

Conservation Policies	Description (Why)	Description (How)	Scoring Guidelines	Notes
Water Conservation Policy				
<u>Develop a Camp Water Conservation Policy</u>	A water conservation policy will provide organization wide guidelines that explain why and how water saving practices are implemented and managed.	Use the GCI Water Conservation Policy Template to generate a policy that suits the specific needs and desires of your unique facility.	Documentation of a water conservation policy that highlights: water saving systems, staff and visitor behavioral expectations, reporting, delivery of education, posted signs, etc.	A template will outline the required components of a water conservation policy that can be edited by camps to make necessary changes to fit the needs of their facility.
<u>Employee Education</u>	Well informed employees can help educate and enforce your facilities conservation practices.	Incorporate your water conservation policies in staff training. The GCI Resources contains a sample Staff Orientation checklist that camps can use as a guideline for educating staff with these policies.	Checklist of completed staff orientation on conservation policies. Copy of conservation policies in the staff manual. Description of presentation/activity used during orientation.	The objective of this standard is to arm staff with the resources to inform camp guests about the why/how to follow water conservation policies.
<u>Guest Education</u>	Your guests need to know your facility's water conservation policies to understand your commitment to sustainability and clarify expectations to abide by those policies.	Share your water conservation policy with the group when they arrive. Post educational signage on water conservation areas where guests will use water. The GCI Resource contains sample orientation templates and signage.	Documentation of group orientation Copy of written policies sent to group prior to arrival. Signage posted around camp.	
<u>Shower Policy</u>	A shower policy provides hard and fast guidelines to limit consumption of water and energy resources.	Indicate a time limit for guests. Educate guests with other water saving practices for showering. Post the shower policy in shower facilities. Consider installing shower timers. Staff Orientation should include staff shower policy. The GCI Resource contains sample signage.	Shower data from Water Audit. Policy included in guest orientation Posted signage	Campers can be monitored by staff who supervise showers. Providing educational orientation is also intended to encourage guests to self-monitor their behavior. The data from the water audit is based on shower flow rates, written policy shower length and occupancy data. Water use meters installed on showers can provide more accurate usage data. Coin/token operated showers could also help address this standard.
<u>Policy to address leaking faucets</u>	With additional eyes and ears, maintenance staff will be able to address leaking pipes much quicker to reduce water loss.	Post notice to report leaky faucets. Create or incorporate a policy to encourage guests to report water leaks into maintenance repair systems.	Chart leak reports and fixes. Documented and posted policy on how to report leaking faucets in shower and bath facilities. System to encourage guests to report water leaks to on-duty staff.	
Energy conservation Policy				
<u>Develop a Camp Energy Conservation Policy</u>	An energy conservation policy will provide organization wide guidelines that explain why and how energy saving practices are implemented and managed.	Use the GCI Energy Conservation Policy Template to generate a policy that suits the specific needs and desires of your unique facility. Includes annual reports	Documentation of an energy conservation policy that highlights: energy usage guidelines, energy saving systems, staff and visitor behavioral expectations, reporting, delivery of education, posted signs, etc.	
<u>Employee Education</u>	Well informed employees can help educate and enforce your facilities conservation practices.	Incorporate your energy conservation policies in staff training. The GCI Resources contains a sample Staff Orientation checklist that camps can use as a guideline for educating staff with these policies.	Checklist of completed staff orientation on conservation policies. Copy of conservation policies in the staff manual. Description of presentation/activity used during staff orientation. Documented in staff manual.	
<u>Guest Education</u>	Your guests need to know your facility's energy conservation policies to understand your commitment to sustainability and clarify expectations to abide by those policies.	Share your energy conservation policy with the group when they arrive. Post educational signage on water conservation areas where guests will use water. The GCI Resource contains sample orientation templates and signage	Checklist of points to be covered in guest orientation. Description of presentation/activity used during guest orientation. Copy of written policies sent to group prior to arrival. Signage posted around camp.	
Office Conservation Policy				
<u>Develop an Office Conservation Policy</u>	An office conservation policy will provide organization wide guidelines that explain why and how sustainable office practices are implemented and managed.	Use the GCI Office Conservation Policy Template to generate a policy that suits the specific needs and desires of your unique facility.	Documentation of an Office Conservation Policy that highlights: supply ordering guidelines (bulk and recycling products), paper use, computer settings for energy efficiency, communications, purchasing recycled products, delivery of education, posted signs, etc.	
<u>Employee Education</u>	Well informed employees can help educate and enforce your facility's conservation practices.	Have your staff take a sustainability self assessment (accessed via the GCI Audit). Incorporate your energy conservation policies in staff training. Orientation found in GCI Resources.	Staff orientation on office conservation policies. Staff self audit results. Checklist of completed staff orientation on conservation policies. Copy of conservation policies in the staff manual. Description of presentation/activity used during staff orientation. Copy of Office Conservation Policy in staff manual.	
Green Cleaning Policy				
<u>Green Cleaning Policy</u>	"Most people use more than one cleaning product for the bathroom—there is one for the toilet, one for the mirror, perhaps one for surfaces, another to clean mildew from tiles and then tons of other "specialized" cleaning product options. The repeated exposures to the chemicals in all of these products can add up." -Tom Natan, a chemical engineer with the non-profit National Environmental Trust	Chemicals make cleaning easier, but they don't make cleaning any better. Consider what cleaners you could do with out in your arsenal of cleaning supplies. Incorporate more "earth friendly" cleaning products to replace the more chemically harsh ones.	List of what sustainable cleaning products are in use at facility. What products were discontinued because of their environmental impact. What did you use to replace those products?	Perhaps score tied to labels- green seal, homemade (vinegar/lemon etc), EPA DFE label.
Food Conservation Policy				
<u>Develop a Food Waste Conservation Policy</u>	More food reaches landfills and incinerators than any other single material in municipal solid waste (MSW). In 2012 alone, more than 36 million tons of food waste was generated, with only five percent diverted from landfills and incinerators for composting.	Use the Green Camps Food Waste policy template to determine what solutions can be implemented into your camp facility to reduce food waste. Such as composting, donating surplus foods, reduce sourcing, feeding to animals such as pig farms, etc.	Documentation of a food waste conservation policy that highlights: food waste prevention guidelines, kitchen food waste protocols, staff and visitor behavioral expectations, reporting, delivery of education, posted signs, etc.	

<p><u>Employee Education</u></p>	<p>Well informed employees can help educate and enforce your facilities conservation practices.</p>	<p>Incorporate your food waste conservation policies in staff training. The GCI Resources contains a sample Staff Orientation checklist that camps can use as a guideline for educating staff with these policies.</p>	<p>Checklist of completed staff orientation on food waste conservation policies. Copy of food waste conservation policies in the staff manual. Description of presentation/activity used during staff orientation. Copy of Food Waste Policy in staff manual.</p>	
<p><u>Guest Education</u></p>	<p>Your guests need to know your facility's food waste conservation policies to understand your commitment to sustainability and clarify expectations to abide by those policies.</p>	<p>Share your food waste conservation policy with the group during dining hall orientation. Post educational signage on water conservation areas where guests will use water. The GCI Resource contains sample orientation templates and signage</p>	<p>Documentation of group orientation. Description of presentation/activity used during staff orientation. Copy of written policies sent to group prior to arrival. Signage posted around camp.</p>	