Climate Action Plan Template

Part One: Brainstorming

1. What issue are you most passionate about regarding the impacts of climate change in Minnesota? Why?

2. What do you want to see change at your school and/or what does your school or community need to do to help mitigate or adapt to the impacts of climate change?

3. What connections do you see between your passions and the needs of your school/community?

4. Use the space below to jot ideas for potential projects based on the previous questions and your participation in workshops/discussions:
Part Two: Action Plan

Now that you’ve done some brainstorming, it’s time to get more specific. Here is a step-by-step process that can help you identify a project and develop SMART goals. Use the Project Planning Worksheet to create a strategic and successful action project while referring to the steps below to guide your work.

Step One: Choose a Project Focus
Some potential areas to work on are listed below, but don’t limit yourself to these ideas. Get creative, and address the greatest needs in your school or community.

Project ideas include: energy efficiency on campus, climate change curriculum/awareness/eco-literacy education, greening your school cafeteria, organic gardening, composting, recycling, reducing your school’s carbon footprint, less dependence on fossil fuel transportation, make your school a bike friendly school, install a rain garden, plant trees and native plants, green financing/purchasing, etc.

The area I will focus on for this action plan is: ________________________

Step Two: Setting SMART Goals
Something to keep in mind when you’re creating your Goals and Objectives is S.M.A.R.T. decision-making. S.M.A.R.T. stands for “Specific, Measurable, Achievable, Realistic, and Timely.” You can begin with some pretty lofty goals (such as the desire to make your community 100% carbon neutral), but they have to be broken down into manageable activity chunks that have specific measures of success. For example, rather than have a goal of “Get everyone at school to start recycling,” the S.M.A.R.T. way of stating that goal would be to say ... get two recycling bins placed in each classroom and create a student-led pick-up program for this year.”

There are two major benefits of having realistic goals with definite measurements of success. One, you’ll feel a sense of accomplishment when you’ve met your goal. The community will also be able to see progress—and will therefore be much more likely to get involved. Two, the people who give you money for your project will prefer those kinds of specific goals. If you need to write a grant or ask the local millionaires’ club for a donation, they will ask for specifics to make sure that their money goes toward some tangible achievement.

S.M.A.R.T.T.

<table>
<thead>
<tr>
<th>Specific</th>
<th>can be well-defined and clearly understood by anyone who has basic knowledge of the project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measurable</td>
<td>can know if a goal is obtainable, when it has been achieved and how far away completion is</td>
</tr>
<tr>
<td>Achievable</td>
<td>can be achieved within the current environment</td>
</tr>
<tr>
<td>Agreed Upon</td>
<td>agreement with all the stakeholders what the goals should be</td>
</tr>
<tr>
<td>Realistic</td>
<td>can be accomplished within the availability of resources, knowledge and time</td>
</tr>
<tr>
<td>Timetable</td>
<td>are limited by a timeframe</td>
</tr>
<tr>
<td>Tangible</td>
<td>anyone can experience it</td>
</tr>
</tbody>
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Step Three: Building Your Team
As much as you’d love to do this solo, you’re going to have to partner with a team, group, and/or organization in order to achieve your goals. You may already have a team you’re working with, or you may be starting from scratch; either way, it’s helpful to know who you’ll be working with. Brainstorm a list of the people that you want to include in your team. This could include students passionate about your issue, students working in related groups, educators/advisors/administrator, facility management, community members, parents, etc.

Step Four: Identifying Potential Roadblocks
Brainstorm a list of potential obstacles you may need to overcome in order to reach your goal (for example: lack of funding, disinterested students, no administrative support, intimidating facilities manager, etc.)
Step Five: Identifying Your Project Resources
What space, money, materials and other resources do you have that will help to achieve your goals?

Consider your assets:
- Human assets – individual skills and knowledge of members of your community
- Association assets – groups that have come together for a common purpose
- Institutions (public or private) – schools, local government, businesses, nonprofits
- Built Assets – buildings, public spaces, other infrastructure
- Financial Assets – funding potential, grants, investments, etc.

Step Six: Building Support
Who needs to know about this project? How will you share your story and build the support you need?

Step Seven: Making a Project Timeline
Create a realistic and concrete timeline that includes preparation for your project, project implementation, and any wrap-up or follow through that needs to happen.

Step Eight: Implement Your Project
Get out there and DO something great!

Step Nine: Share Your Success!
Report on your accomplishments to your school and community via newspapers, forums and social media, including:
http://www.climategen.org/mcconline

Part Three: Climate Action Plan Summary
Use the action plan worksheet to fill out this summary.

Full name of lead educator/adult mentor contact: ______________________________
First names of student group members: ______________________________________

Email: _________________________________________________________________
Phone number: __________________________________________________________
School/grade: ___________________________________________________________
What is your project focus? ______________________________________________

Please list your top three S.M.A.R.T. goals
a) _________________________________________________________________
b) _________________________________________________________________
c) _________________________________________________________________

Include a brief summary of your timeline ____________________________________

We would love to share your plan and the outcomes of your project! Please return this form by mail, email or fax with photos or other relevant supporting documents to:

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## ACTION PLAN WORKSHEET

1. **Project Focus:**

2. **Goals/Objectives:**

3. **Your Team:**

4. **Road Blocks:**

5. **Resources/Assets:**

6. **Building Support:**

7. **Timeline of Activities (by month):**

- Nov:
- Dec:
- Jan:
- Feb:
- Mar:
- Apr:
- May:
- June:
- Next School Year:

**Specific**

**Measurable**

**Achievable**

**Realistic**

**Timetable**

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