



Steps to Get your School Involved

1. **Schedule an introduction meeting for administration and key faculty.** (optional)
 - a. Climate Cycle representatives will meet with your school principal and other key faculty members to discuss the Climate Cycle vision and process for helping schools.
 - b. We'll share with you how Climate Cycle can help create a more environmentally engaged school community from the student body to faculty members and administration. This meeting lasts thirty minutes to one hour.
2. **Plan an in-school kick-off meeting for faculty.** (optional)
 - a. With the backing of school leadership, more faculty members will become engaged and consider how they might like to participate.
 - b. It is not necessary for all teachers to attend the meeting. Ideally, a core group of interested teachers will take on a leadership role by participating in the ***Ride To Recharge*** and writing the application for a solar energy system.
 - c. This meeting lasts about one hour and in the past has occurred on professional development days, during assembly periods, and in the summer before school has begun.
3. **Register a school team to participate in the *Ride To Recharge***
 - a. We highly encourage each school to start a team and bike in the Ride. It's a great way to bring your school together (students and teachers alike) towards a common goal. The funds you raise will contribute towards your school's fundraising total.
4. **Recruit team members**
 - a. Team members can be students, faculty, administration, parents, siblings, and community members, anyone who is interested in supporting your school and the health of future generations and their planet.
 - b. We suggest that you plan meetings to help team members with fundraising and prepare for the ride.
 - c. Some students/adults may prefer not to ride but wish to fundraise and/or volunteer to support your school's team. They can register as a "virtual rider" (registration is free) and create a personal fundraising page (explained below) or contact us about volunteer opportunities at info@climatecycle.org.

4. Fundraise

- a. Once registered, riders receive a link to their own personal fundraising page. This user-friendly software enables riders to set up a page that they can email to family and friends to garner online donations.
- b. Some schools hold fundraising events to defray registration fees and fundraising requirements for their students. Ideas include holding a bake sale, talent show, silent auction, change drive, recycling cell phones, etc.
- c. How much your school fundraises is a key criterion in determining if your school will receive solar panels from Climate Cycle, so be creative and raise some money!
- d. We send out periodic emails with fundraising tips and are available for questions.

5. Participate in the *Ride to Recharge*

- a. Make sure all students have a way to travel to and from the event location. Some schools may need permission slips for their students to travel together with a teacher.
- b. All riders must wear a helmet. Please make certain that your team members have them.
- c. Enjoy the ride and celebration!

6. Complete a Solar School Application

- a. At least one teacher, administrator, and building engineer needs to collaborate on the application. We encourage students to contribute their ideas to the application as well. To learn more about what we are looking for in the application, go [here](#).
- b. If you have any questions while completing the application, feel free to contact us. We are happy to assist you in writing a successful application.
- c. Not all schools may be ready to apply for a solar energy system, and some schools may already have one. Please email us at info@climatecycle.org if you have any questions.

7. Think beyond solar

- a. The Solar School Application is only one part of your school's engagement with Climate Cycle. We have other funding opportunities and many ways to stay involved throughout the year.
- b. We've been able to grant schools funding for projects beyond solar panels. Some schools have received grants to build a community garden, create anti-idling campaigns, start a bike club, assemble solar panels, and reduce their carbon footprint.
- c. Through our network of partners, schools have been able to have visits from energy experts and take field trips to eco-minded businesses.

For more information, contact us at info@climatecycle.org.