P₃ Eco-Challenge
Preserving Our Planet for Posterity

**P₃ Eco-Challenge
Environmental Stewardship Recognition**

The P₃ Eco-Challenge School Recognition Program is a collaborative effort between Broward County Public Schools and its partners, Broward County Environmental Planning and Community Resilience Division and the Environmental Conservation Organization (ECO)

ELIGIBILITY:
- All Broward County (traditional and charter) Public Schools teachers, students and non-instructional. The administrator category is now in the school challenge category only (under administrative support). Charter schools please check other requirements in browardschools/p3 before you begin your application.
- First Place Winners from the past five years are not eligible to apply this year. There is a 5-year waiting period for First Place Winners to apply.
- All activities described in the application should reflect projects that are ongoing or will occur during the application school year.
- All applications with documentation should be received ONLINE by the due date.
- Visit browardschools/p3 under Eligibility, Prizes and New Items for more details.

INSTRUCTIONS FOR NOMINATION:
- Applications will be submitted ONLINE through P3's main site, browardschools/p3.
- Only complete nominations submitted on time will be considered.
- Online applications may be completed by the nominee or nominator, unless s/he is a student.
- Student applications must be completed by a school-based personnel or a parent/guardian with the student teacher's nomination.
- Students depicted must have signed photo releases on file with the school (these photos will be used for public relations purposes in various media for the recognition program) – Maximum of 6 images. Videos may be submitted by providing a link; online application will not accept video uploads. All video links must also be accessible through the BCPS firewall (e.g. no Youtube videos) and must not exceed 5 minutes in length.
- Provide one image of nominee – Max 5 Mb – this will be used for any public relations purposes

GO TO browardschools/p3 **for important dates, rubric and new items**

How to Complete the STEWARDSHIP P3 Eco-Challenge Online Application
Teachers, Students, and Non-Instructional

1) From the main P3 Eco-Challenge website, click the P3 Application link (scroll down the page) at https://www.browardschools.com/p3.

2) **Login page**. If this is your first time using the online application, click the **New User? Click Here link.** If you've registered before, your Login is your email address and your Password is whatever you created before. Click **Login**. If you forgot your password, click **Forget password? Click Here**.

If you're a new user, click **New User? Register Here**

If you forgot your password, click **Forget password? Click here.** A new change password link will be emailed to you

IMPORTANT: The system **will lock you out** if you try to login with wrong credentials after 3 tries and it'll have to be reset by IT. If you can't remember your password, click **Forget password** and an email will be automatically sent to you to reset.

For new users, fill in your info and click **Create Account. If you haven't used this new online application (even if you already have an account), you will also be brought to this page to complete your account info.**

If you ever want to change any of your info above, you will find the **My Profile** link on the upper right-hand corner of any page.

3) Once you login, your **My Nominations** page will show up. If you want to **start a new application**, click **Start a New Application or Add a New Nomination** (link is right above **My Nominations**)

Any nominations you've entered will show up on the bottom of the Home page under **My Nominations**.

Clicking the nominee's name – you can edit your nominee's demographic info
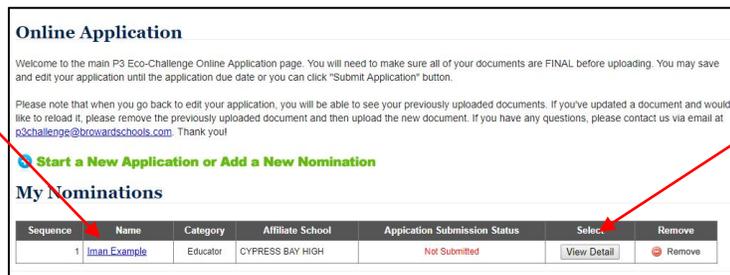
View Detail you can edit your nominee's application

4) For new applications, you must choose what category you want to complete on the next page. In this example, we will open up an Educator category. Then choose Public or Charter school. A list of schools will be listed based on the school level.

If you want to see if anyone has started an application for your nominee, see **Current Nominee List** and choose the nominee type

Note: If you are from a combination school, you must choose the level that you wish to apply. You will be judged with the other nominees for that level. For example, if you're from Beachside Montessori, you can choose either elementary or middle.

5) The next window is your nominee's basic demographic information.

Click **Save and Next** when you finished entering the info

Whichever stewardship category you choose, the online application for that category will appear. See rubrics (metrics) at the end of this document.

6) Each category will have a **summary of the nominee**, **narrative fields (see rubrics at the end of this document), documentation and image uploads, and an optional video link upload section.**

Summary of Nominee & Activity(ies) – **The first paragraph will be used as the biographical information for the nominee in the Awards Ceremony program. To see previous P3 Winners and Nominees' Bio**, click https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13621/STEM_CS/P3%20EcoChallenge/Documents/2018_P3_Bios.pdf. For the rest of the narrative, briefly summarize the nominee and activities he/she was involved in. Explain what effect the activity/project/program has had on the community, school, environment, etc. Focus on what he/she has accomplished (in combination of the sections)

Enter your narrative here

Click **Save and Go To Summary** when you finished entering the info
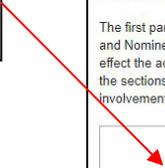
IMPORTANT: In the sections where you have to type in your narratives, you are provided **character limitation** – this is **not word limitation** but character – spaces and punctuations included. For example, the word *limitation* has 10 characters.

You should type in your application narratives in a Word document first, then cut and paste into the P3 application. You can use an online character counter such as https://wordcounter.net/

NOTE: For all narratives, there is a 2,500 character maximum text length (each letter, space, punctuation mark is counted). You can use an online tool like https://wordcounter.net/ to see your character count.

If you paste information that is beyond the 2,500 max, you will receive an error message.

Click OK (to make that error message
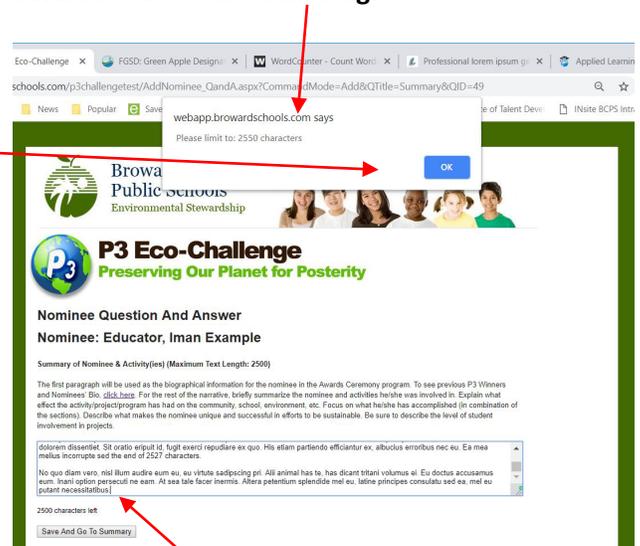
go away)

After you click OK to make that error message go away, **the system will cut off your narrative to the actual count – read through your narrative so you can see where it was cut off and edit as needed to fit the parameters.**

Once you're within the parameters, click **Save and Go To Summary**. You can always come back to this page to edit it at a later time from the Summary page.

7) **Summary page – click Add/Edit to go to the next section(s).**

8) **Documentation and Images**

Example Supporting Documentation

Choose the files you want uploaded here and click **Start Upload**

Click the file name to preview what you uploaded

Notes:

- **You can't upload files with the exact same name and format.** If they're named the same one of them will not be uploaded. If you want to replace what you have uploaded, you must remove the uploaded document with the same name first, then re-upload it.

- Once you have uploaded the maximum number of items, you can't upload any more unless you remove any of the ones you've uploaded. You can also preview what you uploaded by clicking the File Name.

- If you need an explanation of your pictures/images, upload that explanation page under Documentation.

- **One of the images must be of the nominee (print quality)– we use this image for the Awards ceremony bio and if you win first place, it could be in the next year's P3 poster!**

9) **Optional Video Links**

You can't upload videos. If you have videos, upload them in your own server and provide the link under Links and URLs. Judges must be able to access these videos through the BCPS firewall (for example, no YouTube videos) and without any password needed!

10) **Submitting your application** – From the Summary page, click **Submit Application**

You can preview all of your narratives from this link

Go to My Nominee will bring you to your Home page

FAQ:

1. ***How many nominations can I fill out?*** As many as you want. You can fill out applications for your school, students, non-instructional, teachers, custodial and even yourself.

2. ***I submitted my application but I want to make changes – how do I do that?*** You can edit your application and resubmit it at anytime before the due date. Just go back to the Summary (Home) page and click the **View Detail** link

3. ***How do I add/change some demographic info of my nominee?*** From the Home page, click the name of your nominee and it'll bring you back to the correct page.

QUESTIONS? Send an email to rebecca.malones@browardschools.com or p3challenge@browardschools.com