



Credit: Urban Bird Collective

# Green Partners grant orientation

September 12, 2023

# Welcome to Green Partners orientation!

## Goals of orientation

- Understand expectations for your grant project and reporting requirements
- Learn about environmental resources to support your project
- Hear how others have shared their project stories



# Today's agenda

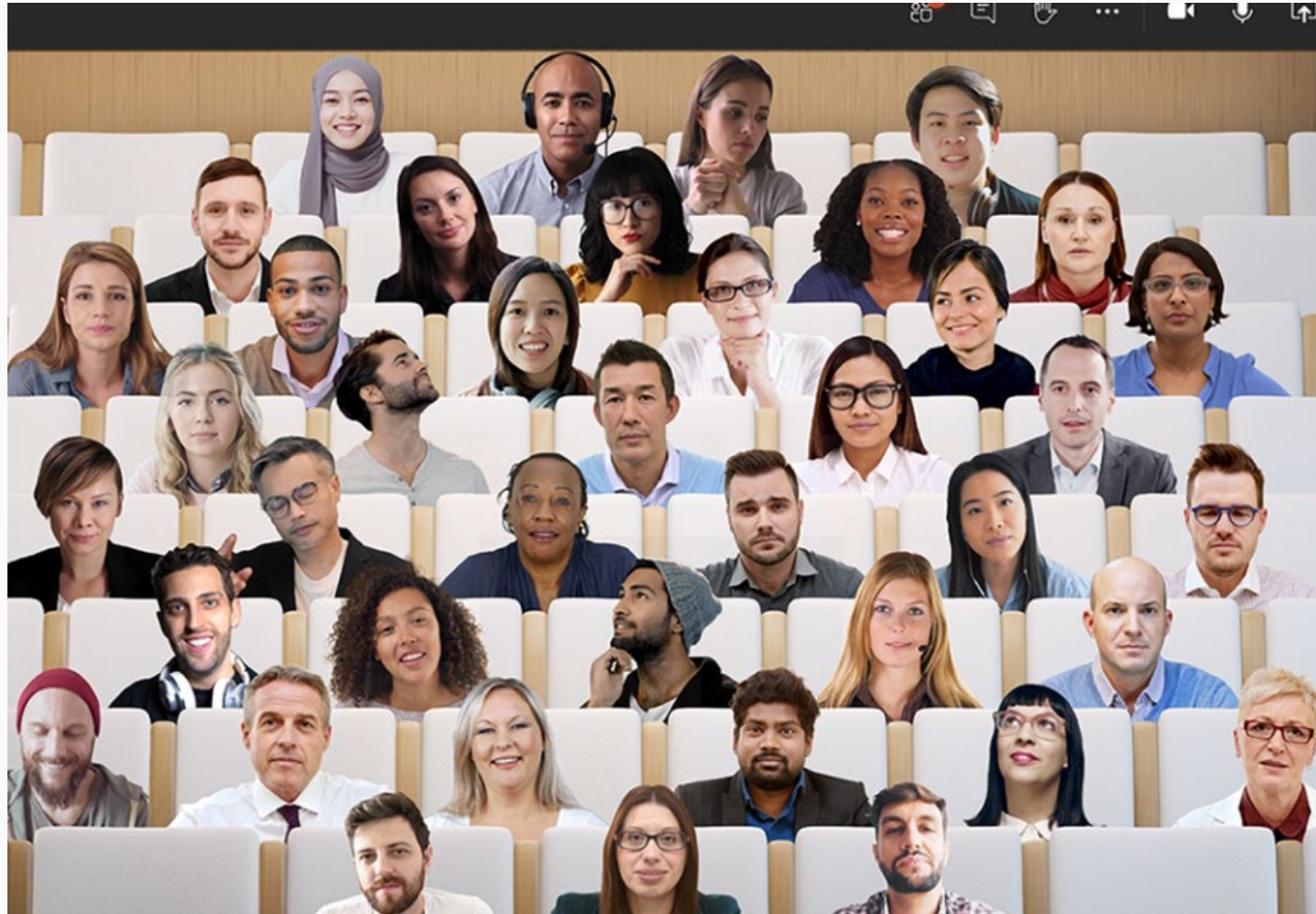
3:00 p.m.	Welcome and introductions
3:05 p.m.	Grant expectations and requirements
3:30 p.m.	Environmental education resources
3:40 p.m.	Breakout Q&A
3:55 p.m.	Telling your project story
4:30 p.m.	Adjourn

## In-person meeting agenda

Sep. 20, 11:00-1:00 p.m.

11:00 a.m.	Welcome
11:15 a.m.	Meet the grant advisors
11:30 a.m.	Get to know each other
12:00 p.m.	Lunch
12:15 p.m.	Breakout groups by cohort
1:00 p.m.	Adjourn

# Introductions



Tell us your organization.

Share your Green Partners project title or a headline that describes your project.

# Green Partners grants

# Grant expectations

- Grant advisor support
- Project update in Environmental Education News
- Grant funding: payments depend on length of your grant
  - 1-year grants
    - 60% paid after grant agreement signed (Sep/Oct 2023)
    - 40% or spent funds after final report received (Oct/Nov 2024)
  - 2-year grants
    - 50% paid after grant agreement signed (Sep/Oct 2023)
    - 20% paid after annual report received (Sep/Oct 2024)
    - 30% or spent funds after final report received (Oct/Nov 2025)



# Grant expectations

- Implement your project
- Communicate with your grant advisor about project activities, challenges, and changes
- Meet with your grantee cohort
- Share photos and updates for our newsletter
- Recognize Hennepin County as a funder
- Complete reports on time
- Have fun!



# Green Partners grant reporting

- Where to find reporting documents
- What reports to complete
- Due dates
- What to report
- How to recognize Hennepin County





# Green Partners website: Information for current grantees

Search: Hennepin County Green Partners

[www.hennepin.us/GreenPartners](http://www.hennepin.us/GreenPartners)

## Green Partners environmental education grants

Environment and Energy  
[environment@hennepin.us](mailto:environment@hennepin.us)  
Phone: 612-348-3777

Engage, educate, act and collaborate for  
the environment

Hennepin County provides funding and support to organizations to actively educate, engage and motivate residents to become environmental stewards and make positive behavior changes.

Through the Green Partners grant program, Hennepin County supports organizations doing projects that help residents take action to prevent waste, recycle, reduce household hazardous waste, combat climate change, care for trees, protect pollinators, and improve our air and water quality.

[Sign up for our Environmental education news monthly update email.](#)

[View the most recent Environmental education news email.](#)

Close all

+ Environmental education and action grants

+ Youth green jobs grants (in development)

**- Information for current grantees**

The following is important information and documents for current Green Partners environmental education grantees.

### Reporting documents for projects ending August 2023

#### Environmental action projects

- [Barriers discussion guide report \(DOCX\)](#): due December 1, 2022
- [Environmental action outcomes report \(DOCX\)](#): due September 30, 2023
- [Environmental action final report \(DOCX\)](#): due September 30, 2023

#### Youth environmental education projects

- [Youth survey report \(DOCX\)](#): due September 30, 2023
- [Youth final report \(DOCX\)](#): due September 30, 2023

#### Budget reports for all projects

- [Budget report \(XLSX\)](#): due August 31, 2023

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# Green Partners website: Information for current grantees

## Presentation slides from orientation

- [Green Partners grant orientation presentation \(PDF\)](#)
- [Green Partners: Telling your project story \(PDF\)](#)
- [Environmental education resources \(PDF\)](#)
- [Motivating action \(PDF\)](#)

## Additional resources

- [Recognizing Hennepin County \(PDF\)](#)
- [Journey map planning worksheet \(PDF\)](#): Worksheet to help consider your audience's journey to taking action and planning outreach to support them in making change
- [Motivating behavior change checklist \(PDF\)](#): Tips and steps for planning an environmental action projects
- [Best practices for grant projects \(PDF\)](#): developed based on input received from past Green Partners grantees about how they define success and their advice for other project managers.
- [Project work plan template \(DOCX\)](#)
- [Behavior change and youth best practices cheat sheet \(PDF\)](#)
- [Creative survey ideas \(PDF\)](#)
- [Green options for event giveaways \(PDF\)](#)
- [Lead by example checklist \(PDF\)](#)

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# Recognizing Hennepin County Green Partners

The logo should not be used on educational materials you create that have not been approved by the county.

Download the logo at <http://www.hennepin.us/brand>

## Recognizing Hennepin County as a partner

Help spread the word about the grant program and give a shout out to Hennepin County for financially supporting your project!

Groups often create communication materials during their project including blog or newsletter articles, advertising, posters, PowerPoint presentations, and more. Please recognize the support from Hennepin County and the Green Partners grant in your communications. Sample text is provided below along with a link to the Hennepin County logo.

If you have questions, contact your Green Partners grant advisor.

Acknowledgement text (modify to suit your publication):

*"This project was supported by the Hennepin County Green Partners environmental education program. For more information: [www.hennepin.us/greenpartners](http://www.hennepin.us/greenpartners)"*

*"Funding for this project was provided by Hennepin County through the Green Partners environmental education program."*

*"Thank you to the Hennepin County Green Partners environmental education program."*

Use of the Hennepin County H logo:

Include the Hennepin County "H" logo when recognizing or thanking Hennepin County for supporting and funding the project.

The logo should not be used on educational literature you create.

Download the logo here: <http://www.hennepin.us/brand>



# Recognizing Hennepin County Green Partners

**Rusty & The Crew**

HOME WHO IS RUSTY? WHO IS THE CREW? RUSTY'S HISTORY CLIMATE CHANGE IS REAL **MORE** ▾

### Our Partners

OLSETH FAMILY FOUNDATION

**Hennepin**

KMOJ 89.9 Radio

Northside Greenery

Jordan Area Community Council

**MAU**  
Minnesota Africans United

SMG

BIRCH BOX PRODUCTIONS

BEAM

Minneapolis Health

NORTHSIDE BULLDOGS

hphc HEALTH PROFESSIONALS HEALTH CENTER

JUSTICE TABLE

Metro Blooms

ZION BAPTIST CHURCH  
MAKING DISCIPLES FOR CHRIST  
621 ELWOOD AVE N  
MINNEAPOLIS, MN 55411  
(612) 377-5436

OUR SAVICOUR'S Lutheran Church

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# Recognizing Hennepin County Green Partners



CLIMATE GENERATION

2021-2022 ANNUAL REPORT

NOTE FROM OUR EXECUTIVE DIRECTOR



Hennepin County Environment and Energy

**Our work is rooted in partnership—climate change is not an issue we can tackle alone.**

We're grateful to our partners, sponsors, advocates, and supporters across the country that make our work possible.



## CLIMATE CHANGE EDUCATION PROGRAM

### CLEAN

- Environmental Education Association of Illinois
- Hamline University
- Minneapolis Public Schools
- Project Drawdown
- University of Minnesota, Institute on the Environment (IonE)
- Renewable Energy Partners
- YES!
- NOAA Climate Program
- Wardlaw Hartridge School

### Instructional Resources Partners

- CLEAN
- Project Drawdown's Neighborhood
- Project Learning Tree
- State of Hawaii Department of Education/Sunset Beach Elementary School, HI
- Subject to Climate
- Waters to the Sea Lake Superior (Center for Global Environmental Education, Hamline University, PBS, WDSE)

## YOUTH ENVIRONMENTAL ACTIVISTS (YEA!) PROGRAM

### Emerging Environmental Leaders (EELs)

- PowerShift Network
- MNIPL Youth In Power
- Minneapolis Youth Congress
- Native Youth Arts Collective
- Ignite Afterschool
- Underground School
- Climate Justice Committee
- Environmental Initiative
- Minnesota Valley National Wildlife Refuge
- Unidos MN
- Youth Leadership Initiative
- Urban Designs Perspectives
- Carolyn Foundation
- Fridays For Future Digital
- Northside Safety Net
- Hennepin County Green Partners**
- Atlawns Bloomington-Richfield
- Young Adult Coalition of ISAIAH

## COMMUNITY ENGAGEMENT AND SPECIAL PROJECTS

### COP Program Partners

- America is All In
- Ashley Fairbanks
- Barbara Martinez-Guerrero
- Betsy Wilkening
- Chandelle O'Neil
- Climate Equity
- Dana Ahmed
- Diamond Spratling
- DraweSome
- Dream In Green
- EcoSpectrum
- Eric Pasi
- Girl Plus Environment
- International Student Environmental Coalition
- It's Our Future
- Javan Santos
- Julieta Rodrigo
- Kyle Hill
- Mumira Berhe

# Reporting on your Green Partners project



# What did you (the grantee) do?



Hosted a tour



Knocked on 400 doors



Held an event to take action

# What did your participants do?

- 30 neighbors **participated** in storm drain clean up events
- 75 neighbors **signed up** to adopt a storm drain



# What difference did it make?

- Neighbors **cleaned out 60 storm drains**
- Neighbors **removed 70 bags of trash** from streets that drain to Lake Hiawatha and the Mississippi River



# How did you spend the money?



# Green Partners budget report

Due August 31

# Budget Report

A. Staff Time							Grand total
Date	Vendor	Description	Hours	Pay Rate	Total	Receipt #	\$ -
					0.00	n/a	
					0.00	n/a	
					0.00	n/a	
					0.00	n/a	
<b>SUB-TOTAL</b>					0.00		
B. Project Supplies							
Date	Vendor	Description	Hours	Pay Rate	Total	Receipt #	
						B1	
						B2	
						B3	
						B4	
						B5	
<b>SUB-TOTAL</b>					0.00		
C. Food and Space							
Date	Vendor	Description	Hours	Pay Rate	Total	Receipt #	
						C1	

# Budget Report

**Label and submit receipts with your budget report**

Joann Fabrics

Crystal, MN



9/13/2020

06:45 PM

Expires 11/4/2020

014070168	CRAYONS	\$2.87
010701680	TAPE	\$0.99
072345048	PAINT	\$6.37
<u>010987237</u>	<u>PAPER</u>	<u>\$5.62</u>
	Subtotal	\$15.85
	Tax	\$0.71
	TOTAL	\$16.56
	*3957 VISA CHARGE	\$16.56

**\*\*SAMPLE RECEIPT\*\***

# Budget Report

A. Staff Time							Grand total
Date	Vendor	Description	Hours	Pay Rate	Total	Receipt #	
	Daryl	Project coordination	200	25	5000.00	n/a	\$ 7,916.56
	Carol	Environmental educator	100	25	2500.00	n/a	
					0.00	n/a	
					0.00	n/a	
<b>SUB-TOTAL</b>					7500.00		
B. Project Supplies							
Date	Vendor	Description			Total	Receipt #	
9/13/2020	JoAnn Fabrics	Art supplies for banner			16.56	B1	
						B2	
						B3	
						B4	
						B5	
<b>SUB-TOTAL</b>					16.56		
C. Food and Space							
Date	Vendor	Description			Total	Receipt #	
10/1/2020	Breaking Bread	Catering for October workshop			400.00	C1	
						C2	



# Budget Report

## **Mileage/gas receipts**

- Date of travel
- Miles driven
- Origin/destination
- Reason for the trip

## **In-house printing**

- Number of copies
- Price per copy
- Describe what was printed or copied

Contact your grant advisor or Mary Karius for assistance with the budget report,  
[mary.karius@hennepin.us](mailto:mary.karius@hennepin.us)

# Budget Report

- Purchases must be made by midnight August 31, 2024 (2025 for 2-year grants)
- Label each receipts
- PRO TIP: Take photos of receipts and email to self



# Budget changes?

Talk to your grant advisor first.

**ALL** budget changes must be **pre-approved in writing** by the Green Partners grant manager, Patience Caso.



**Pre-approved                      in writing                      by Patience**

Post in the chat

All budget changes must  
be \_\_\_\_\_.



**Pre-approved in writing by Patience**

# Green Partners annual report

Due September 30

# Final/annual report

## Green Partners final report: Environmental Action

Due: September 30, 2024

Submit your report to the grant manager at [patience.caso@hennepin.us](mailto:patience.caso@hennepin.us). Call 612-596-6856 for assistance. Submit supplemental materials separately. This report document can be found at: [hennepin.us/greenpartners](https://hennepin.us/greenpartners)

### 1) Project summary

1. Organization:
2. Project title:
3. What topics did you cover during your project?
4. Geographic area: Provide a specific address or cities/schools in which project activities took place. This is the address that will be used for the Green Partners story map.

### 2) Participants and audience

#### People directly engaged in project activities

Total number of people actively engaged in workshops, activities and through one-on-one outreach: \_\_\_\_\_

#### People reached through other communications

Total number of people reached through events, newsletters, website, social media, etc.: \_\_\_\_\_

Describe the audience(s) you engaged during this project and their level of engagement.

### 3) Activities and accomplishments (project outputs)

1. Reference your original project goals. Describe project activities accomplished and a timeline.
2. Submit your environmental action outcomes with the final report.
2. Submit the youth survey results with this report.

# Final/annual report

## 4) Lessons learned

What lessons did you learn that you can share with other environmental educators?

## 5) Partnership with Hennepin County

1. What can Hennepin County do to better support projects like this in the future?
2. Indicate which of the following county resources were most helpful:

### Educational tools

- Activity guides
- Learning kits
- Activity supplies (reusable bags and green cleaner spray bottles)
- Portable recycling and organics containers for events

### Communications tools

- Recycling signage
- Environmental education pamphlets
- Sample articles, social media posts, and images
- Green Partners e-newsletter

### County staff support

- Green Partners grantee orientation
- [Grant](#) advisor assistance
- Workshops or presentations by county staff for your audience
- Environmental experts to train your staff and volunteers
- County staff tabling at your event(s)
- County staff attending your event(s)
- Tours of county waste facilities
- Environmental education network meetings
- Grant funding
- Other, please list:

3. What educational tools, curriculum, or resources did you develop with grant funds? Describe these resources and include details, [links](#) or copies with your report.
4. Please submit video, photos, newsletter articles, stories, or other items of interest that we may share with community partners.

## 6) Budget report

If you have not already, submit your project expenses, including copies of receipts and invoices that document purchases. For staff time, simply report the hourly rate and number of hours worked for each staff person.

# Youth environmental education projects

Youth surveys

Due September 30



# Youth survey

## Green Partners youth environmental survey

Due: September 30, 2024

Email the report to [patience.caso@hennepin.us](mailto:patience.caso@hennepin.us). This survey and report document can be found at: [hennepin.us/greenpartners](https://hennepin.us/greenpartners).

These surveys will help assess how this environmental education project influenced participants' outlook toward their stewardship of the environment.

### Survey requirements

- The Environmental Education Survey should be given to youth participants.
- The optional Project Leaders Survey should be completed by the youth project leader(s) after the activity or project to assess the activities and outcomes of the project.

### How to administer the surveys

You may administer the surveys on paper, electronically, through interviews, through a show of hands, or other creative means.

Questions? If you need assistance, contact the Green Partners program manager: Patience Caso at [patience.caso@hennepin.us](mailto:patience.caso@hennepin.us) or 612-348-9352

### Environmental education survey for youth

1. I want to keep learning about the environment. (indicate one)
  - a. Yes
  - b. No
2. I think I can make a difference in protecting the environment. (indicate one)
  - a. Yes
  - b. No

# Youth survey for project leaders

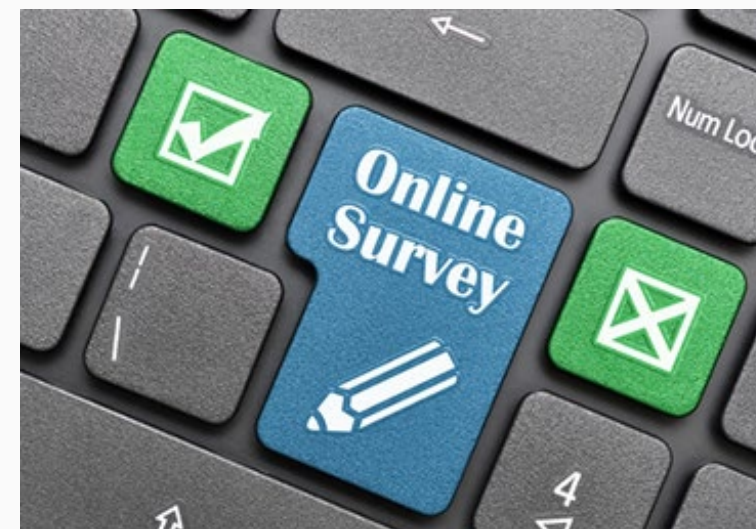
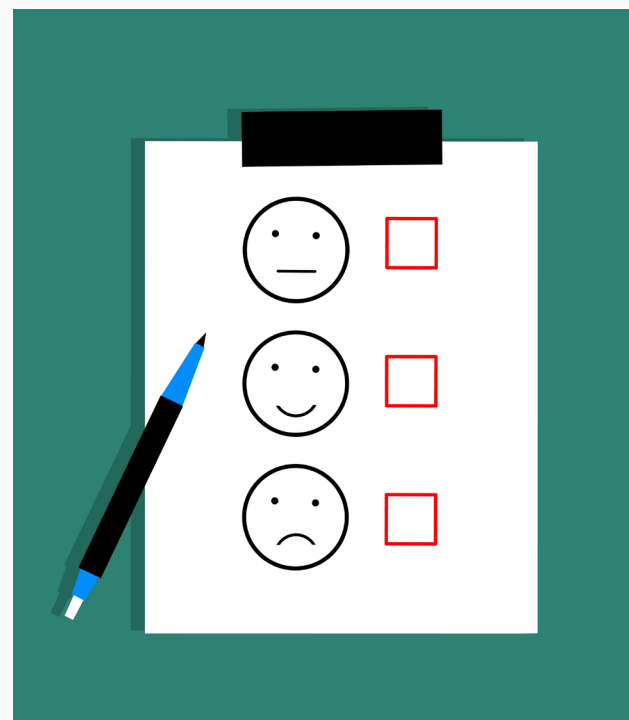
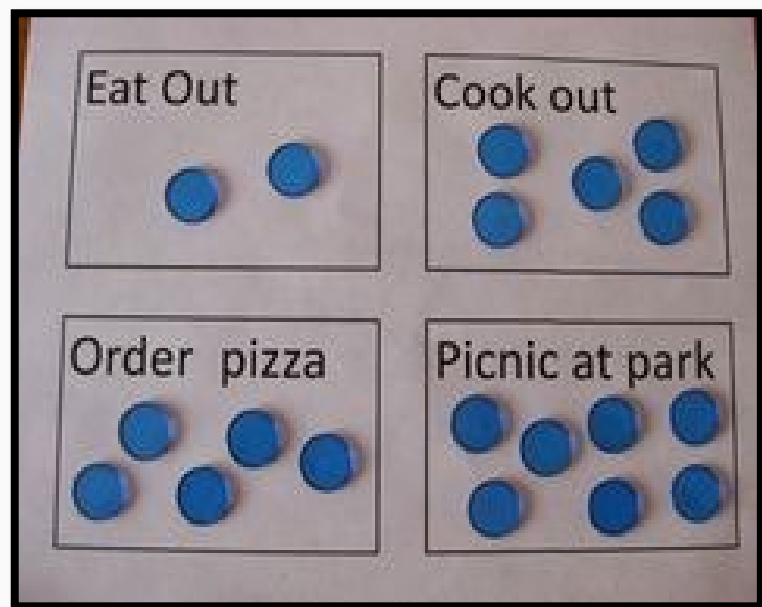
## Project leaders survey

### Please rate the experience of youth participants

1. Youth learned new environmental or science concepts
  - a. True for nearly all youth
  - b. True for some youth
  - c. Not true for most youth
  
2. Youth learned about actions they can take to help the environment
  - a. True for nearly all youth
  - b. True for some youth
  - c. Not true for most youth
  
3. Youth were actively engaged and not bored
  - a. True for nearly all youth
  - b. True for some youth
  - c. Not true for most youth
  
4. Youth are likely to continue to share/use what they learned
  - a. True for nearly all youth
  - b. True for some youth
  - c. Not true for most youth
  
5. What barriers stand between you and teaching more environmental education lessons? (Indicate all that apply)
  - a. Educator time needed elsewhere
  - b. Budget constraints
  - c. Access to educational supplies
  - d. Access to quality curriculum
  - e. Lack of support
  - f. Application to state education standards
  - g. Educator experience with topics
  - h. Lack of participant interest
  - i. Other (please explain)

# Tracking survey responses

Be creative – use rocks, marbles, stickers, social media, conversations, raised hands...



# Environmental Action projects

Tracking environmental outcomes

Due September 30

# Environmental Action: Discussion report

- Due December 1, 2023
- Host a small focus group
- Dig deeper to identify what barriers are holding them back and what motivates them to take action

## Discussion guide report

### Introductory remarks

Thank you for joining me today. We are leading an environmental action project and we are asking community members like you about your experience with \_\_\_\_\_ (fill in the blank with action you will focus on during your project). This discussion will help us create a project that addresses real concerns and challenges in our community. We also want to learn what motivates you to **take action** on this topic.

### Discussion questions

1. Do you currently \_\_\_\_\_ (fill in the blank with one action you will focus on during your project)?
2. If yes, why did you start? Why do you continue? What are the benefits of taking this action?
3. If not (or not always), what are the barriers? What makes it hard to do, or hard to do all the time?
4. What would need to change in your household to make it easier?
5. What would need to change in your community to make it easier?

### Post discussion reflection (for project leaders)

1. Who participated in the discussion? (Briefly describe who participated.)
2. How many people participated in the discussion?
3. Indicate what age groups participated in the discussion
  - a. Adults
  - b. Youth
  - c. Youth and adults
4. What barriers to **taking action** did your participants bring up most often during the discussion?
5. Based on what you heard and the barriers and strategies chart, what strategies will you focus on or add to your plan for this project?
6. What else did you (the project leader) learn during your discussion that you will use in your project?

### Barriers and strategies chart

What you may hear	Barrier	Strategy
"I've been meaning to do that."; "That sounds interesting."	Lack of motivation — value action	Commitment
"That sounds hard."; "I'm not interested."	Lack of motivation — don't value	Social norms, Modeling, Incentives
"I always forget to do that."; "I can't remember how to take action."	Forget to act	Prompts
"How does that work?"; "What happens when I take that action?"	Lack of information	Communication, Social diffusion
"I'm afraid I'm going to do it wrong."	Lack of skills; anxiety	Let people try an activity, Social diffusion
"I can't take that action."; "I don't have that service."	External barriers	Make it easy to <b>act</b> : infrastructure, tools, supplies

# Environmental Action outcomes report, due Sep 30, 2024

HENNEPIN COUNTY  
MINNESOTA

## Green Partners Environmental Action outcomes report

Due: September 30, 2024

Submit this report to [patience.caso@hennepin.us](mailto:patience.caso@hennepin.us). This report document can be found at: [hennepin.us/greenpartners](https://hennepin.us/greenpartners)

### What is the difference between an output and an outcome?

An *output* is what you did. Holding a workshop to educate 50 people on recycling electronic waste is a project output.

An *outcome* is what difference it made. If 30 families in your neighborhood recycled 25 cell phones and laptops by dropping them at a county drop-off site during your project, you can report that as a project outcome.

### Instructions

1. Work with the county to determine what outcomes you will track and set your goals.
2. Determine how you will track outcomes and progress toward your goals.
  - a. Data collection, observations, and intercept surveys are acceptable methods to track outcomes.
  - b. Focus groups, surveys, and interviews may be used in limited cases and with guidance from your mentor and grant program manager.

### Assistance

Contact your project advisor or the Green Partners program manager with questions. Green Partners program manager: Patience Caso, [patience.caso@hennepin.us](mailto:patience.caso@hennepin.us) or 612-596-6856



# Environmental Action outcomes report, due Sep 30, 2024

## Project Outcomes

Report the outcomes you tracked during your Green Partners project. Below are examples of the types of things you could track. This list does not include all possible options. Contact your grant advisor if you if questions.

### Anecdotes, stories, and other qualitative outcomes

- Stories about participant experiences (300-500 words)
- Participant created art (music, visual arts, etc.)
- Presentations created by participants
- Photos or videos of project activities
- Social media interactions

### Green cleaners and household hazardous waste

#### Green cleaners

- Number of green cleaners made
- Number of green cleaners used at home
- Number of green cleaners purchased instead

#### Household hazardous waste

- Number of broken household electronics repaired
- Number of items (CFLs, laptops, paint cans, etc.) recycled at a legal collection site or retailer
- Number of household hazardous waste assessments completed
- Number of people visiting a household waste drop-off facility
- Number of people dropping off hazardous items

### Energy and air

#### Energy and food

- Amount of food grown locally
- Amount of food purchased from local sources
- Amount of local food eaten locally

#### Household energy use

- Number/types of energy saving practices installed
- Number of sign-ups for renewable energy programs
- Number of people line drying laundry
- Number of loads of laundry washed in cold water
- Number of wood burning stoves/fireplaces replaced
- Number of people completing home energy audits
- Energy savings calculated from changes at home

#### Lawn and garden energy use

- Number of fossil fuel based lawn equipment replaced with electric, manual, or solar

#### Transportation

- Miles/trips by foot, bike or bus instead of car
- Number of carpool participants
- Number of carpool trips or miles traveled
- Number of bikes parked at school (before/after)
- Number of days people telecommuted
- Number of trips via car/bike/scooter share programs

# Environmental Action outcomes report, due Sep 30, 2024

## Natural resources

### Pollinators

- Square feet of lawn converted to pollinator plants
- Number of pollinators counted (before/after)
- Number of pollinator flowers planted
- Number of pollinator friendly yards certified
- Number of residents reducing pesticide use

### Trees

- Number of new trees planted
- Number of trees pruned
- Number of homeowners with a completed tree inventory
- Number of households with a tree management plan in place
- Number of diseased trees removed, treated, or replaced

### Water in the yard

- Number of people reducing salt use in winter
- Number of people adopting green lawn practices
- Number of downspouts moved to drain in yard instead of pavement
- Number of rain barrels installed to downspouts
- Gallons of rain infiltrated per year (or potential)
- Number of rain sensors installed on lawn systems
- Number of irrigation systems set to override automatic watering after it rains
- Number of gallons of grey water (non-potable water) used for landscaping

### Water on the street or boat landing

- Number of storm drains cleaned
- Number of storm drains adopted
- Number of storm drains labeled
- Number of times grass/leaves removed from street
- Amount of trash/litter removed from streets

## Waste

### Backyard composting

- Volume of compost bins installed/filled/emptied
- Number of compost maintenance hours (turning, watering, etc.)
- Number of people trying backyard composting for the first time

### Recycling and organics composting

- Number of residents signed up to recycle organics
- Number of people that started recycling at home
- Number of people who downsized their trash cart
- Amount of waste recycled on the go
- Waste tracked over time:
  - Measure fullness of household trash and recycling bins each week
  - Pounds/number of bags of recycling
  - Pounds/number of organics bags

### Waste prevention

- Number of reusable bags used for grocery trips
- Number of reusable bags filled on non-grocery shopping trips
- Number of used items purchased (bikes, skates, clothing, sports equipment, etc.)
- Number of household items donated
- Amount of waste prevented (plastic forks, cups, bags, etc.)
- Number of items purchased in bulk (condiments, soap, etc.)
- Numbers of bars of soap used (liquid comes in plastic containers)
- Number of items swapped (clothing, toys, sporting gear, household items, books, tools, etc.)
- Number of items repaired (lamps, toys, etc.)
- Number of items recycled through a program like [Terracycle](#)



# Environmental Action outcomes report, due Sep 30, 2024

## Before and after waste sort tracking sheet

Date/time/waste sources: |

Trash composition				
Material	Weight (lbs) - BEFORE	Proportion (%)	Weight (lbs) - AFTER	Proportion (%)
<b>Trash</b>				
<b>Recycling</b> (plastic, metal, glass, paper, cardboard, cartons)				
<b>Organics</b> (food, paper towel and soiled paper waste)				
<b>Hazardous waste</b> (batteries, paint, aerosol cans, electronics, etc.)				
<b>Reusable items</b> (list items found)				
<b>Total</b>				
Recycling composition				
Material	Weight (lbs) - BEFORE	Proportion (%)	Weight (lbs) - AFTER	Proportion (%)
<b>Trash</b>				
<b>Recycling</b> (plastic, metal, glass, paper, cardboard, cartons)				
<b>Organics</b> (food, paper towel and soiled paper waste)				
<b>Hazardous waste</b> (batteries, paint, aerosol cans, electronics, etc.)				
<b>Reusable items</b> (list items found)				
<b>Total</b>				
Organics composition				
Material	Weight (lbs) - BEFORE	Proportion (%)	Weight (lbs) - AFTER	Proportion (%)
<b>Trash</b>				
<b>Recycling</b> (plastic, metal, glass, paper, cardboard, cartons)				
<b>Organics</b> (food, paper towel and soiled paper waste)				
<b>Hazardous waste</b> (batteries, paint, aerosol cans, electronics, etc.)				
<b>Reusable items</b> (list items found)				
<b>Total</b>				



# Environmental Action outcomes

## How will you track change?

- Checklists
- Tallies
- Data collection
- Measurements
- Observations
- Interviews
- Discussions



# Environmental action outcomes

## Outputs

- What we did.
- What our participants did.

## Outcomes

- What difference did it make?



# Reporting documents

Search: Hennepin County Green Partners  
[www.hennepin.us/GreenPartners](http://www.hennepin.us/GreenPartners)

## Information for current grantees

The following is important information and documents for current Green Partners environmental education grantees.

### Reporting documents for projects ending August 2024

#### Environmental action projects

- [Barriers discussion guide report \(DOCX\)](#): due December 1, 2023
- [Environmental action outcomes report \(DOCX\)](#): due September 30, 2024
- [Environmental action final report \(DOCX\)](#): due September 30, 2024

#### Youth environmental education projects

- [Youth survey report \(DOCX\)](#): due September 30, 2024
- [Youth final report \(DOCX\)](#): due September 30, 2024

#### Budget reports for all projects

- [Budget report \(XLSX\)](#): due August 31, 2024



# Environmental education resources

Hennepin County Environment and Energy





# Experts

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# Environmental education resources

[www.hennepin.us/environmentaleducation](http://www.hennepin.us/environmentaleducation)

or

Search: *Hennepin County Environmental Education*

## Environmental education

A wide variety of free environmental education resources, project support and funding is available to organizations working with residents and youth in Hennepin County.

Get the latest updates on environmental education programs and resources, learn about events and training opportunities, and read what others in the field are doing by [subscribing to our Green Partners newsletter](#). See the [most recent edition](#) for an example of the content.

Environment and Energy

[environment@hennepin.us](mailto:environment@hennepin.us)

Phone: 612-348-3777

[Expand all information](#)

+ Communication resources and print materials

+ Curriculum ideas and activity guides

+ Educational kits, supplies and event displays

+ Tours and presentations

+ Environmental education programs, field trips and bus funding

+ Grants and project planning support

+ Training, volunteer and citizen science opportunities

[Collapse all information](#)

# Environmental learning kits

- Organics recycling
- Food waste prevention
- Recycling sorting activity
- Recycling education for youth
- Recycled products
- Recycled bowling game
- Brick of cans display
- Household hazardous waste
- Green gifts
- Green parties
- Green cleaning
- Every drop: water quantity kit
- Water quality game
- Trees and forestry











# Learning kit contents

**Hennepin County**  
Public Works  
Environment and Energy Department  
701 Fourth Avenue South, Suite 700  
Minneapolis, MN 55415-1842  
612-348-3777, Phone  
612-348-8532, Fax  
www.hennepin.us/environment

### Household Hazardous Waste Learning Trunk Inventory


Image	Item Name	Description	Quantity
	Fungicide Powder (Fake product to be used in label reading activities)	Example product	1
	Be Gone Paint Stripper (Fake product to be used in label reading activities)	Example product	1
	Rise and Shine Furniture Polish (Fake product to be used in label reading activities)	Example product	1
	Spray oil paint (Fake product to be used in label reading activities)	Example product	1
	Hold tight aerosol hairspray (Fake product to be used in label reading activities)	Example product	1
	Six Gun Garden herbicide (Fake product to be used in label reading activities)	Example product	1
	Insect killer aerosol (Fake product to be used in label reading activities)	Example product	1

*An Equal Opportunity Employer* *Recycled Paper*

Visual Inventory

**Hennepin County**  
Public Works  
Environment and Energy Department  
701 Fourth Avenue South, Suite 700  
Minneapolis, MN 55415-1842  
612-348-3777, Phone  
612-348-8532, Fax  
www.hennepin.us/environment

### Learning Trunk Engagement Guide – Household Hazardous Waste Events



**Objective:**  
Help educators explain the importance of proper use, storage, disposal, and safety information of household hazardous products.

**Audience:**  
Residents of all ages, with a focus on those who purchase and use products for their homes.

**Events:**

- Common questions about HHW sheet
- Pictures of set up display
- PowerPoint presentations
- Behavior change strategies

**Barriers:**  
To be most effective using the learning trunks, you need to analyze your audience and identify barriers.

Barriers participants might have related to household hazardous waste include:

- "Toxic chemicals clean better"
- "Natural products cost more"
- "I don't know what to buy"
- "I don't know what to look for"
- "It won't really hurt me"

To overcome barriers, make sure participants:

1. Are aware of a problem.
2. Know specifically what they can do about the problem.
3. Desire to do the action
4. Believe they are capable of doing it and that it is worthwhile

**Discussion questions:**

- What did you learn about household hazardous waste? What did you learn that you want to share with someone else?
- Why should we care about the products we use?
- What do you want to do about this issue?
- What do you want to learn more about?


**Contact information**

*An Equal Opportunity Employer* *Recycled Paper*

Event Engagement Guides

**Hennepin County**  
Public Works  
Environment and Energy Department  
701 Fourth Avenue South, Suite 700  
Minneapolis, MN 55415-1842  
612-348-3777, Phone  
612-348-8532, Fax  
www.hennepin.us/environment

### Learning Trunk Engagement Guide – Household Hazardous Waste



**Objective:**  
Help educators explain the importance of proper use, storage, disposal, and safety information of household hazardous products.

**Audience:**  
Residents of all ages, with a focus on those who purchase and use products for their homes.

**Activities:**

- "Chemicals in the home" quiz
- Label reading
- Household hazardous waste product survey
- PowerPoint presentations

**Barriers:**  
To be most effective using the learning trunks, you need to analyze your audience and identify barriers.

Barriers participants might have related to household hazardous waste include:

- "Toxic chemicals clean better"
- "Natural products cost more"
- "I don't know what to buy"
- "I don't know what to look for"
- "It won't really hurt me"

To overcome barriers, make sure participants:

1. Are aware of a problem.
2. Know specifically what they can do about the problem.
3. Desire to do the action.
4. Believe they are capable of doing it and that it is worthwhile.

**Discussion questions:**

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Workshop Engagement Guides



Digital Resources

Environmental Education Resources

[www.hennepin.us/environmentaleducation](http://www.hennepin.us/environmentaleducation)

# Activity guides

- Air, energy & climate change
- Recycling
- Reducing food waste
- Toxicity & hazardous waste
- Water



# Activity supplies



## Environmental Education Supplies Order Form

Receive free activity supplies to engage your audience in environmental education activities.

**Environmental education supply  
program coordinator**

[mary.karius@hennepin.us](mailto:mary.karius@hennepin.us)

612-596-9129

### Supplies in stock

- Spray bottles for making all-purpose green cleaners
- Reusable bags that participants can decorate (currently out of stock)

### Use county activities in conjunction with supplies

Supply orders must be used in conjunction with a [Hennepin County environmental education activity guide](#) or closely related activity.

For example, see the [Clean and Green \(PDF\)](#) or the [Create or decorate reusable bags \(PDF\)](#) activities.

### Order fulfillment

Please plan ahead when ordering supplies. Order fulfillment can take up to three weeks.

[Return to the environmental education page.](#)

### Order your supplies

#### Contact information

Organization name **(required)**

# Literature and signs

- Factsheets and pamphlets
  - Order online: [www.hennepin.us/literatureorderform](http://www.hennepin.us/literatureorderform)
- Recycling sign order forms
  - [www.hennepin.us/recycling](http://www.hennepin.us/recycling) (signs for home)
  - [www.hennepin.us/businessrecycling](http://www.hennepin.us/businessrecycling) (signs for the office)
  - [www.hennepin.us/schoolrecycling](http://www.hennepin.us/schoolrecycling) (signs for schools)



# Newsletter articles, images, social media

## Examples

### Climate action articles

- Articles with tips and resources for taking action on climate change at home and in your community are available on the [Hennepin County Climate Action website](#).

### Tips to fight food waste

- [Create meals, not waste: tips to stop food waste \(DOCX\)](#)
- [Eat the food you buy: Storing food to make it last](#), Hennepin County climate action article

### Actions to protect water quality

- [Article and social media posts \(DOCX\)](#)
- [Rake leaves out of street image \(JPG\)](#)
- [Pick up pet waste image \(JPG\)](#)

# County green event resources

- Portable recycling units
- Planning guide
- Signage

[www.hennepin.us/eventrecycling](http://www.hennepin.us/eventrecycling)

<https://www.minneapolismn.gov/resident-services/garbage-recycling-cleanup/>



# Tours and videos



## Tours

### Brooklyn Park drop-off facility tours

- Residential drop-off for recycling, appliances, electronics, hazardous waste.
- Serves as a transfer station for commercial loads of trash and organics.

### Hennepin Energy Recovery Center (HERC) tours

- Waste-to-energy facility in downtown Minneapolis

## Environment and Energy videos

Available on our [YouTube channel](#) – food waste, composting, ash trees, and more

# Environmental education network meetings

## Virtual panel about adult education

Held on March 23, 2023



[www.hennepin.us/environmentaleducation](http://www.hennepin.us/environmentaleducation)

## — Environmental education network

### About the environmental education network

Hennepin County coordinates an environmental education network that is open to anyone working to engage their community in learning about and taking action to protect the environment. The network has quarterly meetings and a Facebook group that provide opportunities for environmental educators to learn about environmental topics, share resources and project ideas, and network.

### Join the Facebook group

The [environmental education network Facebook group](#) serves as a forum for collaboration around environmental, outdoor and place-based education and motivating environmental action. Members can use this group to share environmental education opportunities and resources, job postings, volunteer opportunities, success stories, and project updates.

### Network meetings

Network meetings provide opportunities for to learn about environmental topics, share resources and project ideas, and network with fellow environmental educators. Meetings are held quarterly and are open to the public.

**In-person discussion about using Adopt-a-Drain to engage community organizations and youth groups**

Wednesday, June 7 from 1 to 3 p.m. at St. Louis Park Library, 3240 Library Lane, St. Louis Park



# Project tips from past grantees

- Build a solid **project team** and gain **leadership support**
- Focus and have a **clear plan** from the beginning
- **Build in time** for tracking outcomes and reporting
- Make time to **build relationships** with participants
- Support and **develop leadership** within your audience
- **Celebrate and communicate** milestones and successes



Fill out the 2023 meeting survey  
<https://forms.office.com/g/bF1LMTvg9h>

Patience Caso

[Patience.Caso@hennepin.us](mailto:Patience.Caso@hennepin.us)

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Environment and Energy

701 4<sup>th</sup> Ave South, Suite 700

Minneapolis, MN 55415

Hennepin County Environment and Energy



- E-newsletters
  - Environmental Education News
  - Green Notes: Hennepin County environmental news
- Social media
  - Hennepin Environment on *Facebook*
  - @hennepinenviro on *Twitter*
  - Hennepin County MN on *YouTube*
  - hennepinenvironment on *Instagram*