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Green Club Guidelines

10 Steps Guideline To Establish An Effective Green Club In Your School

This guideline comprehensively supports establishing an effective Green Club within a school.

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REDUCE



REUSE



RECYCLE

About the guideline:

This guide explains the establishment of the Green Club in 10 easy steps, and demonstrates how to follow up and measure the effectiveness of recycling activities and actual impact on reducing waste in schools, and recycling of solid waste, as well as maintaining the sustainability of achievements.

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Introduction

The Green Club is an initiative that brings together male and female students, school staff, teachers, and parents to transform the school into an eco-friendly educational institution. This initiative aims to stimulate sustainable development and form a team that reflects a collective commitment to sustainability, social responsibility, and environmental stewardship. The Green Club can play a significant role in driving change.

The club highlights the importance of building students' capacities and motivating them to take an active role in contributing to the management and operation of their schools. It involves students in the decision-making process, the design, and implementation of activities, and ensures participation from different age groups and genders, and physical abilities thereby ensuring a wide-ranging impact. Students apply teamwork, problem-solving, and management skills to design a well-thought-out and actionable plan that addresses the school's actual needs in managing, reducing, and recycling waste.

The club aims to integrate students of different stages, gender and age groups in accordance with school policy. This integration encourages the exchange of views, allowing each student to reflect the needs, recommendations, and opinions of their peers.

This 10 steps guideline helps the school to establish an active green club in your school.



10 Steps to Establish an Effective Green Club in Your School

Step 1: Define Mission and Objectives



The launch of the "Green Club" in school begins with a sense of community responsibility, highlighting the urgent need to address the increasing amounts of waste and its negative impact on the environment and public health. This involves establishing the Green Club's mission and objectives.

Mission

Define the purpose of establishing your Green Club. What is its core role? You can determine the Green Club's mission from its fundamental purpose and reason for existence. It should articulate what your school seeks to achieve.

For example: "To create a school environment where sustainability is ingrained in every aspect of life, fostering a culture of environmental responsibility, innovation, and stewardship among male and female students, staff, and the wider community."

Objectives

Determine measurable goals for your Green Club to achieve its mission. These objectives are concrete outcomes or results that your school aims to accomplish within a defined timeframe. Objectives provide clarity and direction, guiding the Green Club's activities, efforts, and actions.

Here are some key objectives that could assist you in launching your own Green Club:

- ❖ **Raise Awareness:** Organize educational workshops, seminars, and awareness campaigns to educate students, teachers, and staff about environmental issues, sustainable living practices, and the importance of recycling.
- ❖ **Reduce Waste Generation:** Develop strategies to minimize waste generation through waste reduction campaigns, encouraging the use of reusable items, and promoting composting where feasible.
- ❖ **Increase Recycling Rates:** Implement initiatives to improve recycling infrastructure, raise awareness about proper recycling practices, and track progress towards increasing the volume of recyclables collected at school.
- ❖ **Student Leadership:** Provide opportunities for student leadership and involvement in planning, implementing, and evaluating club activities. Foster a sense of ownership and responsibility among club members for the success of environmental initiatives.
- ❖ **Implement Sustainable Practices:** Advocate for and implement sustainable practices across the school, such as energy conservation, water conservation, and the use of eco-friendly materials and products.

Step 2: Form your Team



To effectively carry out the mission and objectives of the Green Club, it's essential to engage the school team, fostering a collaborative spirit to accomplish the shared goals of the Green Club. Engage enthusiastic male and female students, teachers, and staff members who are passionate about environmental sustainability to form the core team of the Green Club. To ensure the high-efficiency implementation of the club's activities, distribute tasks among club members (students, staff, teachers, and parents) so that each member or group is responsible for specific tasks. Arrange periodic meetings to review the work plan, discuss the most important achievements, and address any challenges.

The participation of all Green Club members in forming the action plan, under the supervision of the school administration, ensures that activities are feasible and comply with school laws and regulations. From designing awareness messages to planning interactive activities and initiatives aimed at engaging the rest of the school in reducing solid waste generated in classrooms, involve everyone. Additionally, arrange tools to measure the effectiveness of the action plan (you can use the proposed Annex A).

Step 3: Develop Roles

You can establish a set of bylaws outlining the structure, roles, and responsibilities of the Green Club based on school needs, including the club's structure and hierarchy. This clarity helps ensure smooth functioning.

These rules can include:

- 1- **Membership:** Membership in the club should preferably be open to all male and female students, teachers, staff, and parents regardless of their ages, educational level, nationalities, or physical abilities who share an interest in environmental issues and are willing to contribute to the club's activities.
- 2- **Participation and Activities:** Members are expected to uphold the values and mission of the club, actively participate in meetings and events, and contribute positively to the club's objectives.
 - The club shall hold regular meetings where all members have the opportunity to participate in discussions and decision-making.
 - Assign tasks and responsibilities within the Green Club bylaws.
- 3- **Financial Policies and Procedures:** Establish clear financial policies and procedures governing the club's economic management, budgeting, fundraising, and expenditure.
- 4- **Performance Monitoring:** Adopt proper rules for the mechanism of sorting recyclable solid waste and disseminate these practices to students. You can track the increase in recyclable materials within the bins. For example:
 - At the classroom level: Papers can be sorted.
 - At the outside areas level: Metals, plastics, and other recyclable materials can be sorted.



Step 4: Planning



Highlighting the significance of strategic planning in launching the Green Club is a crucial initial phase. This involves actively seeking out potential members and collaborators to formulate a cohesive work plan. By doing so, you can effectively schedule and coordinate the club's activities within appropriate time frames. It's essential to develop a work plan that aligns with the preferences and availability of club members, potentially structuring it on a quarterly or annual basis.

When orchestrating Green Club plans, consider some important factors and key criteria to ensure a strategic approach:

- **School Infrastructure:** Infrastructure plays a significant role in the founding process of the club, impacting the form and quality of activities. Consider factors such as school capacity, student numbers, facilities, yard space, and disposal mechanisms for recyclable solids. (You can use the proposed Annex B).
- **Logo and Slogan Design:** Logos are important elements for attracting attention and spreading the core message of the club, motivating students to manage solid materials. Use distinctive and non-traditional designs to encourage participation, enhance the clarity of the message for students, staff, and parents, regardless of their age, education level, or physical abilities.

Leverage the talents of students, parents, and administrative staff to provide necessary support and equipment for designing the logo. The logo can include a picture, drawing, video, or any art form that members see fit, allowing students to participate in the design process and fostering a sense of responsibility and belonging toward the club's mission.

- **Awareness Campaigns and Workshops:** Design innovative awareness messages that attract attention and gain the support and participation of the rest of the school. These messages should be

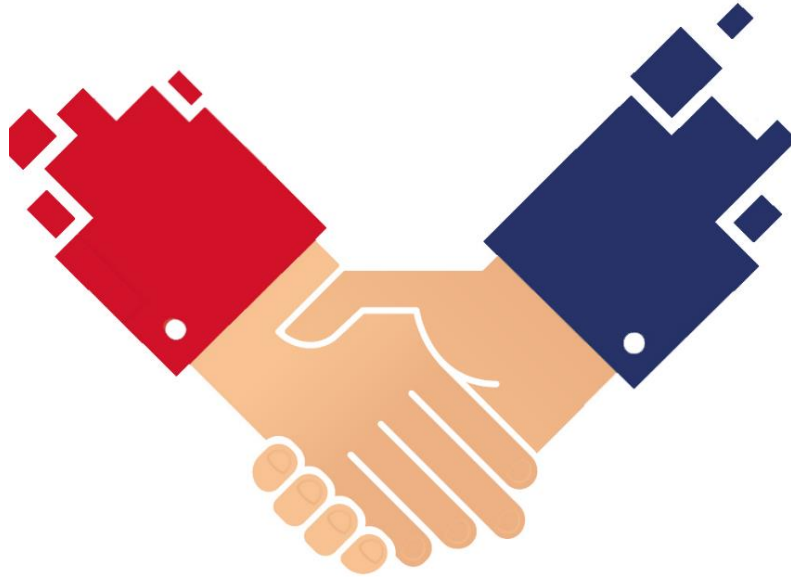
simple, clear, and explanatory, effectively communicating the club's activities and inspiring continuous student participation. Examples include:

- 1- School morning assemblies
- 2- Clean-up campaigns
- 3- Competitions such as waste-to-art and designing logos and posters
- 4- Interactive games and activities

- **Green Initiatives and Events:** Enhance the role of the Green Club by implementing sustainable, eco-friendly activities and events, such as:
 - Tree planting
 - Eco-friendly art contests
 - Clean-up campaigns
 - Recycling awareness campaigns
 - Water conservation initiatives

- **Recycling and Educational Materials:** Increase student interaction during classes and integrate green club activities with the school's curriculum. Incorporate study materials related to environmental preservation, waste management, and social responsibility into the prescribed study materials. This integration helps link theoretical knowledge to actual activities, fostering a deeper understanding of environmental issues. (You can use the proposed Annex C)

Step 5: Establish Partnerships



Establishing partnerships can significantly enhance the impact and reach of the Green Club's initiatives, achieving sustainability in executing recycling initiatives within your school through:

- **Environmental Organizations:** Partner with environmental nonprofits or advocacy groups in the community to exchange ideas, share resources, and collaborate on joint projects or events. This collaboration aims at securing accreditations and certifications within the realm of environmental conservation initiatives, such as Green Schools and ECO Schools.
- **Local Businesses:** Form partnerships with businesses that support sustainability initiatives, such as eco-friendly companies and service providers. This includes responsibly disposing of sorted materials through recycling companies.
- **Government Bodies:** Connect with local government departments or agencies responsible for environmental protection, waste management, or parks and recreation to access resources and support for community-based projects.
- **Community Groups:** Collaborate with community organizations, neighborhood associations, or youth groups to organize environmental workshops, clean-up events, or community gardening projects.
- **Media Outlets:** Partner with local newspapers, radio stations, or online platforms to raise awareness about the club's activities, share success stories, and promote environmental education through media coverage and outreach.

Step 6: Provide Leadership Opportunities



It is important to grant students leadership roles and decision-making opportunities to instill a sense of social responsibility towards environmental protection and to believe in their ability to make positive changes for future generations. This can be achieved by involving students in all stages of Green Club activities.

You can allow students to take the lead: Let students who are members of the club guide other students towards proper recycling practices, including identifying recyclable materials and those that are not. Tasks can be divided into three or more groups:

- 1- The first group: could consist of some students from each grade whose task is to monitor recycling practices within the classrooms.
- 2- The second group: could be responsible for monitoring recycling in the hallways.
- 3- The third group: for monitoring recycling in the schoolyard.

Empower students to take an active role in executing all club activities and provide them with the opportunity to divide tasks among themselves. This includes conducting awareness campaigns for other students, participating in designing logos and advertisements, as well as organizing meetings and regular reviews.

You can also engage parents in the Green Club by involving them in planning and organizing activities, providing guidance and support, and encouraging their participation in promoting environmental initiatives both within the school and in the wider community. Parents can contribute valuable expertise, resources, and connections to enhance the effectiveness and impact of the Green Club's efforts. Additionally, they can serve as role models for sustainable practices and help instill environmental values in their children and the broader school community.

Step 7: Determine Challenges



Identifying and effectively addressing challenges while continuously enhancing Green Club activities in schools is pivotal for ensuring the sustained efforts of participants and fostering a commitment to sustainable development. To devise appropriate interventions to tackle these challenges, a comprehensive understanding of their magnitude and dimensions is essential.

Internal challenges encompass issues within the school campus that can be managed through the formulation of club policies and collaboration among participants to find optimal solutions. For instance, internal challenges may include the need for adequate storage facilities for sorted materials and establishing fruitful partnerships with recycling companies to efficiently manage processed materials.

External challenges, conversely, extend beyond the school campus and involve partners, service providers, and stakeholders engaged in club activities. Addressing these challenges may require intervention at a higher level, including engagement with the school's governing body. Examples of external challenges encompass compliance with environmental regulations and standards, as well as the cultivation of awareness within the local community about the significance of social responsibility and embracing recycling practices.

Having a clear understanding of the type of challenges is crucial for designing a plan to address them. The action plan may need to be developed by all club members (students, teachers, parents, staff) so that different perspectives and options are brought to the discussion, and optimal solutions are chosen to confront the challenges according to the appropriate circumstances.

Step 8: Reporting and Evaluation



If you evaluate your club's challenges and activities, your club can be pivotal in devising an effective action plan to tackle them. You can achieve this goal by reporting and archiving your club activities.

Regular evaluation through reporting is indispensable for the Green Club to assess the effectiveness of its activities, track progress towards goals, and make informed decisions for continuous improvement. Here's why regular evaluation is crucial:

- 1- Assessment of Impact:** Regular evaluation allows the club to gauge the impact of its activities on promoting environmental awareness and sustainability within the school and community. For example, the club can measure the increase in recycling rates or the number of students participating in eco-friendly initiatives. By assessing impact, the club can determine whether it is achieving its intended outcomes and making a positive difference.
- 2- Identification of Strengths and Weaknesses:** Evaluation helps pinpoint both strengths and weaknesses in the club's activities and strategies. For instance, feedback from participants may reveal that a particular educational workshop was highly effective in raising awareness, while data analysis may highlight areas where recycling efforts need improvement. By identifying strengths, such as successful outreach events or engaging social media campaigns, and weaknesses, such as low participation rates in certain activities, the club can refine its approach and maximize its effectiveness.
- 3- Feedback for Improvement:** Evaluation provides valuable feedback from members, participants, and stakeholders. This feedback can illuminate areas of success, areas for improvement, and suggestions for future activities. For instance, surveys can gather input on the relevance and impact of club initiatives, while data analysis can reveal trends and patterns in participation rates or resource utilization. By actively soliciting and incorporating feedback, the club can adapt its strategies, address concerns, and enhance the overall experience for participants.

- 4- **Strategic Planning:** Reporting results can inform strategic planning and decision-making processes. By comprehending what has been successful and where there are opportunities for improvement, the club can formulate strategies to amplify its impact and achieve its long-term goals. For example, if evaluation data indicates that a particular outreach event had a significant impact on community engagement, the club may decide to allocate more resources to similar activities in the future. Likewise, if evaluation reveals a need for additional support or resources in certain areas, such as volunteer recruitment or fundraising, the club can prioritize these areas in its strategic planning efforts.

By utilizing the proposed annex D, the evaluation process can be streamlined, providing a structured framework for collecting and analyzing data, documenting outcomes, and identifying areas for improvement. Regular evaluation ensures that the Green Club remains focused on its mission, continuously improves its effectiveness, and maximizes its impact on promoting environmental sustainability.

Step 9: Celebrate Success



Celebrating the achievements of the club is an essential part of motivating and supporting students to continue participating in club activities. You can encourage school students through:

- **Sharing Achievements on Social Media:** Share the achievements and projects of the environmental club on social media platforms. You can also utilize local media outlets such as radio and television programs to highlight the school's environmental accomplishments.
- **Honoring the Efforts of Club Members:** Organize a special recognition ceremony to appreciate the efforts and achievements of club members who have undertaken outstanding environmental projects. They can be awarded certificates of appreciation and small gifts as recognition for their efforts and encouragement for further contribution.
- **Organizing an Entertaining Environmental Activity:** Arrange a fun environmental activity for school students, such as a day for cleaning the environment or a day for planting trees and flowers.
- **Promoting Positive Competition:** Foster positive competition among members of the green club by launching exciting environmental challenges. For example, challenge them to reduce water consumption or collect the largest quantity of waste for recycling.

Step 10: Continuously Improve and Innovate



Staying adaptable and innovative in advancing environmental sustainability requires a proactive approach and a willingness to embrace change. Here are some strategies to achieve this:

- **Continuous Learning and Education:** Encourage club members to stay informed about the latest developments and best practices in environmental sustainability through workshops. For example, collaboration with service providers can be arranged to offer training on the types of recyclable materials and proper sorting from the source.
- **Regular Follow-up:** Conduct regular assessments of the club's activities and initiatives to identify strengths, weaknesses, and areas for improvement. Encourage open and honest discussions among club members to reflect on past experiences, evaluate outcomes, and brainstorm innovative solutions to address challenges.
- **Technology:** Embrace new technologies and tools that can enhance the effectiveness and efficiency of environmental sustainability efforts. Explore the use of innovative solutions such as renewable energy systems. School equipment and resources can be utilized to design a video or application that contributes to enhancing the continuity of club activities and expanding recycling activities.

There are many tools to help you continuously improve your school. You can seek students' opinions to provide their suggestions, as they are always informed about everything new.

ANNEXES

ANNEX A

Green Club Members

Green Club Members			
School Name:			
Semester/ Year:			
Green Club Participants			
Name	Job title	Phone Number	Administrators/Teachers/Staff
1-			
2-			
Name	Student's parent	Phone Number	Students' parents
1-			
2-			
3-			
4-			
Name	Class		Students
1-			
2-			
3-			
4-			
5-			
6-			

Notes:

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ANNEX B

School Infrastructure

School Name: Semester/ Year:		
Students		
Kindergarten stage: KG1/KG2 Primary: Grade 1 to Grade 7 Secondary level: Grade 8 to grade 10 High School: Grade 11 + Grade 12		
Total Number of Students	Total Number of classes rooms	Stage
School Facilities		
Other facilities at the school	Number of school yards	Number of lanes
Solid Waste Management		
	Type of solids produced from school facilities (Paper, cardboard, metal, plastic, any other recyclable materials)	
	Bins infrastructure and distributed in school (Classrooms, halls, Yards....etc.)	
	Quantities of Recyclable materials during the week/month	

ANNEX C

Monthly / Weekly Action Plan

Action Plan during the period from :..... To:.....

#	Activity	Activity description	Implementation period	Participants	Follow-up
1					
2					
3					
4					
5					

Notes:

.....
.....

ANNEX D

Quarterly/Monthly Report

Date:			
The report lists the activities implemented during the period from: To: (Raising Awareness, Bins Distribution, Sorting from source, Follow up the weights of recyclable materials)			
#	Activity	Activity description	Participating parties
1			
2			
3			
4			

Challenges:

.....

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Recommendations:

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(It is preferable to include pictures and any tools used during the activities)

