



# Energy Smart Squad Announcement Email



## Instructions

Prior to conducting the first Energy Smart Squad tour, please use or modify the text below to announce the Energy Smart Squad to the school via email. In addition to an announcement email, please consider advertising the Energy Smart Squad via other channels as well (e.g., announcement over the loud speaker).

## Email Content

Dear Staff,

As part of the KPS Green Schools Challenge, the (*your school*) Green Team is excited to announce that we are starting a student **Energy Smart Squad** to reduce energy waste. The Energy Smart Squad is a group of supervised students who periodically tour unoccupied classrooms/offices immediately after school to recognize the efforts of staff members who help reduce energy waste. Specifically, the Energy Smart Squad will confirm whether the following five actions have been completed at the end of the school day:

- Document cameras and projectors shut off
- Desktop computers shut down
- Non-security lights turned off
- Blinds closed
- Doors closed

The participating Energy Smart Squad students have signed an agreement in which they pledge to:

- Tour only assigned areas and wear their Energy Smart Squad Badge while conducting tours.
- Abide by the student code of conduct and follow school rules while conducting tours.
- Respect staff members' belongings and equipment while conducting tours. Students are instructed not to touch anything; they are simply confirming which actions have been completed.

To recognize staff members for their efforts to reduce energy waste, the Energy Smart Squad will leave behind a thank you note on the staff member's chair noting the actions that have been completed. The staff members who complete all five Energy Smart actions will also receive an Energy Smart Room decal that will be publicly displayed. The Energy Smart Squad will post these decals on or near the outside of the respective classroom/office door; staff members can remove them and post them elsewhere outside or inside their classrooms/offices if they prefer. The Green Team might alternatively, or additionally, post the decals in a common area, such as a wall or bulletin board in the cafeteria.

If you have any questions, please feel free to respond to this email or contact any of the Green Team Champions (*list names here*).

We hope you are excited about the Energy Smart Squad!

Sincerely,  
The Energy Smart Squad