

Green Schools Quest – Milestone Guide for Mentors

October

- Set up first visit with teacher/school team sponsor immediately.
- Tell them about yourself (training & career) and explain the Green Schools Quest.
- Work together to identify potential **project ideas** which are feasible for the school. If the school has not yet identified a project, this will result in a narrowed-down list for the students to consider. If the school has identified a project, confirm the feasibility and sustainability connection. 🌱
- Discuss the division of labor and form of digital media will be used to document the project. Who will 'own' each component of your project?
- Review the School Sustainability Tracking Survey and approach for competing it.
- Tell school about free year of USGBC membership, 3 GCP, & Sustainability Institute.
- Set date for first visit with students; ideally this visit will also take place in Oct.
- Meet with students. Tell them about yourself (training & career) and explain the Green Schools Quest.
- Use flashcards / **Intro to Green Building Educational Piece** if desired. (Optional) 🌱
- Present the refined list of project ideas that you and the school sponsor compiled.
- Guide students in selecting a project to engage in. Discuss timeline, impact, measurement, necessary resources.
- Establish regular meeting time.

November

- Work with students and school liaison to:
 - Map out a strategy for the project.
 - Rough out a timeline. Refer to the school calendar, including SPRING BREAK, etc., when drafting your timeline.
 - Establish goals, **metrics** and process for **documentation**. 🌱
 - Confirm necessary resources and a process for obtaining them.
 - Conduct research if necessary.
 - Clarify and assign tasks.
- Check in with USGBC-MGC. Short electronic form. Optional in-person meet-up.

December

- Engage in project.
- Conduct research if necessary. Reach out to **community resources**. 🌱
- Fundraising necessary? Materials procured? Design completed?
- Assist students with documenting their progress.

January

- Engage in project.
- Work with community resources.
- Assist students with documenting their progress.
- Evaluate progress. What items still need attention for the project to be a success?
- Begin thinking about final submission.
- Check in with USGBC-MGC. Short electronic form. Optional in-person meet-up.

February

- Engage in project.
- Evaluate progress. What items still need attention for the project to be a success? **Communicate** your successes with broader school and community. 🌱
- Work on compiling final submission materials. Don't forget photo release forms!
- Establish a plan for the continuation of the project beyond the Green Schools Quest timeframe.

March

- Conclude project.
- Photo release forms signed for all students pictured in the final documentation.
- Compile and **submit** final documentation using online form by March 10, 2019. 🌱