

1. It is important to document concrete achievement. It will help you to assemble a team to complete the application. This team might include: a facilities manager, physical education director, food services director, curriculum director, finance department representatives, teachers, and students.
2. The entire ED-GRS submission packet includes the (1) [Nominee Presentation Form](#) for K-12 schools, and the (2) [Application Form](#) for K-12 schools, which includes the Summary Narrative and the Documentation of State Evaluation of District Nominee. Your application must be submitted in this order, and must not exceed 20 pages.
3. The Summary Narrative should be what you would like to see appear in the final [Highlights Report](#) from ED-GRS. The narrative highlights a school's work in all three pillars, and is your place to put your school's best foot forward.
4. The Documentation of State Evaluation of District Nominee should provide a narrative that details the work and progress made in each pillar. Elements of each pillar should be addressed as applicable. Ensure all pillars are addressed equally.
5. Ensure the school principal and superintendent have read and understand the eligibility certifications in the [Nominee Presentation Form](#) for K-12 schools. Please print and complete the form. Once completed, scan and email the Nominee Presentation Form as a PDF (with signatures) to environmentaleducation@la.gov.
6. Your [Application Form](#) and [Nominee Presentation Form](#) should be emailed to environmentaleducation@la.gov. Please use the following file name conventions with your submissions: School Name_Form type.
 - a. Example A: Glen Oaks_Application
 - b. Example B: Glen Oaks_Nomination Form
7. **Applications are due on January 13, 2020 by 11:59 pm.** Email applications to environmentaleducation@la.gov.
8. You should consult the ED-GRS [Green Strides Resources](#) Page and [Webinar Series](#) for standards, programs and grants related to each Pillar, Element, and question. This is an excellent clearinghouse of information for all schools, not only those who apply.