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Manual 3

WHOLE-SCHOOL EARTH ACTION PLAN

Creating Sustainable Schools

Getting Started

FORM A SUSTAINABILITY COMMITTEE



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WORD/PHRASE	DEFINITION
whole-school approach	A whole-school approach for sustainability requires the School to include action for sustainability in all aspects of schooling. This includes school governance, integration within the curriculum, implementation and management of the physical properties of the school, collaboration with like-minded organisations and the broader community. The active involvement of all school stakeholders is required, namely students, teachers, principals, school staff at all levels and the wider school community such as families and community members. The active involvement of all school stakeholders is key to the successful implementation of a Whole-School Sustainability Action Plan.
sustainability	“Development that meets the need of the present without compromising the ability of future generations to meet their own needs” Brundtland Commission Report (1987-Our Common Future)
motion	A motion is a formal proposal made by a meeting participant
subcommittee	
whole-school earth action plan	A whole school approach for sustainability. This is a practical sustainability action plan that is offered free and can be accessed from www.earthactionplan.com This plan is a tool to assist schools to implement a sustainability action plan.
quorum	A quorum is the minimum number of members of an assembly/association meeting necessary to conduct the business of that group.
stakeholders	School stakeholders are people who have an interest/connection in the school’s affairs. This usually includes students, teachers, Principal, school staff at all levels and the wider school community such as families and community members.

IMPORTANT NOTE: The information within this document has been written with Qld Primary Schools in mind, however, the information is likely to be beneficial to many other schools. This document is also written with the assumption that the person making the proposal for a sustainability committee, is either a parent/guardian or teaching staff member of the School.

OVERVIEW



The decision to implement a **whole-school approach** for **sustainability** at your school may come from either the Principal, school staff members or a parent/guardian of the school. Regardless who makes the decision, the school association will vote on the decision.


Please note that school associations may differ in the way that they operate and the way that they are described. For example, it may be described as a board of governors, a board of trustees, a council, an association or a committee. Most state schools will have a Parents and Citizens (P&C) Association. Non-state schools will have a Parents and Friends (P&F) Association. For ease of providing information within this manual, the term ‘**Association**’ will be used.

The Association is responsible for the school's strategic direction whereas, operational matters are the responsibility of the Principal. Association functions are covered by legislation; they may be incorporated or unincorporated. The Association is a formal mechanism for parents/guardians, staff and students to participate in school decision-making. These Associations are the major decision makers accountable to the parents and school community.

The information within this manual may not be applicable for all schools, however, each school would be able to provide information about how a parent could propose and possibly implement sustainability initiatives at their particular school. Even if your school Association differs in the way that it operates, this manual should still offer solutions to barriers for establishing and implementing sustainability initiatives.

STEP 1: MOTION THE ASSOCIATION

Shown below, is a table with a list of items that you may need to have prepared or purchased in-order to take action. Additionally, within the table, there is space to include the cost of the items.

ITEMS REQUIRED FOR MOTIONING THE ASSOCIATION		
“What do I need?”	What do I need to purchase	How much will it cost?”
PAPERWORK: 1. Whole-School Earth Action Plan, Introductory Pack 2. School Sustainability Assessment Report 3. School Annual Earth Action Plan	<ul style="list-style-type: none"> • 100% Recycled white paper • Printing toners or printing service 	
TOTAL COST 		

Preparing for an Association meeting

Before you motion the school Association, you will be required to do a bit of homework and compile some documents for the next Association meeting (see page 4 for the **must have** documents). Once you’ve done your homework the next stage will be to make a **motion** at your school association general meeting or AGM (annual general meeting) to implement sustainability initiatives. Be well prepared when you attend any association meeting.

Prior to the meeting, contact the association Secretary to ensure your **motion is put on notice*** for the meeting. In other-words, explain that you will be attending the next meeting to make the following motions:

- Motion to form a sustainability **subcommittee***
- Motion to endorse subcommittee officer positions
- Motion to put together a student sustainability team
- Motion to implement the School Annual Earth Action Plan (*if this is available at this time*)
- Motion to create a Facebook page for the School’s Sustainability Team

***Motions on notice** are motions put forward by members prior to the association meeting. This process has the advantage that the President and the Secretary are aware of the motion and can research and obtain any relevant information to assist with the discussion. It’s highly recommended that you put your motions on notice prior to the meeting, however, if you do not, legislation provides for the school association to have a general business section in which items can be brought to the meeting.

***If you are forming a subcommittee, a ‘Subcommittee Operating Guidelines’ form is likely to be provided by the school association. Additionally, contact your State P&C or P&F Association for free downloadable information booklets and/or templates.**

MUST HAVE: There are *two must have* documents that you should print out prior to the meeting (on 100% recycled paper) and complete the necessary details. These documents are listed below.

1. Whole-School Earth Action Plan, Introductory Pack

- Available for download at: <https://earthactionplan.com/action-plan>
(If you have already provided this to the association Secretary prior to the meeting, it is recommended that you still print out some additional copies to bring to the meeting)
This document can be stapled together or presented in a folder.

*Additionally, you can download the Whole-School Earth Action Plan, Introductory Video. **This video will be available later in 2018 from the Earth Action Plan, YouTube channel.** If you are going to present the video at the School association meeting, it is recommended that when you contact them prior to the meeting, ask permission to play the video and ensure video and audio equipment would be available at the meeting.*

2. School Sustainability Assessment Report

- Included in **MANUAL 2: Assessment Report**, and available for download at <https://earthactionplan.com/getting-started>
- Also find **Work-Template 1—Whole School Sustainability Assessment Report** from the **TEMPLATE BOOKLET** available at <https://earthactionplan.com/action-plan>

If you are confident that the association will adopt the motion for a sustainability sub-committee, and you are hoping to speed up the remaining processes (to get things done!), then it is recommended that you also attend the first association meeting with the following extra document:

3. School Annual Earth Action Plan

- Included in **MANUAL 5: School Annual Earth Action Plan**, and available for download at <https://earthactionplan.com/getting-started>
- Also find **Work-Template 9—School Annual Earth Action Plan** from the **TEMPLATE BOOKLET** available at <https://earthactionplan.com/action-plan>

Presenting this last document will require a little bit of extra planning however, it will demonstrate to the association members that your proposal is well thought out with a budget plan in place.

One More Thing!

Before you attend the association meeting, ensure you have **at least two** people willing to commit their time to the Sustainability Sub-Committee. It's likely that these two members will also be required to register for membership with the school association (this can be done when they attend the first meeting).

Positions that must be fulfilled for a sub-committee to occur are:

- Chairperson
- Secretary
- Treasurer (If required. Not all sub-committees expend funds)
The Treasurer cannot be either the Chairperson or Secretary, but can be the Treasurer of the school association.

If there are two people in mind for the Sustainability Sub-Committee, try to determine prior to the association meeting who will undertake the role of Chairperson and Secretary.

If you manage to have 3 people, then determine who will be the Treasurer. If a third person is not available, then the Treasurer of the association will manage the finances of the sustainability sub-committee. At its own discretion, the association may request that the Association Treasurer manage the sub-committee finances, even if there are people willing to nominate for the Sustainability Sub-Committee Treasurer position.

If required, any additional positions can be created as approved by the association (ie. Program Manager, Media Liaison...)

With these details known, you will be able to have the Sub-Committee Members endorsed at your first association meeting (*provided the Sustainability Sub-Committee is approved*)



The Verbal Proposal

If you have never attended a school association meeting before, the idea of making a motion may be a daunting process. However, it is a quick and easy process if you are able to clearly communicate 'what it is' that you want the association to adopt.



Ideally, you would have contacted the association Secretary to have a *motion put on notice* for the upcoming meeting. If you have, then the President will bring up the *motions on notice* at the meeting. Attend the association meeting and wait for your *motion on notice* to be brought up.

If you did not put a *motion on notice*, you still have an opportunity to make a motion during the general business section of the meeting.

When you are asked to present your motion verbally you can use the following example to present your motion:

"Hello, my name is (NAME) and I would like to make a motion for a sustainability sub-committee to be formed at (NAME OF SCHOOL). This Sub-Committee would be responsible for implementing sustainability initiatives at the school. If this motion gets adopted, I would then like to endorse myself as (NAME THE OFFICER POSITION ie. "Chairperson") and (OTHER PERSON'S NAME) for (NAME THE OFFICER POSITION ie. "Secretary") of the Sustainability Sub-Committee."

At this point you can present to the Association Secretary and/or President, the Introductory Pack and the other essential documents (see page 4 of this document). If you have obtained permission to play the Whole-School Earth Action Plan video, this could be done after you present your motion (or when the association deems the most appropriate time)

You may also be making additional motions:

"I would also like to make a motion to establish a student sustainability team to represent the school. Additionally, I would like to motion to establish a Facebook page, according to the school's social media guidelines, to promote the school's sustainability initiatives to its stakeholders."

If you have prepared the Annual Earth Action Plan:

"I would like to present an annual sustainability action plan and budget and motion that this plan be considered and implemented at (SCHOOL NAME)"

SPECIAL NOTE: When making a motion, a person will usually say, "I would like to make a **motion...**" or "**I move that...**"

Adopted or Defeated Motion

After discussion of the motion, or if there is no discussion, the motion is put to the meeting for a decision and members indicate by vote whether they agree or disagree with it. A motion is likely to be voted on immediately.

A simple majority vote will determine if the motion is adopted (passed) or defeated (rejected).

Although it would be unlikely for a motion for **all** aspects of a sustainability action plan to be rejected, be prepared if it does happen.

Don't give up if your motion is defeated. Find out why it was defeated. Discover what the barriers are to overcome and then try again at the next meeting and the next meeting until you get a YES!


It may be the case that you re-address the Association at successive meetings with a watered-down version of your initial proposal: For example, motion for students to participate in School Clean Up Day. Something is better than nothing when it comes to taking steps toward a sustainable future and a sustainable school.



Yeah!!!

**The sustainability sub-committee gets
accepted. Now what do you do?**

Step 2: PREPARE FOR A SUSTAINABILITY SUB-COMMITTEE MEETING

ITEMS REQUIRED FOR ORGANISING A SUSTAINABILITY SUB-COMMITTEE MEETING		
“What do I need?”	What do I need to purchase	How much will it cost?”
PAPERWORK: 1. Whole-School Earth Action Plan, Introductory Pack 2. School Sustainability Assessment Report 3. School Annual Earth Action Plan	<ul style="list-style-type: none"> • 100% Recycled white paper • Printing toners or printing service 	
TOTAL COST 		

First, know your sub-committee operating guidelines

When sub-committees are established within a school environment, they are not an autonomous body. Sub-committees are likely to work within the framework of the school Association.

Members of the sustainability sub-committee should familiarise themselves with sub-committee operating guidelines.

Request sub-committee operating guidelines from the school Association or from the appropriate State websites.

QLD: <http://www.pandcsqld.com.au/>

QLD: <https://www.pandf.org.au/>

NSW: <https://www.pandc.org.au/>

ACT: <https://www.actparents.org.au/>

For more information about the roles and responsibilities of a committee, a comprehensive DIY Committee Guide, called **The Code of Good Governance** can be downloaded for free from <http://live-diy-8.pantheon.io/>

Know the code of good governance

Certain guidelines will influence how the sustainability sub-committee meetings will be conducted. For example:

- The meeting will have a Chairperson and a Secretary present and possibly a Treasurer
- The meeting will have an agenda and minutes will be taken
- Motions will be voted on
- The meeting will adhere to the allocated minutes.
- The meeting minutes along with the inward and outward list and budget monitoring report will be provided to the school Association Secretary at the next Association meeting

Role of the Chairperson

The Chairperson provides leadership to the sustainability sub-committee ensuring that the committee functions efficiently and according to sub-committee guidelines. Subsequently, the Chair is familiar with the rules, operations and meeting procedures. The Chairperson represents the committee by being the spokesperson at events, media interviews and meetings.

It is the Chairperson's responsibility to ensure that members are provided with the details of the minutes of previous meetings. During meetings, the Chair will put motions to vote. They will establish the next meeting date and close a meeting.

Role of the Secretary

The Secretary of the sustainability sub-committee supports the Chairperson ensuring the sub-committee functions efficiently and according to sub-committee guidelines. The Secretary will maintain effective records and manage the majority of the correspondence for the sub-committee. The Secretary is responsible for receiving agenda items from the sub-committee members, distributing agendas and approved minutes, taking the minutes and ensuring that agreed actions are carried out..

Role of the Treasurer

With a sustainability sub-committee, a Treasurer may not be required as not all sustainability sub-committees expend funds. If the sub-committee expends funds, then the Association may assign the Association Treasurer to oversee the sustainability sub-committee finances. If the sub-committee has their own Treasurer, then they will be responsible for the financial management of the sub-committee's finances. They may be responsible for planning and budgeting, financial reporting, banking, record keeping, etc. The Treasurer is required to submit the financial report to the sustainability sub-committee meetings and to the school Association meetings.

Prepare for a sustainability sub-committee meeting

When the motion for the sustainability sub-committee is adopted by the Association, you will then want to start taking action to form a student sustainability team as well as implementing the School's Earth Action Plan. It's likely that the committee will be quite eager to *get on with the job*, however, the first meeting that you organise should be less like a *business* meeting but more like an information session. The mission of the first meeting is to inform school **stakeholders** of the sustainability goals and to get more people involved with the sub-committee.

In-order to run a successful meeting, an agenda will need to be drafted. Preparing the agenda is the role of the Secretary, however, the Secretary will consult with the Chairperson and any other sub-committee members.

The Secretary is also responsible for ensuring copies of the agenda are provided to all sub-committee members, prior to the meeting: This includes the Principal and the President of the school Association. The agenda should be sent via email to reduce the use and cost of resource materials.



Draft an agenda



An agenda is simply a written plan of topics to be discussed during a meeting: Every meeting should follow an agenda. A well-prepared agenda will make the meeting more efficient, helping the group to achieve better results.

An agenda allows both the chair and the attendees time to prepare for meeting activities. An agenda also clearly defines objectives and provides a valuable organizational tool for the meeting.

There are many agenda templates available online that you can adapt to your type of meeting style or you can use the agenda template provided in this manual, [Work-Template 2: Sustainability Sub-Committee Agenda](#) (page 11).

Work Template 2

Sustainability Sub-Committee Agenda, Name of School

Minute Secretary: Name of sub-committee Secretary and phone/email details

Chairperson: Name and phone/email details of the Chairperson

NOTICE OF MEETING

A meeting of the (name of sustainability sub-committee) will be held at (time) on (date) in the (location).

Meeting duration: (how long will the meeting go for?)

Members who are unable to attend are asked to notify (sub-committee Secretary name) at the above contact details. Enquiries concerning this meeting may also be directed to (Chairperson name)

MEMBERS: List member names here

INVITED GUESTS: List name/s of invited guests here

Meeting Purpose A simple explanation of the purpose of the meeting. Can be written in point form	
Items	
Opening and welcome by the Chairperson	Presented by the Chair
Apologies	Presented by the Chair If members have notified the sub-committee, either verbally or in writing (email), that they will be unable to attend the meeting, then this should be noted here (eg. Apologies have been received from Bob Brown)
Accepting minutes from the last meeting	Presented by the Chair The date of the previous meeting should be written here (eg. Minutes from the 'date' sub-committee meeting presented with a motion to accept)
Business Arising from Previous Meeting (not dealt with elsewhere in the Agenda)	Presented by the Chair: Any member may present: Name Here Any business arising from the previous meeting that has not been dealt with elsewhere in the agenda should be listed here
Correspondence	Presented by the Chair List email and phone details of correspondence. Include the date of the correspondence
Motions on notice	Presented by the Chair List the motions on notice
Main agenda items	List the new items of business and the name/s of the person/people presenting the new item/s.
Treasurer's report and financial statement, and any business arising from these	Presented by: List Treasurer report, financial statement and any business arising from these
Next meeting	Provide date, time and location of the next sub-committee meeting

The first meeting agenda

If you are using [Work-Template 2: Sustainability Sub-Committee Agenda](#) (page 11), to layout the first meeting, then certain sections of the agenda can be omitted (just for this time) as you will not yet have data from previous meetings. This first meeting will be more about informing the stakeholders of the principles of sustainability and what a sustainable school might look like, the goals of the sustainability sub-committee and to get more people involved with the sub-committee.

Below are suggestions (in red text) for how sections of the agenda might be written for the first sustainability sub-committee meeting. You may have other items you would like to add.

Meeting Purpose

- Provide information about sustainability, what a sustainable school might look like and the goals of the sustainability sub-committee.
- Present the Whole School Earth Action Plan
- Adopt new motions
- Fun and interesting

Apologies

- *Reveal notifications (apologies) from other participants that were unable to attend the meeting.*

Accepting minutes from the last meeting

- *Since this is the first meeting, this section can be omitted*

Business arising from the minutes of the previous meeting

- *Since this is the first meeting, this section can be omitted*

Correspondence

- *List any inward or outward correspondence*

Motions on notice

- *Being the first meeting, it's likely that there may not be motions on notice*

Main Agenda Items

- Presentation of the Whole-School Earth Action Plan Introductory Video
- Short and long-term goals of the sustainability sub-committee
(Form student sustainability team empowering students, reduce the school's waste stream, compost, community engagement, awareness and engagement for sustainable development)
- Present the Annual Earth Action Plan and the 'actions' that the school will undertake
- Share sustainable actions that you would like to occur at the school
- Develop the school's sustainability Facebook page-volunteer required.

Treasurer's report and financial statement, and any business arising from these

- *If the Treasurer is present, they can discuss how the sub-committee will get funding and present the budget for each 'action'.*

Next meeting

- Provide date, time and location of the next sub-committee meeting

Close

- State the time that the meeting closes to the Secretary

Invite stakeholders to the first meeting



The first meeting should definitely be promoted as a fun and informative session!

If attendees think they will immediately be 'hooked' into tasks, then they are less likely to attend.

Make the event an opportunity for attendees to comfortably interact with other attendees. Make them feel like they will be a part of something really important. Remember-- make it FUN!

When you put the word out about the first sustainability meeting, you will want to promote it across many platforms. This can be achieved by utilising some of the school's media platforms already established (seek permission first):

- School Facebook page (See **MANUAL 6: Tell Everyone**. Available to download at <https://earthactionplan.com/getting-started>)
- E-newsletter
- Special email put out by the administration
- Hardcopy newsletter (avoid if possible to reduce resource use & cost)
- Posters/Flyers in staff rooms and areas where parents congregate
- Notice/message boards
- Talking directly with parents/guardians
- School Association general meeting or AGM
- Parade presentation

It's a Planet Party!

Think outside the box to get stakeholders to the first meeting. Below are some ideas that could potentially get more people to the meeting

1. Don't use the word 'meeting.' Make up a creative word for your gathering such as 'Planet Party' See poster below. Download the **PLANET PARTY** poster from: <https://earthactionplan.com/resources-2>
2. Work out the best time to have your "Planet Party" for maximum attendance.
3. Be sure to let people know that children are welcome. Many parents want to help out but find it difficult to get child care. Have something for the kids to do.
4. If the promotional material for the meeting looks fun, then make sure your meeting is fun too.
5. Get creative with your planning but remember to model sustainable behaviours eg. Use re-useable drink cups instead of disposable cups.
6. Follow us <https://www.facebook.com/earthactionplan/> for more ideas.

ATTENTION PARENTS & STAFF

YOU ARE INVITED



**Come celebrate our school's
sustainability journey**

Discover how you can make a positive difference

CHILDREN WELCOME

DATE:

LOCATION:

TIME:

CONTACT:

Documents to bring to the first sustainability meeting:

The following can be downloaded from <https://earthactionplan.com/action-plan>

- Sustainability Sub-Committee Agenda, [Work-Template 2](#), see page 11
- Meeting Sign in Sheet, [Work-Template 3](#), see page 17
- Sustainability Sub-Committee volunteer registration form, [Work-Template 4](#) page 18
- Inward and Outward List, [Work-Template 6](#) see page 20
- Student Application Form, [Work-Template 7](#), see page 21-22
- Sustainability Sub-Committee Minutes, [Work-Template 8](#) coming soon
- Whole-School Earth Action Plan Introductory Pack. coming soon

Additional documents you may want to bring to the first sustainability meeting:

- Print the school's Code of Conduct to the back of the 'Sustainability Sub-Committee Volunteer Registration Form
- School Annual Earth Action Plan [Work-Template 9](#) (see **MANUAL 5: School Earth Action Plan**) <https://earthactionplan.com/getting-started>

If you have prepared a School Annual Earth Action Plan prior to the first Sustainability meeting, then bring this completed plan to the meeting.

If the School Annual Earth Action Plan has not yet been created, then this is likely to be a task to complete at the first sustainability meeting.

Conduct an efficient meeting

- Always start and finish on time. Attendees will appreciate a meeting that stays on topic and on time!
- Ensure all attendees sign in. See [Work-Template 3--](#) Meeting Sign-in Sheet (pg. 17). The Secretary will need to transfer details of new member/volunteer details to [Work-Template 5](#)-Register of Members/Volunteers (pg. 19)
- Remember to have enough copies of the agenda and supporting documents available for all attendees.

More tips for a successful meeting



Set an example from the start: Embody energy and engagement if you want these qualities from new members. People mirror other people, especially in group situations. Attendees will look to you (the meeting organizer) for clues about the tone of the meeting. If you are positive and energetic, the meeting will be engaging and productive. Focus on providing information about the positive changes that the school can achieve; don't bring down the mood by presenting depressing climate change statistics and how we are all messing up the planet...Ugh!



Make a connection with everyone in the room. The purpose of a meeting is to meet people face to face, so get to know the attendees right at the start as they come through the door. Don't start your meeting by reading off a sheet of paper, rather start your meeting by thanking everyone for coming (and look around the room directly at the attendees). Build rapport with your audience by providing a short speech about why you are passionate about sustainable development and why it's important that they have come to the meeting. Talk about the sustainability goals you hope to achieve at the school.



Stay on track. Ensure the meeting addresses the overall vision. How will this meeting help the school to achieve its sustainability goals? Will the discussion move things forward? Don't get bogged down by the little things; ensure everyone sees the bigger picture.



Is everyone on the same page. Does everyone know what is expected of them? Before just randomly assigning tasks and dictating the 'to-do' list, ask everyone in the room to say a few words about what they are personally responsible for. This ensures everyone is on the same page and gives you an opportunity to listen and observe.



Acknowledge successes. Make this a habit for every meeting. Acknowledgement/praise are important for building positive, collaborating teams. It's easy to get caught up with deadlines and that 'to-do' list. Slow down and praise your team. For example, "You always find a way to get it done — and done well!"



Close your meeting on a positive note. Plan what you will say at the end of the meeting. Make it a positive statement and/or acknowledgement to the entire team. Your closing remark may be similar to your opening statement to reinforce the bigger picture.

Work-Template 4

Sustainability Sub-Committee Volunteer Registration Form

Date received _____

Please complete the form below

Full Name	Title	First Name	Last Name
Role (eg. Principal, Teacher, Parent, Guardian, etc.)			
Blue Card (please circle)	YES	NO	Note if you are a parent or legal guardian of a student at the school, you are not required to hold a blue card

Phone Number	
Email	

What sustainability initiatives would you like to see occurring at the School and/or what role would you prefer to undertake with this sustainability committee?		
Are you interested in becoming a voting member for the School's Association? (please circle preferred option)	YES	NO

I have read the Code of Conduct for (school name sustainability subcommittee name)

I agree to abide by the Code of Conduct detailed on the back of this form. (Obtain the School's code of conduct for volunteers and print to the back of this application form)

Signature

Date

Work-Template 6-Inward and Outward Communication List

INWARD COMMUNICATION		OUTWARD COMMUNICATION	
Message received by: Message from: Date/Time: Respond by: <p style="text-align: center;">Correspondence Method</p> Phone: Email:	Message summary	Message delivered by: Message to: Date/Time: Respond by: <p style="text-align: center;">Correspondence Method</p> Phone: Email:	Message summary
Message received by: Message from: Date/Time: Respond by: <p style="text-align: center;">Correspondence Method</p> Phone: Email:			
Message received by: Message from: Date/Time: Respond by: <p style="text-align: center;">Correspondence Method</p> Phone: Email:			

Dear Parents/Guardians and Students

This form provides an opportunity for Students in Year 4, 5 & 6 to **apply now** for a position with the (Name of Sustainability Team). Positions available are:

1. **STUDENT AMBASSADOR** for the (Year) (Name of Sustainability Team), Sustainability Team.
There are four positions available
2. **STUDENT MEMBER** for the (Year) (Name of Sustainability Team), Sustainability Team.

Expectations

Students interested in making an application are encouraged to read the following information in-order to make an informed decision to:

- Seriously consider their ability to commit to the responsibilities of the role as a MEMBER or AMBASSADOR of the (Name of Sustainability Team), Sustainability Team.
- Discuss with parents/guardians the feasibility of being able to fulfil the expectations of involvement in the (Name of Sustainability Team), Sustainability Team.
- Make known to their teacher their intention to apply and seek their approval regarding nomination (Student Ambassador application only).

Purpose of the (Name of Sustainability Team), Student Member and Student Ambassador Team

Student Members and Student Ambassadors will positively influence classmates, school community and local community members to adopt sustainable behaviours in-order to have a positive impact on the planet.

Requirements for Student Ambassador

Those who wish to apply to join the (Name of Sustainability Team), Sustainability Team as a **Student Ambassador** must be able to demonstrate:

- A positive attitude
- Punctuality
- A keen sense of responsibility
- A high level of motivation
- Good communication and leadership skills
- Willingness to work with and learn from their peers
- Willingness to work with School Staff and Community Members & Leaders
- Commitment to attend Team Meetings, during lunch break
- Commitment to participate at **ALL** (Name of Sustainability Team), events held during school hours and outside of school hours.

Requirements for Student Member

Those who wish to apply to join the (Name of Sustainability Team), Sustainability Team as a **Student Member** must be able to demonstrate:

- A positive attitude
- Punctuality
- Willingness to work with and learn from their peers
- Commitment to attend Team Meetings
- Commitment to participate at **MOST** (Name of Sustainability Team), events held during school hours and outside of school hours

Application Timeline

- Applications now open
- **This application form must be returned to the office by >>>SET A DUE DATE**

Work-Template 7-Student Application Form, page 1 or 2
Application for Appointment to Student Member or Student Ambassador of the
(Name of Sustainability Team), Sustainability Team (Year)

Name: _____ Class: _____
(please print full name)

1. Are you applying for **Student Ambassador** of the **(Name of Sustainability Team)**?
(circle one answer) **YES** **NO**

2. **If** you are applying for Student Ambassador, but are unsuccessful with your application, do you want to be considered for the position of Student Member of the **(Name of Sustainability Team)**?
(circle one answer) **YES** **NO** - *Only answer this question if you are applying for Student Ambassador*

3. Are you applying just for **Student Member** of the **(Name of Sustainability Team)**?
(circle one answer) **YES** **NO**

4. Why do you wish to be part of the **(Name of Sustainability Team), Sustainability Team**? Please write your answer in the box only. Do not provide additional sheets of paper

5. Identify 3 gifts/skills you would bring to the Team and how might you use these (use additional paper if required)

In nominating to be involved with the **(Name of Sustainability Team), Sustainability Team** for the year of **(year)**, I acknowledge my understanding of the need to: • Commit to attend regular meetings and to support, and be actively involved in the activities of the 'Team' throughout the year. • Set an example to the general student body in relation to attitude, commitment, behaviour and dress code. • Embrace the opportunity to contribute to creating positive change for my school and planet.

Student Signature: _____ Date: _____

Parent/Caregiver Signature _____ Date: _____

Parent/Caregiver Name (please print) _____

Sustainability Sub-Committee Minutes, [Work-Template 8](#) *coming soon*

Also coming soon:

A list of documents that the sustainability sub-committee will be required to submit at every school association meeting

LINKS

<https://earthactionplan.com/action-plan>

<http://www.pandcsqld.com.au/>

<https://www.pandc.org.au/>

<https://www.actparents.org.au/>

<https://www.pandf.org.au/>

<http://live-diy-8.pantheon.io/>