**Green Teen Package – File Organization System**

|  |  |  |
| --- | --- | --- |
| Folder Name | Description | Key Contents |
| Accounting | “Accounting” contains files related to organization of finances for the program. Included is the key “Expense Summary” Excel spreadsheet. It is also a great place to save scanned copies of your program’s receipts. | Expense Summary |
| Board of Directors | “Board of Directors” is likely the most important folder in this package. In it you will find the official grant application documents, important email templates, a master email list, the board charter, grant selection criteria, documents to help with meeting planning, and more. This folder should be made available to all board members so that they can access important email addresses and send out application materials to interested grant applicants. | Grant Application Documents  Email Templates  Master Timeline  Master Email List  Board Charter  Grant Selection Criteria |
| Documentation | “Documentation” holds documents that help you keep track of program progress. Included are project summaries and the *very* important impact assessment Excel spreadsheet. Keeping numerical data on environmental and community impacts of your program helps show its legitimacy and provides evidence of effectiveness to funders and awarders. | Impact Assessment  Impact Assessment Calculations  Example Project Summaries |
| Photos | As the title suggests, “Photos” is a folder that will one day contain photographic evidence of your board members, award ceremonies, and funded projects in action. | *Suggested folder structure* |
| Resources | “Resources” contains documents that might be of use as you advise young people in their environmental projects. The folder contains project ideas as well as informational flyers about common environmental problems and an impact calculation guide that might help youth in their projects. The “Emails” folder contains templates for emails that might be tricky for youth project leaders or adult advisors to write. | Project Ideas  Project Impact Calculation Guide  Various informational flyers |
| Press | “Press” is for your own use; add copies of published articles about your program and about your funded projects from newspapers, magazines, websites, etc., as they come out. A “Press Summary” spreadsheet is provided for organization. | Press Summary |
| Recognition and Awards | The “Recognition and Awards” folder is mostly a location for your own award applications and documentation. To explain the importance of program recognition through awards and to help you get started, we *strongly* recommend reading the three documents within the folder. An “Award Summary” spreadsheet is also available to help organize relevant award information and dates. | Award Summary  Why Apply for Awards  Tips on Applying for Awards |
| Committees | | |
| Award Ceremony and Review Session | This committee is in charge of planning major grant-related events, mainly (but not limited to) the grant review session and the grant award ceremony. Included in this folder are the necessary starting documents to carry out the necessary steps to plan and hold these events. The “Award Ceremony and Review Session Committee Checklist” lists the major steps to planning the events. | Award Ceremony and Review Session Committee Checklist  Grant Review Session  Interview Checklist  Award Ceremony  Big Check  Donation Request Template  Speeches |
| Board Member Recruiting | This committee is charged with finding additional board members to serve on the board in future years. Our program decided to send the application materials only to specifically recommended students to ensure that the board members have the motivation to complete board tasks. Therefore, having this committee reach out to teachers and community leaders for student recommendations to the board was essential to the program’s continuance. | Board New Member Application  Board New Member Nomination Form |
| School and Youth Group Outreach | This committee is dedicated to advertising the availability of grants to those who might be interested in applying for one. The “Presentation Solicitation Email” should be sent out to relevant student groups within and outside of schools, and follow-up presentations should be given whenever possible. | Example PowerPoint Presentation  Presentation Solicitation Email  Brochure |
| Media Outreach | The Media Outreach committee works to bring the grant program to the general public through media exposure. They write press releases and look into publishing advertisements, and they encourage and assist grant award winners in publicizing projects. | Why and How to Publicize Your Project  Media Ads  Press Releases |
| Sponsorship and Funding | This committee is the committee that most needs to be personalized to your own community’s structure and needs. The purpose of the committee is to maintain the program through securing program funding, nonprofit sponsorship, and community partnerships. Because each community has different potential partners and opportunities for funding, there is little pre-packaged information in this folder. | Funding Outreach Letter  Program Elements for Success  Sponsorship and Funding Committee Summary |
| Website | The Website Committee keeps the website and its important documents accurate and up-to-date. Application materials and website pages should be reviewed at least yearly to ensure accuracy. A “Website Template” is available for you use in creating your own program website. | Project Webpage PowerPoint Template  Website Template |