



Toolkit

SUSTAINABILITY CUP CHALLENGE!

November 2nd, 2026 — March 12th, 2027



NANAIMO LADYSMITH
PUBLIC SCHOOLS

Introduction



This toolkit is designed to help you compete in the 2nd Annual Nanaimo Ladysmith Public Schools (NLPS) Sustainability Cup. formerly known as the Energy Cup, this district-wide challenge has evolved to reflect a broader commitment to sustainability. With updated activities and resources, the Sustainability Cup toolkit provides educational resources to support curriculum in grades K-12. Activities can also be used to fulfill curricular competencies in any grade.

Each activity idea contains a description, step-by-step instructions, and a list of resources to help you implement the activity, collect points and win the Sustainability Cup. If you would like to develop your own activity, you are encouraged to do so! Please note, your ideas must be approved by your Energy Manager (Mary Zuccaro Mary.Zuccaro@sd68.bc.ca) and Environmental Systems Tech (Kevin Erhart kevin.erhart@sd68.bc.ca).

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Challenge Rules

The Sustainability Cup Challenge runs from **Monday, November 2, 2026 to Friday, March 12, 2027.**

- 1 Schools must register online at: https://www.research.net/r/NLPSCup2026_27 to be eligible to win the Sustainability Cup title and prizes.
- 2 A maximum of one team per school may enter the Sustainability Cup Challenge.
- 3 At least one point person (Sustainability Cup Champion) must be identified per school.
- 4 Schools will be required to report back on all activities by **Friday, April 2, 2027 or sooner**. The report should include photos of the activities completed.
- 5 A Sustainability Cup trophy and a \$2,500 bonus will be awarded to the top winners in two categories:
 - Elementary / Intermediate schools
 - High schools

Second place will be awarded \$1,000 and third place awarded \$500 for both categories. 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.

- 6 **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.

Collecting Participation Points



Collect points in the challenge in one of two ways: 1) participation points and 2) achieving energy savings.

Activities	Success Metrics + Reporting Requirement	# of Participation Points
Spread the Word Challenge	For every school your team signs up because your team challenged them to. Activity to complete: 1) Sweater day min 1 day by at least 1° through Kevin OR 2) An energy audit (min 1)	75 points / A school signed-up (that previously wasn't signed-up for the Sustainability Cup)
Energy at SD68 Session/What is Climate Change	Find a day for a NLPS Energy Team member to deliver an 'Energy at SD68' and Climate Change session at your school.	50 points
Share your Story	Write a story, take photos of your activity and present to another school.	20 points Elem / 40 High (per school presented to)
Winter Break Shutdown	Shutdown energy sources prior to winter break-Completed by the team. Photos of the activity.	10 points Elem/ 20 High
Close the Blinds	Close the blinds nightly for a week. Completed by the team. Photos of the activity.	10 points Elem/ 20 High
School Energy Audit	Completion and submission of the audit report.	10 points Elem / 20 High
School Waste Audit	Completion and submission an audit report.	10 points Elem / 20 High
Power Down Days (in addition to winter shutdown: school must be in session)	% of classrooms that participate in Power Down Days **max 5 days** Photos of the activity.	5 points/Elem 10 points/High
Sweater Month	# of days the school reduces temperature settings. Photos of the activity ** must reduce temp by 1° through Kevin to receive points kevin.erhart@sd68.bc.ca	3 points per regular school day for reduced temp
Litter Free Lunch	Use reusable lunch containers and do not bring any 'one time' use plastics or packed food or drinks that need to be disposed of.	2 points/day max 20 points
Lights Out Lunches	% of classrooms that turn off lights over lunch. Photos of the activity.	1 point per day
Paper Reduction	Photos of the activity	30 points
Trash to Treasure	Photos of the activity	25 points
Walking Wednesday	Photos of the activity	25 points
Create your Own Activity	Requires approval from the Energy Manager and Environmental Systems Tech, Kevin Erhart kevin.erhart@sd68.bc.ca	TBD depending on Activity

Getting Started

Congratulations. You have taken the first step by registering your school for the Sustainability Cup 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 Sustainability Cup team participation or let everyone know what they can expect to see as part of the Challenge this year.

Our Green Goal

NLPS is committed to sustainability. With a continued goal of decreasing our GHG emissions by 4.5% each year, we're building on the success of our past energy saving efforts across the district.

Formerly known as the Energy Cup, this challenge has evolved into a broader initiative that still champions energy conservation, while now also including other impactful environmental practices. Through friendly competition, schools will encourage each other to learn about their environmental impact, work together as a team, and take meaningful action toward sustainability.

Our school is proud to be taking part in the Nanaimo Ladysmith Public School's (NLPS) Sustainability Cup Challenge which runs from November 2, 2026 to March 12, 2027.

What does participating in the challenge mean?

Each participating school has put together a Sustainability Cup Challenge Team led by Sustainability Champions (announce who the Sustainability Champions are at your school). Schools gain points for the Challenge by participating in sustainable activities. Your Sustainability Cup Challenge Team will let you know soon what activities are planned for your school and how you can get involved.

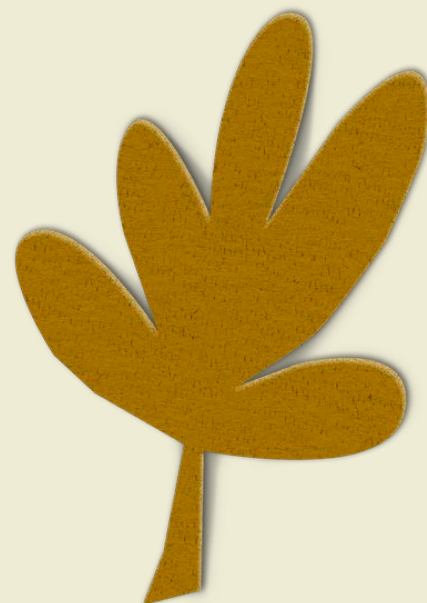
Communication Channels

There are several ways to announce you are participating in the Sustainability Cup Challenge, including:

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



Curriculum Support

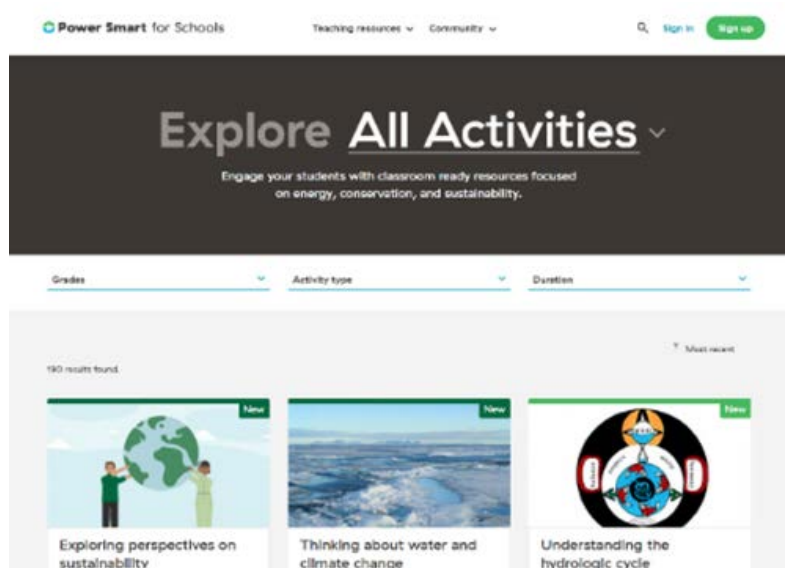


The activities outlined in this toolkit can be used by teachers to support curriculum and core competencies in grades K-12. Videos, slideshows, games, quizzes and other educational resources on the topics of energy, conservation and sustainability can be found on the BC Hydro Power Smart for Schools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

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](#)



Activities



Spread the Word Challenge



Description

The Spread the Word activity is focused on promoting energy conservation across the School District. Sustainability Cup Participants can contact other non-participating schools within the district to schedule an online or in-person presentation to spread the word about why energy conservation is important, share what activities you are running within your school and how the non-participating school can do their part. The challenge is complete once the new participating school run at least one activity. Your school can share in the points that the partnering school earns. As always, pictures of their participation are always welcomed.

Activity Steps

- 1 Contact a school** – Reach out to a school that is not participating in the Sustainability Cup. Schedule a date and talk about your experience and Sustainability Cup activities being run during this year's cup.
- 2 Present to their School (In-person or Online)** – Organize what you want to share about your experience participating in the Sustainability Cup. Share specific activity experiences and give them ideas of what they can do within their school – Sweater Month or Energy Audit.
- 3 Share Toolkit Resources** – Provide copies of the toolkit resources for the school to use.
- 4 Share the Toolkit** – Show the school how they can use the Sustainability Cup toolkit to help them run an activity. Let them know that they can reach out to you if they have questions during the planning process.
- 5 Ensure they communicate their event** – Remind the school that it is important to 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.
- 6 Check in & follow up** – Reach out to the school after they've run their activity to find out how it went. If they took pictures, ask if you can share these with the School District to celebrate their success!

Resources

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

- A copy of this Toolkit
- Specific Activity Posters or PA Announcements
- Power Smart for Schools Educational Resources

Sharing your experience and successes will encourage others to participate and do their part in saving energy at their school.



What is Climate Change?



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 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\(bc.ca\)](mailto: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 Sustainability Cup. Don't forget to take pictures of everyone participating and learning!



PA Announcement (sample)

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

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 Sustainability 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

The following resources are provided in the Resource Package to help you conduct a waste audit:

- Waste AUDIT Form
- Waste SORTING Form

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



Trash to Treasure



Description

Trash to Treasure challenges students and staff to transform common recyclable items or waste materials into creative new products, decorations, or functional objects. This fun and hands-on activity promotes environmental awareness by encouraging reuse while reinforcing the importance of sustainability and responsible waste management.

Activity Steps

- 1 Plan and Set the Challenge** – Choose a date for your Trash to Treasure activity and decide how students will participate: as individuals, small groups, or by classroom. Identify common items that can be collected in advance (e.g., cereal boxes, bottle caps, egg cartons, magazines, plastic containers). Set a theme if desired (e.g., “garden helpers,” “toys,” or “classroom tools”).
- 2 Communicate the Activity** – Announce the Trash to Treasure challenge in your school newsletter, on bulletin boards, over the PA, or during an assembly. Let students and staff know the goal is to reuse waste materials in a creative way. Provide the date, and any guidelines (e.g., only clean recyclables, no sharp edges, size limits).
- 3 Collect and Create** – Encourage students to collect recyclable items from home or the classroom and begin designing their creations. Discuss the environmental impact of waste and the benefits of reuse.
- 4 Showcase the Creations** – Display the finished “treasures” in hallways, a central display area, or during a special showcase event. You can create a judging panel, have students vote, or simply celebrate all the participants. Optional categories could include “Most Creative,” “Best Use of Materials,” or “Most Useful.”
- 5 Thank and Reflect** – Thank all students and staff for participating. Reflect on how the activity helped reduce waste and raised awareness about sustainability. You may want to share photos or results in the school newsletter or online.

Resources

The following resources are available to help generate ideas for crafts that divert waste at your school: [recycle bc](#), [craft ideas](#)



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 70lbss 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 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:

- RCA Waste-Free Lunch Challenge
- BC Hydro plastic-truths activity



Paper Reduction Campaign



Description

Conservation isn't just about energy. In the amount of time it will take you to read the following campaign steps, a forest the size of 20 football fields will be lost for paper production use alone. A Paper Reduction Campaign is designed to reduce the amount of paper used in your school. From printing less, using white boards more, or using less paper towel, your school's efforts can help us decrease the 700lb's of paper that each Canadian uses each year.

Activity Steps

- 1 Decide on campaign activities** – Think about the different ways paper is used and disposed of in your school. Identify opportunities where paper usage can be reduced. Such as: Put out scrap bins to collect and re-use paper for scratch pads or art; Print double-sided; Use the whiteboard more; Put “Less paper towel = more trees” stickers on paper towel dispensers.
- 2 Decide on campaign audience** – Determine what groups of people in the school your Paper Reduction campaign will focus on.
- 3 Communicate the Paper Reduction campaign** – Announce the campaign in your school newsletter, intranet, at meetings (have the students present), during an assembly, in individual classrooms or over the PA, or through posters at least 2 weeks prior to the start of the campaign. Remind everyone right before the kick off that the school is participating in a Paper Reduction campaign and how they can join in.
- 4 Document your great work and thank everyone** – Take photos, create a video or write a story about your efforts. Thank staff and students for their efforts in participating. Share photos and results of the campaign, including feedback from participants. If it is an extended period, consider ongoing communications.

Resources

The following resources are available to help you run a paper reduction campaign at your school:

<http://www.wikihow.com/SavePaper-in-School>



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 several 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.



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

- 1 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.
- 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.
- 3 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.
- 4 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.
- 5 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.



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% 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 Sustainability Cup Team
 - Print a copy for each teacher to complete
 - Your custodial staff personIt 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 BreakShutdown:

- WinterShutdown Checklist
- PA Announcement + Poster
- Phantom Power Calculator



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 to create a longer, more meaningful impact.
- 2 Choose an activity or 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 Sustainability 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
- Contact Kevin to help you lead the audit at your school:
kevin.erhart@sd68.bc.ca

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 happy to help.



Walking Wednesday



Description

Walk to School Campaigns have been hosted all over the world and can help draw attention to the simple joy of getting to school by foot. Walking (or biking) to school can have many benefits. Just being outdoors and starting the day with some fresh air can help with focus during the day. If travelling by car is the usual mode of transportation, asking everyone to walk once a week can help to reduce carbon emissions. These campaigns can also help build support for safe routes to school.

Activity Steps

- 1 Plan the Activity + Get Principal Support** – Think about the different modes of transportation people use to get to school and the geographic spread of where people live. Consider a common meeting spot if walking from home isn't an option. A Walk to School Campaign could take place on a specific day each week, or a fixed period eg. 1 week or 1 month. Meet with your school Principal to talk about your vision.
- 2 Bring Together a Team** – Get teachers, students and parents involved in the planning of the campaign. Recruit volunteers to help spread the word, and even greet walkers as they arrive during the campaign.
- 3 Communicate the Activity** – Announce the campaign in your school newsletter, intranet, at meetings, during an assembly, or over the PA prior to the start of the campaign. Consider getting the word out beyond your school to invite more support and participation in the community. Send a reminder right before the activity kicks off.
- 4 Thank and Reflect** – Thank staff and students for their efforts in participating. Share photos and results of the campaign, including feedback from participants. If it is an extended period, consider ongoing communications.

Resources

The following resources are available to help generate ideas for a walk or bike to school activity:

<https://www.actionforhealthykids.org/activity/walk-to-school>



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 activities 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 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 to share with the school
 - Having the students create pictures or write poems about what they learned during the activity or activities
- 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.



Create Your Own Activity



Decription

If you have other ideas on how to save energy at your school, create your own activity or activity for the Sustainability Cup. We are always looking for innovative ways to increase energy efficiency and recognize that you know your school best. We ask you submit your idea to your Energy Team at [kevin.erhart@sd68\(bc.ca\)](mailto:kevin.erhart@sd68(bc.ca)) for activity approval. This will ensure all the appropriate resources and support are available to successfully run your activity!

Activity Steps

- 1 **Define your Goal** – What particular action or activity are you asking people to do?
- 2 **Create a plan** – Some key components of your plan should include:
 - Who is your audience?
 - What will the timeline for each component of the activity or activity look like?
 - What materials and resources will you need?
- 3 **Name your activity** – Think of something catchy and concise that captures what you are trying to achieve
- 4 **Obtain approval from the Energy Team** – Send your activity plan to Kevin ([kevin.erhart@sd68\(bc.ca\)](mailto:kevin.erhart@sd68(bc.ca))) for approval to move forward with your activity.
- 5 **Communicate your activity or activity** – 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.
- 6 **Implement your activity or activity** – Remember to confirm the following on event day:
 - Room bookings
 - Staff or volunteer resources
 - Materials required to run the event
 - Reminder announcement

Resources

The following resources are provided to help you share your story:

- Create Your Own Activity approval form
- Create Your Own Activity guidelines & checklist
- [Power Smart for Schools](#) Educational Resources

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