



EXAMPLE INTRODUCTION EMAIL TO SEND TO YOUR SCHOOL ADMINISTRATION

Directions: After you select which Grades of Green Activity/ies your school would like to implement, we recommend having your school's Grades of Green Team leader meet with your school administration to let them know what you would like to do and why, and gather support to roll out the Activity/ies. We've created the template email below for you to use to ask your school's administration for a meeting. Just fill in the areas noted, tailor to your needs, and send to your school's administration to schedule your first meeting. Email your Grades of Green Advisor at info@gradesofgreen.org or call us at 310.607.0175 with any questions. Ready... Set... Go Green!

Dear Principal {Insert Principal name},

My name is {insert your name} and I am a [student in the {insert your grade}, teacher, parent volunteer] here at {insert your school name}. I am interested in making our school more environmentally friendly and encouraging our students to be environmentally conscious. I have discovered an environmental education nonprofit called Grades of Green and I think they can help us. They offer free, step-by-step guidance to roll out any of the over 40+ environmental Activities. Grades of Green's vision is to change the course of the future by instilling environmental values in kids today.

I think our school is a great fit for Grades of Green's {insert name of Grades of Green Activity} Activity because of {insert reason for choosing the Activity}. The first step Grades of Green recommends is to get administrative approval. I would like to set up a meeting to speak with you about how I can implement Grades of Green's {insert name of Grades of Green's Activity} at our school and show you my outlined plan to accomplish this Activity. Once we implement this Activity, we'll receive a badge on our Grades of Green profile page and when our school completes 5 Grades of Green Activities, we achieve Grades of Green Certification (and bragging rights!) for our school!

To learn more about Grades of Green, you can visit gradesofgreen.org or email them directly at info@gradesofgreen.org. The Grades of Green Advisor that would be assigned to help our school is also copied above to answer any questions directly you may have about the program.

Thank you for getting back to me with when you can meet with me.

{your name}

EXAMPLE AGENDA WHEN TALKING TO SCHOOL ADMINISTRATION

Directions: Bring a notebook or piece of scratch paper to take notes when meeting with your school administration! Not sure how to start the meeting? Checkout our sample agenda below to get the conversation with them started!

EXAMPLE AGENDA:

- Introduce yourself to your school administration
- Thank them for meeting with you
- Introduce them to the Grades of Green Program (Contact your Grades of Green Advisor if you'd like them to join your meeting or call!)
- Introduce the Grades of Green Activity/ies you would like to implement
- Explain why the issue addressed in the Activity/ies is important to you and why you think it would be beneficial for your school to implement it