awards/certificates for individual and team achievements
 - Recognize classrooms, teachers, or groups who succeed in recycling and energyconservation strategies set by your team.
5. Keep in mind that planning ahead for spending your SERT award money will provide the students with drive!
6. Utilize the SERT facilitator assigned to your school and the SERT office for support of your program.
7. Consider conducting energy and recycling related contests for students and/or classrooms.
8. Stay active!

FIRST SERT MEETING SAMPLE AGENDA

- Introduce yourself and the SERT Program.
- Have students introduce themselves with an ice-breaker activity (attached)
 - ◆ Name, Teacher or Grade, Interests
 - ◆ How many computers do you have at home?
 - ◆ What is your favorite electric appliance/gadget?
- Talk about basic forms of energy, energy use, recycling, the relationship between
- energy and recycling, and conservation – providing age appropriate links
- Discuss the “Building Audit” – This is key to understanding energy use in your building.
- Discuss the “Recycling Audit” – Inventory of infrastructure is a smart beginning
- Discuss the structure of the Club (elect or appoint key positions) and the meeting times.
- Brainstorm ideas for conservation and develop a basic understanding of why it is
- important now and for our future.
- Get the students to commit!

STUDENT SERT TEAM MEMBERS

WORKING SET-UP PAGE

1. Our club will be called _____.
2. The adult leader for this club is _____.
3. Our club meets in Room _____.
4. We will meet _____x's a month on _____(day of the week).
5. We are looking to have at least _____members participate at each meeting.
6. Attached you will find our _____ project list
_____ top 5 goals
_____ mission statement
_____ pledge
_____ future goals
_____ energy savings expectation
_____ plans for SERT award money

6. We have appointed the following students to be our leaders:

Position	Student Name
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

7. Our SERT Members are:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

HOW MANY ROOMS ARE IN MY SCHOOL?

Name of School: _____

Date of Audit: _____

Name of Auditor: _____

Room Number	Area	Main Floor	First Floor	Second Floor	Lower Level	Separate Building
	Exterior Doors					
	Computer Lab					
	Computer Lab					
	Computer Lab					
	Classrooms					
	Work Rooms					
	Administrative Offices					
	Team Rooms					
	Classroom Offices					
	Media Center					
	Gymnasium					
	Gymnasium					
	Gymnasium					
	Cafeteria/Kitchen					
	Meeting/Conference Rooms					
	Other					

How many computer labs does your school have? _____

How many square feet are in your building? _____

How many exterior doors are in your school? _____

Why is this important to the SERT Team?

After completing a SERT Team Electrical Audit, please think about the following questions and determine what your SERT team can do to conserve energy. These questions may help set your goals for energy conservation.

REVIEW YOUR DATA:

How many computers are in my school?

How many printers are in my school?

How many hours are they on?

What time are they shut down?

Who shuts down the computers?

Are the classroom lights turned off when the classrooms are unoccupied?

Are exterior doors closed during the day and after school?

Are the blinds at the end of the day?

Do you see small home appliances in the classrooms?

CONCLUSION:

Write a paragraph explaining how we can use this information to save energy.

RECYCLING AUDIT

Room Number	Type of Room	# of Trash Receptacles (T)	# of Paper Recycling Bins (P)	# of Comingled Recycling Bins (C)	# of Additional Bins Needed (P/C/T)	Other Needs
100	Team Room	2	1	0	1P, 2C	Posters & Stickers

After completing the recycling audit discuss with the team the recycling bin needs for your school.

Tips for the future

- Communicating with building services to order bins through Maximo is the beginning to receiving bins to support your recycling program.
- Visiting the recycling website to find your recycling pick up days is key to knowing when classroom pick-ups should take place.
- Visit with the cafeteria manager to insure there are large enough bins to recycle the larger types of comingled materials that are common to MCPS kitchens.
- Contact your SERT facilitator to help set up your program! We are here to help.