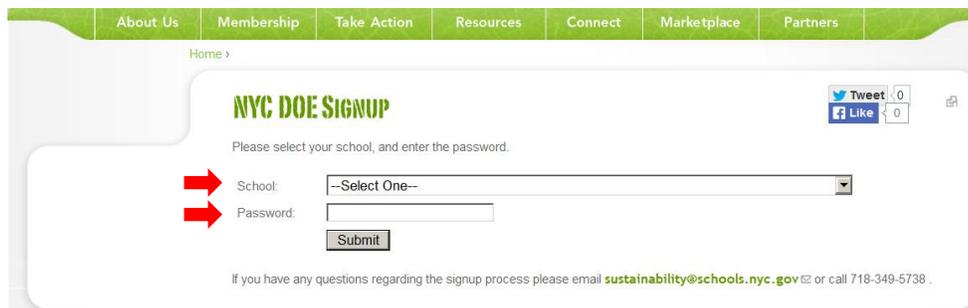


The Green Schools Alliance profile serves as the school's annual sustainability plan and the actions described within support the DOE's sustainability goals; to achieve a waste diversion rate of 30% by 2017, to reduce greenhouse gas emissions by 30% by 2017, to encourage participation in citywide ecological and PlaNYC initiatives, and to educate students in environmental stewardship.

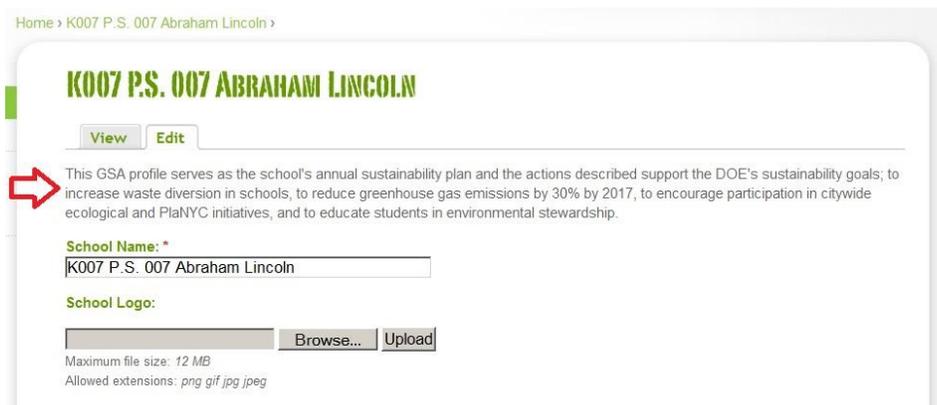
What programs and activities are you performing in your schools to make them more sustainable? This profile is a snapshot in time. Click through the pages in the profile and click the checkboxes for actions that your school is doing. Each year, we will offer more options and comparing schools' activities to the previous year to improve our programs and resources offered.

Instructions

1. Please read all the instructions before going to the website. It will make your job much easier!
2. Go to <http://www.greenschoolsalliance.org/nycdoe>
3. Select your school from the dropdown. If your school is not listed, please email sustainability@schools.nyc.gov
4. **For the password, type "gsa"** (all lower case, no quotations), and click the "Submit" button.



5. The school profile opens and looks like this. Some information is already pre-populated and should not be changed.



6. For each of the items, check the box if this activity is happening in your school. Here's an example:

Energy & Climate Change: Lighting

- Daylight and Window Shades** (Used as both lighting and temperature control.)
- Lights Off** (Turn off lighting fixtures to avoid over lit classrooms.)
- Light Pollution** (Minimize nighttime lighting.)
- Maintenance Staff** (Remind staff to turn off lights after cleaning rooms.)
- Signage** (Remind students to turn off lights when leaving the classroom.)
- Swap Incandescent Bulbs** (Replace with CFLs, LEDs or other efficient bulbs.)

7. At the bottom of each page, click the "Save & Go To Next Section" button. There are 5 pages total, so you will click this button **4 times**.

By submitting this form, you accept the [Mollom privacy policy](#).

Delete << Save & Go To Previous Section Save **Save & Go To Next Section >>>**

You can use the left-hand menu to move to any section. Be sure to save any changes before changing sections.

8. In each category, there are boxes for you to be able to explain in more detail what you are doing in your school, like what awards you have won or how you started your garden, etc. These fields are **OPTIONAL**.

Explain:

Other Action:

9. You can also upload photos, posters, policies, etc. to your profile. This is also **OPTIONAL**.

Upload docs, photos, etc.:

Browse... Upload

+ Maximum file size: 12 MB

Browse... Upload

+ Maximum file size: 12 MB

Add another item

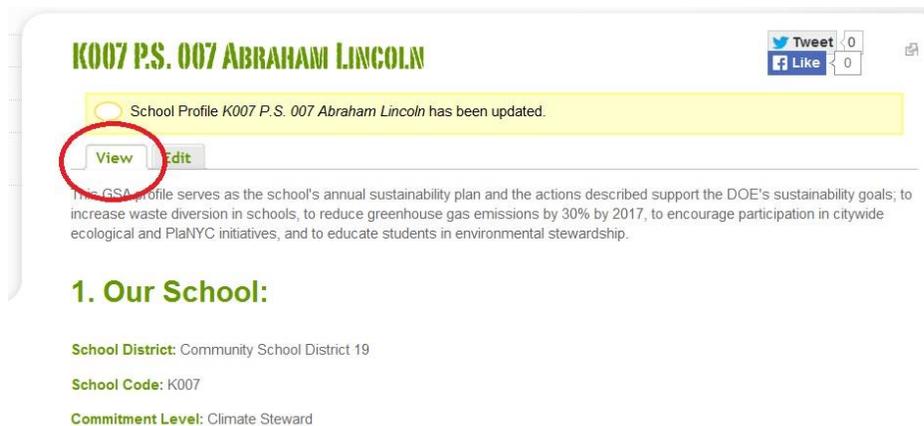
10. On the last page, click on the “Done” button to finish submitting your profile.



11. At the top of the page, you will see a confirmation message that your profile has been saved.



12. You can access this profile at any time. If you need to print the submission, click on the “View” button and print the page.



Questions or problems: Email sustainability@schools.nyc.gov or call 718-349-5738.
<http://schools/nyc.gov/sustainability>