NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP 1: Brainstorm**

Think about your family/school/community and everything you’ve learned about climate change impacts & solutions. On a separate sheet of paper, brainstorm concrete ways your family/school/community can change to have a positive impact on the climate.

**STEP 2: Develop a project idea from the brainstorm session. What topic areas will this project cover? Check all that apply:**

□ Energy Efficiency & Use □ Local Food/Gardens □ Waste Management/Recycling

□ Water Efficiency & Use □ Composting □ Divestment

□ Transportation □ Community Events □ Fast Fashion

□ Working w/ Local Gov’t □ Climate Justice □ Climate Change Education

□ Climate Communication □ Climate Policy □ Community (Citizen) Science

□ Climate Storytelling □ Climate Art □ Climate Anxiety/ Mental Health □ Climate Resiliency □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Write 1 to 2 sentence summary of the project:**

*Our project is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**STEP 3: Set 3-5 goals for this project that are Specific, Measurable, Achievable, Realistic, Time-bound Inclusive and Equitable.**

**Goal 1:**

**Goal 2:**

**Goal 3:**

**STEP 4: Who will make this project happen? Identify these people by name.**

**Depending on your goals, others may need or want to participate. Check all that apply:**

□ Students/Staff □ Family Members □ Administrators

□ Neighbors □ Community Groups □ Experts/Consultants

□ Local Businesses □ Community Members □ Community Leaders

□ Local Decision Makers □ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP 5: What steps do we need to achieve to accomplish our goals (refer to SMARTIE goals from step 3)? Split each goal into short-term and long-term steps.**

| **GOAL** | **SHORT TERM (Coming Weeks/Months)** | **LONG TERM (1 year and beyond)** |
| --- | --- | --- |
|  |  |  |

**STEP 6: What resources will we need to accomplish our goals? (i.e. supplies, money, location, time). What will the cost of these items be? Where will the resources come from? If exact costs are not known, you can estimate.**

| **WHAT** | **COST** | **WHERE FROM** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**STEP 7: How will we measure our success? Who will monitor? What methods can we use?**

| **We will know we are successful when…** | **We will measure this success by…** | **Who’s in charge** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**STEP 8: Communication**

**Who do we need to keep informed regarding our progress on a regular basis (refer back to Step 4)?**

**How can we spread the word about what we are accomplishing? (i.e., press release, presentation, flier, video, social media...)**

**List 3 Communication Goals:**

| **Goal** | **Who’s Responsible?** | **Goal Due Date** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

**STEP 8: TIMELINE**

NOW THAT YOU HAVE YOUR PLAN… USE THE CHART BELOW TO MAP OUT YOUR TEAM’S YEAR OF CLIMATE ACTION. REMEMBER THIS IS A LIVING DOCUMENT YOU SHOULD REFER BACK TO OFTEN AND UPDATE WHEN NEEDED.

| **Month/ Year** | **What we hope to accomplish** | **How we will accomplish it** | **Who will accomplish it** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |