Please use this document to take your team's brainstormed ideas and turn them into a feasible Climate Action Plan (CAP) for your school/community.

Remember that the team here today is only a fraction of your school/community's population. Other people need to be informed and asked to participate to make sustainable change happen.

Facilitating real change is hard work. By putting time into crafting a well thought-out CAP here, your team will create a comprehensive guide to the change you hope to see in your school/community. GOOD LUCK!

Think about your school/community and everything you've learned about climate change.

Brainstorm ways your school/community can change or things they could do to have a positive impact on the climate and environment.

Develop a CAP for one or two of these areas:
- Energy Efficiency & Use
- Water Efficiency & Use
- School Gardening
- Chemical Use
- Local Food
- Composting
- Student Transportation
- Policy Planning
- Waste Management
- Curriculum
- Community Engagement/Outreach
- Other

Our project is (1-2 sentence summary):

1. What actions will we take to reduce our school's footprint? Set up to 3-5 goals for this project that are Specific, Measurable, Achievable, Realistic, and Time-bound (achievable by a date).
2. Who will make this project happen? Depending on your goals, others may need to participate. Identify these people by name. This checklist will help you think about possible participants:
   - Students
   - Faculty
   - Administrators
   - Board of Education
   - Experts/Consultants
   - Food Service
   - Facilities
   - Partners
   - Sustainability Coord.
   - Community Members
   - Others:

3. What steps do we need to achieve to accomplish our goals? Create a calendar for each activity. A more detailed calendar is provided on the back page.

<table>
<thead>
<tr>
<th>This School Year</th>
<th>Short Term (1-2 years)</th>
<th>Long Term (3-5 years)</th>
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4. What will we need to accomplish our goals? (Do we need supplies, travel, equipment, posters? What will the cost of these items be? From where will the money come? You may not have the cost but you can list materials, etc.)

5. How will we monitor and measure our success? (Who will monitor? What methods can we use?)

6. Who do we need to keep informed regarding our progress?

7. How can we spread the word about what we are accomplishing? (e.g. press release, presentation, flyer, video, social media)

8. List 3 communication goals: