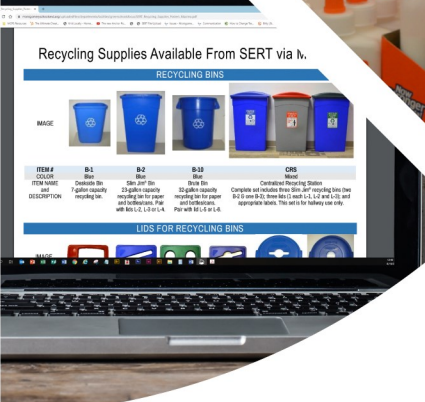


PLAN SERT Spotlight

PLAN



20th anniversary celebrations are always special!



2019 “Drive for Supplies” Campaign is a Success

AUGUST 2019

AT THE END OF EVERY SCHOOL YEAR, students and staff clean out their lockers, desks, closets and classrooms. As they perform this task at many Montgomery County Public Schools (MCPS) locations, new and gently used supplies are collected instead of being tossed into the trash can. As part of the annual *Drive for Supplies* campaign, binders and backpacks, crayons and craft paper, pencils and pocket protectors, glue sticks and graph paper, and many other forms of usable school supplies are carefully sorted by student volunteers and then offered to families in the community at no cost.

Participating in the *Drive for Supplies* not only teaches our students the importance of helping their fellow community members in need, but also reinforces the significance of recycling, reusing items that still have value, and reducing waste. Middle and high school student volunteers are able to earn valuable SSL hours for participating in this event. They gain valuable experience and do a wonderful job working behind the scenes sorting the supplies and arranging the tables that create a “shopping” area prior to the free event and by assisting during the event, making sure that everyone has a positive experience. Over the past two decades, more than 102 tons of school supplies have been collected and distributed through this campaign.

CONTINUED ON PAGE 2

What's Your School's Plan for Conservation?

ENVIRONMENTAL SUSTAINABILITY is a hot topic—not only in the United States, but across the globe. People have realized that the actions we take today will make a great impact on the world for future generations. Whether our actions harm the environment or make it better is a choice that we must conscientiously make every day.

The SERT program provides opportunities for students and staff to develop their leadership skills while expressing their creativity and enthusiasm for environmental sustainability. The SERT program also provides incentives for schools to participate in conservation efforts that result in reduced energy costs and increased recycling participation.

Because our actions today are so important, Montgomery County Public Schools (MCPS) has made participation in the SERT program mandatory. It is expected that all schools have an active school-based SERT team in place. Team leaders should be teachers, administration, or staff, and the team should be composed of students, staff, and parent/guardian volunteers.

The SERT program exists to help schools use less energy and to follow the recycling guidelines as mandated by Montgomery County. SERT staff is here to assist you. Let us know if you need assistance making plans and reaching your conservation goals.

SERT USE ONLY Date Received: / / Method: E-mail Pony Fax Hand-delivered

SERT Action Plan
 Department of Facilities Management
 School Energy and Recycling Team (SERT)
 MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)
 45 W. Guide Drive, Suite 4000, Rockville, Maryland 20850

MCPS Form 201-10
 July 2019
 Page 1 of 2

INSTRUCTIONS
 This form is to be completed and submitted by each school on or before September 30 of each year. Fully completed forms may be returned to SERT via e-mail, PONY, fax or hand delivery. Please complete online or print clearly.

SCHOOL INFORMATION

School: <input type="text"/>	Facility #:
Principal: <input type="text"/>	# of Portable Classrooms: <input type="text"/>
Administrative Secretary: <input type="text"/>	No. of Students: <input type="text"/>
Building Services Manager: <input type="text"/>	No. of Staff: <input type="text"/>

SERT IN YOUR SCHOOL

It is expected that all schools have active SERT energy conservation and recycling teams in place. Team leaders should be adult leaders (teachers, staff or administrators). Team members should include students, staff and parent/guardian volunteers. All team members will receive information from SERT via e-mail.

SCHOOL SERT TEAM

If applicable, what is the unique name of your SERT Team?

Leader Name: <input type="text"/>	E-mail: <input type="text"/>
Member Name: <input type="text"/>	E-mail: <input type="text"/>
Member Name: <input type="text"/>	E-mail: <input type="text"/>
Member Name: <input type="text"/>	E-mail: <input type="text"/>
Member Name: <input type="text"/>	E-mail: <input type="text"/>
Member Name: <input type="text"/>	E-mail: <input type="text"/>

SERT AWARDS

Schools are eligible to receive the following SERT Awards (subject to budget availability):

• Quarterly Energy Award (Q1-Q3)	Up to \$2,000 per quarter	QUARTERLY	Up to \$1,000 per quarter
• Energy and PLM Award (Q1-Q3)	Up to \$3,000 (Q4 only)		Up to \$1,750 (Q4 only)
• Quarterly Recycling Award (Q1-Q3)	Up to \$1,000 per year	ANNUAL	Up to \$500 per quarter
• Various contests and events	TBD		Up to \$750 per year
			Up to \$1,000 (Q4 only)
			Up to \$500 per year
			TBD

FORM SUBMISSION

Name of person completing this form: Title:

Principal/Assistant Principal approving this form:

I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.

Signature: Date: / /

Please complete Page 2 of this form.
 For more information about recycling or energy and water conservation within MCPS, please contact SERT or visit our website.
 SERT@mcps.org • Voice: 240-314-1090 • Fax: 301-279-3005 • www.GreenSchoolFocus.org

**COMPLETED SERT ACTIONS PLANS
MUST BE SUBMITTED BY
SEPTEMBER 30. CLICK THE IMAGE
ABOVE FOR MCPS FORM 201-10.**

“Drive for Supplies” Celebrates 20 Years CONTINUED FROM PAGE 1



The *Drive for Supplies* campaign is co-sponsored by MCPS and Learn Shop, Inc., a non-profit organization based in Wheaton. The program has expanded each year since its inception and thousands of items have been donated. Last year, 70 schools participated in the campaign and 8,805 pounds of supplies were collected. This year, Superintendent Smith encouraged all MCPS schools to participate and 91 schools answered his call, collecting 14,478 pounds of supplies and making a big difference in our communities.

On July 15, the 20th anniversary of the *Drive for Supplies* campaign was celebrated at Argyle Middle School. Mrs. Shebra Evans, Board of Education President; Dr. Jack Smith, Superintendent of Schools; and Mr. Benjamin Price, Legislative Aide for Nancy Navarro, County Council President; were among the special guests in attendance. Mr. Richard Benjamin, SERT program manager, presented SERT awards to the three schools that donated the most supplies by weight for their school level: Thurgood Marshall ES (527.4 pounds), Hallie Wells MS (199.1 pounds), and Bethesda-Chevy Chase HS (367.2 pounds). [Click here](#) for more details about the event, including the list of participating schools and an interesting MCPSTV video.

GOT PAPER?

STARTING WITH THE 2019–2020 SCHOOL YEAR, the *Got Paper?* contest will be held twice during the fiscal year. This change comes because an extraordinary amount of mixed paper is recycled both before school begins and at the end of the year. Thanks to new construction and renovations, tech mods, teacher moves, etc., schools are flooded with massive amounts of paper and cardboard. All of this mixed paper needs to be recycled before school actually begins. As an incentive for building services staff to capture this material, the *Got Paper?* contest will now be held from August 1-31. The end-of-year (June) contest will remain in effect.

With proper paper recycling, your school has the opportunity to win a SERT recycling reward for the August *Got Paper?* contest. All MCPS elementary, middle, and high schools are automatically qualified to participate in the contests. You don't need to do anything special — just recycle your paper products as normal. Our recycling hauler weighs the dumpsters when they're serviced and provides SERT with the data so there's no need for you to worry about weight. Just keep filling your dumpsters up with paper recyclables!

PLEASE KEEP THE FOLLOWING IN MIND —

- Recycle wisely. Make sure you know which items to place in your mixed paper bin. [Click here](#) for a helpful flyer.
- Recycle all types of paper including spiral notebooks, composition books, magazines, colored paper, paper bulletin board decorations, theme paper, used copier paper, and flattened cardboard boxes.
- Place additional recycling bins in hallways, around lockers, and in classrooms to capture all recyclables.
- Place trash bins next to recycling bins to avoid contamination in the recycling bins.
- Empty recycling bins as frequently as needed.
- Only mixed paper that has been placed in the paper dumpster will be weighed and count toward your school's total weight.
- Remember to keep your dumpsters locked to avoid contamination.
- If your dumpsters are nearly full, call Mr. John Meyer (240-277-3285) to request additional pick ups.
- Scheduling of an extra pickup takes 24 hours, so please call before your dumpsters are completely full.

CONTEST NOTES:

- One elementary, middle, and high school with the greatest pounds per person (PPP) will win a SERT award.
- August contest winners will be announced in October.
- Contest awards will be transferred directly into the building service supply accounts of the winning schools.

CONGRATULATIONS

In June, 597 tons of paper was collected from our MCPS schools. Congratulations to **Belmont Elementary School** (19.73 PPP); **Sligo Middle School** (9.74 PPP), and **Northwood High School** (7.41 PPP) for winning the June *Got Paper?* contest.

**PLEASE REMEMBER THAT
WE'RE IN PLM MODE
THROUGH AUGUST 23.**

**CHECK YOUR EMAIL
EACH MORNING FOR**

**RED DAY
ALERTS**

ARE YOU READY FOR A NEW YEAR OF RECYCLING?

Take some time to tour your facility and make sure that your school has the recycling tools needed for a successful program. Use our handy [infrastructure checklist](#) to make sure that all of the bases are covered. If you find that you're in need of supplies, use Maximo to order what you need. A list of [available items](#) is on our website. Contact SERT if you have any questions or concerns about your recycling program.



MISSED AN ISSUE? CHECK OUT THE YEAR IN REVIEW!

08.19

SERT SPOTLIGHT is produced by the School Energy and Recycling Team (SERT) program and distributed to school-based SERT leaders and teams, building service personnel, and many others who are interested in conservation and environmental sustainability.

As part of the Montgomery County Public Schools Department of Facilities Management, the SERT program provides opportunities for all schools to participate and receive incentives and recognition for their energy conservation and recycling efforts. The SERT program supports a balanced environment for the integration of all students to work together in a culturally diverse environment. Our goal is to provide the resources, support, and vision of the future for a successful conservation program at each school. SERT's motto, "It's your world. Choose to conserve!" promotes the connection between human behavior and its impact on the environment. It reinforces our culture of conservation and encourages participation in our mission to conserve resources and recycle actively.

MCPS Recycling Infrastructure Checklist

Before school begins, take an inventory to make sure that you have the recycling bins, lids, labels, and posters that you need.

- HALLWAYS** should have centralized recycling stations that include Slim Jim® bins with color-coded lids and labels for recycling paper, commingled items, and trash. Hang conservation posters on the walls for added emphasis.
- Each of your **CLASSROOMS** should have one Slim Jim® bin in the room and a deskside bin at each teacher workstation. Classroom recycling bins are for paper only. Don't forget to add the "paper only" label to each recycling bin.
- CAFETERIAS** need to have a minimum of two recycling stations that include bins for paper, commingled items, and trash. Brute® cans are the perfect choice for cafeteria recycling.
- GYMNASIUMS, MULTIPURPOSE ROOMS** and other high-traffic areas should have centralized recycling stations located outside the entrance doors for use by students, staff, and the community to use at all times.
- STAFF WORK AREAS** and **LOUNGES** need to have one complete centralized recycling station. Remember to put a paper recycling bin near copiers, printers, and fax machines!
- OFFICES** should have deskside recycling bins at each workstation. These small bins are for recycling paper only.

