

Mini

NLPS 3rd Annual ENERGY CUP CHALLENGE

November 1 – February 29



Take Action, Save Energy and GHG Emissions,
Spread the Word



NANAIMO LADYSMITH
PUBLIC SCHOOLS

Introduction

This toolkit is designed to help you compete in the annual Nanaimo Ladysmith Public School’s (NLPS) Energy Cup MINI. Participating in this initiative can empower teachers and students to save energy and see results in their schools. With updated activities and resources, this year’s Energy Cup MINI toolkit provides educational resources to support curriculum in grades K-12. Activities can also be used to fulfill curricular competencies in any grade.

This toolkit provides a description, step-by-step instructions, and a list of resources are outlined for each of the activities. Please contact your Energy Manager (**Mary Zuccaro**, Mary.Zuccaro@sd68.bc.ca) or Environmental Systems Tech (**Kevin Erhart**, kevin.erhart@sd68.bc.ca) for any questions or support.

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Contest Rules

Contest runs from **November 1, 2023 to February 29, 2024**.

1. School must register online at: <https://www.surveymonkey.com/r/NLPS2023> for the Energy Cup MINI to be eligible to win the Energy Cup MINI prizes.
2. Energy Cup MINI is only available for Elementary Schools.
3. A maximum of one team per school may enter the Energy Cup Challenge.
4. At least one point person (Energy Cup MINI Champion) must be identified per school.
5. Schools will be required to report back on all activities by **March 29, 2024 or sooner**. The report should include photos of the activities completed.
6. Three Energy Cup MINI participation prizes of \$400 each will be awarded to participating Elementary Schools, one in each region – North, Central and South. School names will be put into a draw on April 1, 2024. Schools are free to spend the prize money on anything related to energy, sustainability or healthy lifestyles at the school. We will work with the winning schools to create a spending plan which will be submitted to your Energy Manager (Mary Zuccaro, Mary.Zuccaro@sd68.bc.ca) in advance of releasing the funds.
7. Added bonuses - We decrease GHG's and help our District become sustainable. We learn about energy conservation while supporting curriculum and core competencies. We foster student leadership while reshaping attitudes around us.



Getting Started

Congratulations. You have taken the first step by registering your school for the Energy Cup MINI Challenge. The next step is to let everyone else at your school know that you are taking part and what this means for them. Use the following key points to inform staff and students about the Challenge and either increase your Energy Cup MINI team participation or let everyone know what they can expect to see as part of the Challenge.

Our Green Goal

NLPS is committed to saving energy. With a goal to decrease our GHG emissions by 4.5% each year, we're looking to build on the past energy savings we've achieved across the district.

Our school is taking part in the Annual NLPS Energy Cup MINI Challenge which runs from **November 1, 2023 to February 29, 2024**.



What Does Participating in the Challenge Mean?

Each participating school must complete at least one activity led by Energy Champions and share their story as the minimum requirement to participate in the MINI challenge. Schools that complete at least one activity and share their story will be entered into a draw for a \$400 door prize – one for each region. Your Energy Cup Champion Team will let you know in the near future which activity is planned for your school and how you can get involved. Schools can choose one or more activities from the list below:

1. Sweater Month
2. Light Out Lunches
3. Winter Shutdown
4. Close the Blinds
5. School Energy Audit
6. Litter Free Lunch
7. School Waste Audit
8. Power Down Days

Communication Channels

There are a number of ways to announce you are participating in the Energy Cup Challenge, including:

- PA announcement
- Announcement at your next assembly
- Individual classroom announcements
- Posters
- School newsletter
- School blog

Activities

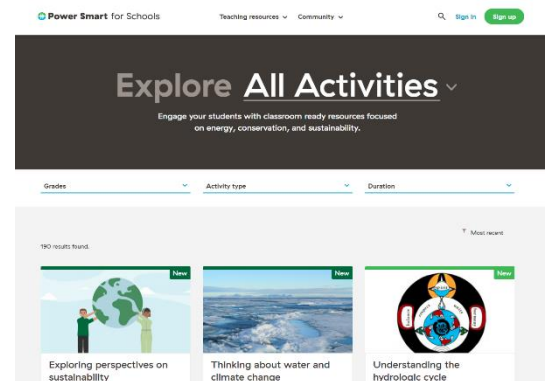
Curriculum Support

The activities outlined in this toolkit can be used by teachers to support curriculum and core competencies in grades K-12. Videos, slideshows, games, quizzes and other educational resources on the topics of energy, conservation and sustainability can be found on the following websites.

BC Hydro Power Smart for Schools

Free educational resources. Carefully aligned with the B.C. curriculum, many include worksheets or videos to engage you whole class. Use the 'Explore activities' button to search by Grade, Activity type and Duration.

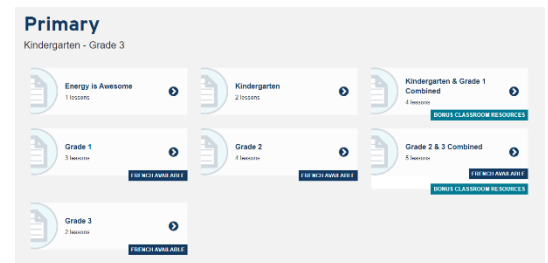
[Power Smart for Schools](https://www.bchydro.com/education/power-smart-for-schools)



FortisBC Energy Leaders

Download free energy lessons for grades K-12 including energy literacy lessons, energy conservation and both electrical and natural gas safety.

[FortisBC Energy Leaders](https://www.fortisbc.com/energy-leaders)





Energy at SD68 Session

Description

This activity provides an opportunity to bring a member of the NLPS Energy Team into your school. From school buses to heat pumps, this live, interactive presentation will teach students how energy is used in their school and district. It will also cover what is being done to save energy and decrease greenhouse gases as well as showing students how they can get involved. These sessions are intended for students in grades 6-12.

Activity Steps

1. **Select a session date** – Choose a date for your Energy at SD68 session. In high schools, where sessions are applicable to all grades, consider asking for space at an upcoming school event such as an assembly. Remember to contact Kevin (kevin.erhart@sd68.bc.ca) to make sure an energy team member is available to attend on your preferred date.
2. **Book a space** – If needed, consider booking space such as the gym so multiple classes can attend the session.
3. **Communicate the event** – Announce the event in school newsletters, intranet, at a staff meeting, during an assembly, or over the PA at least two weeks prior to event day so people know it's coming up. For elementary schools, where the session isn't relevant to all grades, put up posters in Grade 6+7 classrooms or do a classroom 'drop by' to advertise the event.
4. **Attend the session** – Meet a member of your NLPS energy team, ask questions and share your energy saving ideas at the session. Be sure to let staff and students know what activities your school has planned for the Energy Cup and how they can get involved. Don't forget to take pictures of everyone participating and learning!

PA Announcement (sample)

Hello everyone – please attend our gathering on _____ to see what the District is doing to help reduce our carbon footprint. The Energy Team will be here to describe what projects we continue to do everyday to help reduce our carbon footprint.



What is Climate Change? Session

Description

Climate change is a complex topic. Although everyone has heard of the term, not everyone knows what it is and how we are contributing to it. In this visual session students will learn about the science behind climate change, how it impacts us, what exciting solutions are being worked on and how we can all take action to collectively to play our part in solving the climate crisis. Two versions of this session are available: Grades 6-7 and 8-12.

Activity Steps

1. **Select a session date** – Choose a date for your What is Climate Change? session. In high schools, where sessions are applicable to all grades, consider asking for space at an upcoming school event such as an assembly. Remember to contact Kevin (kevin.erhart@sd68.bc.ca) to make sure an energy team member is available to attend on your preferred date.
2. **Book a space** – If needed, consider booking space such as the gym so multiple classes can attend the session.
3. **Communicate the event** – Announce the event in school newsletters, intranet, at a staff meeting, during an assembly, or over the PA at least two weeks prior to event day so people know it's coming up. For elementary schools, where the session isn't relevant to all grades, put up posters in Grade 6+7 classrooms or do a classroom 'drop by' to advertise the event.
4. **Attend the session** – Meet a member of your NLPS energy team, ask questions and share your sustainability ideas at the session. Be sure to let staff and students know they can get involved by taking part in the Energy Cup. Don't forget to take pictures of everyone participating and learning!

PA Announcement (sample)

Hello everyone – please attend our gathering on _____ to learn more about climate change. The Energy Team will be here to deliver a presentation on how climate change affects us all.



Share Your Story

Description

This is your chance to shine. Sharing your story will help make the message of your activity stick. By evaluating your successes and sharing the results of your hard work with your school and/or the community, you can increase the reach of your initiative as well as recognize the hard work of your team.

Activity Steps

1. **Identify a story to share** – Pick an activity or activity in which you would like to highlight. Some of the items you could choose to share about the event or activity include:
 - Recognizing a class or teacher that went above and beyond to make the activity or activity a success
 - Reporting on metrics such as an event that you put together that had high participation or observable changes in energy use following an activity
 - Reporting on an event or activity that included the surrounding community or involved other community partners
2. **Choose a communication method** – There are a variety of ways in which to tell your story, including:
 - Writing a story in your school newsletter or blog
 - Sharing the story over the PA or at your next assembly
 - Creating a video or song and share it with the school
 - Having the students create pictures or write poems about what they learned during the activity or activity
3. **Share it** – Put together the information and materials needed to tell your story and share your good news story.

Make this into a class activity or school contest. Ask students and / or teachers to share their story about energy conservation at the school.



Winter Break Shutdown

Description

The Winter Break Shutdown is an activity targeted at turning off or unplugging electronic devices before staff and students leave for the holidays. This reduces the amount of phantom power used while the school is closed over the break. “Phantom power” is the amount of energy certain devices consume while in standby mode or switched “off.” When these devices remain plugged into the wall, they draw roughly 5 percent of the energy consumed while in operation.

Activity Steps

1. **Develop a checklist** – This toolkit will provide you with a checklist you can use for the activity. Review and modify the checklist in the resources to identify which devices are applicable to your school and which items can be turned off and/or unplugged.
2. **Communicate the Shutdown** – Announce the event in your school newsletter, intranet, at meetings, during an assembly, or over the PA at least two weeks prior to event day.
3. **Complete the Checklist** – You can decide who the best people are to complete the checklist on the last day of classes:
 - Your Energy Cup Team
 - Print a copy for each teacher to complete
 - Your custodial staff person

It takes about an hour to complete the checklist for each classroom in an average size school.

4. **Reference last year** – If you participated last year, review the completed checklists and look for items commonly left on or plugged in and ask everyone to pay special attention to those items.
5. **Send a reminder right before winter break** – Remind everyone that the school is participating in a winter break shutdown and to review the checklist for electronic devices that they can turn off or unplug over spring break.
6. **Thank everyone for participating** – Thank staff and students for their efforts in participating in the activity. Note any positive observations that were witnessed during the activity (e.g., we noticed all monitors were shut off over the break).

Resources

The following resources are provided in the Resource Package to help you implement a Winter Break Shutdown:

- Winter Shutdown Checklist
- Phantom Power Calculator (NEW)
- PA Announcement + Poster



Close the Blinds

Description

During the fall and winter, this event encourages everyone to conserve heat by closing blinds at the end of the day. This helps save energy by reducing heat loss from windows, requiring less energy to heat up our learning spaces to comfortable temperatures each morning.

Activity Steps

1. **Decide on the activity period** – Decide when and how long the Close the Blinds activity will run. Ideally you would run it for at least a full school week in order to create a longer, more meaningful impact.
2. **Choose activity activities** – Think about what will make your activity fun and exciting. Here are some ideas:
 - Have students make posters or prompts for windows so everyone remembers to close the blinds
 - Identify and assign a person to close the blinds in common areas of the school such as the library or kitchen.
 - Assign a classroom monitor to check all blinds are closed at the end of the day or first thing in the morning.
3. **Communicate the activity** – Announce the event in your school newsletter, intranet, at a staff meeting, during an assembly, in individual classrooms, over the PA, or through posters at least one week prior to the activity
4. **Send a reminder** – Remind everyone over the PA that the Close the Blinds Activity is taking place, what to do, when, and why it is important.
5. **Thank everyone for participating** – Thank staff and students for their efforts in participating in the activity. Note any positive observations that were witnessed during the activity.

Resources

The following resources are provided in the Resource Package to help you implement a Close Windows + Doors Activity:

- PA Announcement
- Close the Blinds Tally Sheet



School Energy Audit

Description

An energy audit is a great way to determine where you could potentially save energy at your school. Conducting an energy audit at your school involves a simple but thorough walk-through of the interior and exterior of the building. We've provided a checklist of ideas to help you pinpoint potential ideas and issues.

Activity Steps

1. **Decide on an auditor(s)** – Decide on who is going to conduct the audit and when the audit will be conducted. Will you team up with one of the custodial staff or will students in your Green Team or science class use it as a learning opportunity?
2. **Review the checklist** – Familiarize yourself with the checklist which is provided in this toolkit. If possible, fill out the checklist digitally on a tablet or your phone. If none of these devices are available, print the list to take with you on your walkthrough.
3. **Conduct the audit** – Conduct your energy audit walkthrough and complete the checklist provided in the toolkit.
4. **Review and Share your Results** – Review the results with your Energy Cup Team. Share the results at the next staff meeting and implement any great ideas that come out of the exercise.

Resources

The following resources are provided in the Resource Package to help you conduct an energy audit:

- Energy audit checklist

Get your students involved! Have your students locate drafts in the classroom or to take stock of what kind of light bulbs are used in the classroom. If you have questions about any of the items on the checklist, we're here to help.



School Waste Audit

Description

A typical student produces approximately 30 kg of waste per school year. For a school with 300 students, that's the same weight as 27 green sea turtles! A waste audit is a great way to determine where you could potentially decrease or divert waste from landfill in your school. It involves a simple but thorough look at what waste is being generated in your school and where it's being disposed of.

Activity Steps

1. **Decide on an auditor(s)** – Decide on who is going to conduct the audit and when the audit will be conducted. Will students in your Green Team or science class look at bins across your school or will you focus on students in a classroom looking at lunchbox waste?
2. **Decide on your audit focus** – What kind of waste streams or bins will your audit focus on? Will you look at the entire school, your classroom or individual student lunches?
3. **Conduct the audit** – Conduct your waste audit and track results. You could record the most common items found in lunchboxes or the most common items you found in the wrong places. Are people always putting compostable paper towel in the garbage?
4. **Review and Share your Results** – Review the results with your Energy Cup Team. Share the results at the next staff meeting to increase awareness around what items are most commonly put into the wrong bins

Resources

Waste audits and education activities will look different at each school. Looking for help to create a waste audit tool or activity?

- Email thelearningline@sd68.bc.ca

Get your students involved! Have your students take pictures of items that are found in the wrong bin to use as educational prompts.



Power Down Days

Description

Power Down Days targets turning off electronic devices when they are not in use or before staff and students leave for the night. This helps save energy during the day and especially while school is closed. Even if electronics go into sleep mode, we can save more energy by turning them off.

There are a number of ways you can remind students and staff to turn off electronics, including organizing a contest between classrooms or hosting a Power Down Day.

Activity Steps

1. **Review the Winter Break Checklist and Organize the Activity** – Review and modify the winter break checklist so it identifies items that can be turned off at night or over weekends at your school. You can also organize a Power Down Day where you ask everyone to “turn off electronics” at the end of the day.
2. **Communicate the Activity** – Announce the activities in your school newsletter, intranet, at meetings, during an assembly, in individual classrooms, over the PA, or through posters at least a week before the event.
3. **Send Power Down Day or Contest Reminders** – Find creative ways to remind everyone that the school is participating in a Power Down Day or Contest. Prompt them to review the checklist for electronic devices that can be turned off when they’re not being used or before going home that night.
4. **Thank everyone for participating** – Thank staff and students for their efforts in participating and report back on results.

Resources

The following resources are provided in the Resource Package to help you implement a Power Down Day:

- Power Down Checklist (modified winter shutdown checklist)
- PA Announcement
- Poster



Sweater Month

Description

Sweater Day is a light-hearted way to educate your audience on energy conservation. Created by the World Wildlife Fund (WWF) in 2010, the goal of Sweater Day is to encourage Canadians to turn down the heat by 2 degrees, while bundling up in their favourite sweater. If all organizations and residents in Canada were to participate, it would reduce greenhouse gas emissions by about 4 megatons – equivalent to taking nearly 700,000 cars off the road or shutting down a 600-megawatt coal-fired power station.

Activity Steps

1. **Decide on activities** – Pick activities you would like to include during the activity. Remember to book a room or space if necessary.
2. **Arrange to turn down the heat** – Arrange with Kevin to have the heat turned down by one or two degrees for the period of your activity. Use this as an opportunity to review set points throughout the school or to survey staff and students to assess occupancy comfort. Remember points are heavily based on actually turning down the heat to save energy.
3. **Communicate your event** – Announce the event in your school newsletter, intranet, at a staff meeting, during an assembly, or over the PA at least two weeks prior to event day so people know it's coming up.
4. **Send a reminder on event day(s)** – Remind everyone over the PA that today is Sweater Day and review where and how they can participate in the activity activities.

Resources

The following resources are provided in the Resource Package to help you implement a Sweater Day activity:

- Poster
- PA Announcement

Announcing your sweater day at an upcoming assembly can help create buy-in and increase awareness of the activity.



Litter Free Lunch

Description

Promoting litter free lunches are a great way to reduce waste at your school. It has been found that school disposable lunches can contribute nearly 70lbs of waste each school year. Running a Litter Free Lunch activity can bring attention to the importance of reducing our waste and can encourage the use of a reusable container and healthier food options, like fruit, that are pre-packaged!

Activity Steps

1. **Decide on the activity period** – Decide when and how long the Litter Free Lunch activity will run. Ideally, you would run the activity for at least one school week in order to create a longer, more meaningful impact.
2. **Decide on where the activity will take place** – Think about the areas in which the activity will have the most visible impact. Establish the locations which will participate in the activity. Will you focus on classrooms only or will you ask the cafeteria to participate?
3. **Communicate your event** – Announce the event in your school newsletter, intranet, at meetings, during an assembly, or over the PA at least two weeks prior to event day and on the day of the event.

Resources

The following resources are provided in the Resource Package to help you implement a Litter Free Lunch:

- [RCBC Waste Free Lunches facts and ideas](#)
- [BC Hydro plastic-truths activity](#)



Lights Out Lunches

Description

A Lights Out Lunch initiative is an event that encourages everyone to turn off their lights when they are not needed. This initiative includes turning off the lights during the lunch hour in areas where lunches are eaten such as lunchrooms, cafeterias, and classrooms. If all schools participated every school day, we'd save enough electricity to watch TV straight for close to 50 years. On top of saving electricity, it is also a great way to keep the energy calm in the classroom over the lunch break.

Activity Steps

Decide on the activity period – Decide when and how long the Lights Out Lunch activity will run. Ideally, you would run the activity for at least one school week in order to create a longer, more meaningful impact. However, aligning the activity with a one-day event such as an Earth Hour Lunch Hour also works well.

Decide on where the activity will take place – Think about the areas in which the activity will have the most visible impact. Establish the locations which will participate in the activity.

Arrange to turn off the lights – Arrange a point person(s) to turn off the lights in common areas that are participating in the Lights Out Lunch (be Covid conscious). Ask each teacher to turn off the lights in their classrooms.

Communicate your event – Announce the event in your school newsletter, intranet, at meetings, during an assembly, or over the PA at least two weeks prior to event day and on the day of the event.

Report back during the activity – Use a board in a main area of the school to tell the schools how many lights were turned off each day (Be Covid conscious). Encourage everyone to beat the previous day's number!

Resources

The following resources are provided in the Resource Package to help you implement a Lights Out Lunch activity:

- Poster
- PA

Use the Lights Out Lunch activity as an opportunity to take advantage of natural daylight at other times in the day and consider the possibility of making changes to the way your school uses its lights.