

The Turn Off the Lights Guide

Students Saving Energy

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Students Saving Energy

SSE is a students-led initiative started by the Student for Environmental Action (SEA) Club at Ridgewood High School. This project is comprised of a network of students from multiple high schools who want to initiate energy-saving projects in their schools and collaborate to achieve the goals of sustainability. The goal is simple: to help schools become more energy-efficient. With this collaboration, we can work together to spread a powerful message across the nation about our efforts to achieve sustainability. We're reaching out to as many schools as we possibly can to gather participation, and we feel that one of the best ways to do so is through community involvement. Imagine if schools across the nation started implementing similar processes. Imagine the amount of money we would save, the awareness we would raise in our communities, if we all worked together to make our schools more sustainable. We hope high schools like ours will join the Students Saving Energy network today to become part of the growing student-led movement to take energy-saving initiatives in our own schools!



A Call to Action

Our earth is in trouble. The time is now to implement sustainable practices in our environment to ensure a healthy future for our planet. To reduce emissions, we must first start small. It's overlooking the big picture and striving for the little goals that will have a lasting effect. The best way to get people's minds going about energy conservation is to start with a simple project, but one that has proven to make a HUGE impact.

It's called...



Here is what the Turn Off the Lights (TOTL) project did for our school:

- We reduced costs on the school's electricity bill and overall energy consumption.
- We raised a ton of awareness and educated many people within and outside our community.
- We influenced others to change their energy habits.
- We got publicity for the project in the local newspaper and radio station.
- We won the Igniting Creative Energy Award for it.
- Finally, we proved to the world that small projects can make a huge difference!

Now it's your turn. Are you ready to take action? Are you ready to be the first in your school to take the initiative to save energy? Then read on and follow the steps necessary to launch your very own Turn Off the Lights project!

Why Should I Do This?

Here are the reasons why your school should start the Turn Off the Lights project:

- 1) To raise energy consumption awareness to all students and faculty
- 2) To join other schools in the global youth-led movement to combat climate change
- 3) To serve as a model for other institutions in our efforts to improve our carbon footprint
- 4) To educate others about this pressing environmental issue affecting our world today
- 5) To ultimately reduce your school's energy consumption and carbon emissions!

Here are the reasons why YOU should start the Turn Off the Lights project :

- 1) You will stand out as a leader in your school.
- 2) You will make your mark on your community with the actions you undertake.
- 3) You will be a part of a supportive network and receive lots of advice and resources from others like you
- 4) Your actions will show the world what students are capable of
- 5) You will get recognized for your achievements 😊

The Turn Off the Lights Guide



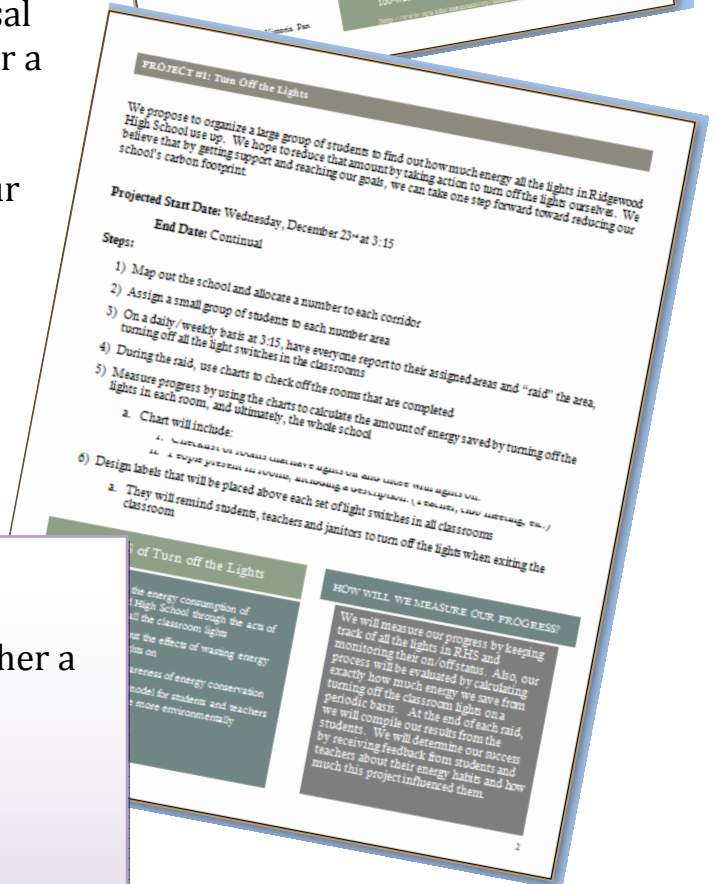
Step

1

Proposal

Get approval and support!

1. Before you begin anything, introduce the idea to a few other friends or the advisor and members of your club to get them on board.
2. Work together to draft a proposal for the project (Putting Together a Proposal – see below).
3. Set up an appointment with your principal/VP/head of administration.
4. Present the proposal. Before you leave the room, make sure you have the firm approval you need to start the project!



Putting Together a Proposal

The most important part about putting together a proposal is making sure that it's detailed and conveys the message that you want.

Important points to include:

- Who you are
- Facts and research
- The project's purposes
- Your plan of action
- Goals
- Plans for the future

Organization:

1. Gather members from your club and/or new volunteers (10-30). You can even start your own Students Saving Energy Club. This will be your core TOTL group.
2. Set up a meeting to introduce the TOTL project.
3. Optional, but recommended: Prepare a PowerPoint to help guide your presentation during the meeting
4. During the meeting:
 - a. Present the Powerpoint.
 - b. Open the floor to any questions/comments/suggestions about TOTL. Everyone's input is very important to the development of this project!
 - c. Pass around a sign-up sheet for the TOTL event (don't forget their emails and phone numbers!).
 - d. Thank everyone for listening!



Step 3

Research

Complete the following with your club for future data purposes. We strongly advise you to divide the tasks among the club members so that not one person has too much of a burden:

The SSE Mini-Energy Audit

1. Make a list of all the classroom room numbers in your school.
2. Number of classrooms: _____
3. Number of light bulbs per classroom: _____
4. Multiply together to get total number of light bulbs: _____
5. Find out what type of light bulb your school uses (incandescent or fluorescent?)
6. Obtain electricity bill from the Principal
7. Obtain a map of your school
8. Store all data into a folder for future use.

Ridgewood High School Electricity Bill

Ridgewood Board of Education													GRAND TOTAL YTD \$ 118414.82		
Public Service Summary Report by Month for 2008-2009															
GAS LOCATION	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUN	TOTAL YTD		
EDFTR	183.33	91.36	91.36	91.36	91.36	91.36	91.36	91.36	91.36	91.36	91.36	91.36	1096.32		
GLEH	93.71	93.68	93.74	93.68	93.74	93.68	93.74	93.68	93.74	93.68	93.74	93.68	1115.22		
HAWVS	79.20	184.11	82.11	82.11	82.11	82.11	82.11	82.11	82.11	82.11	82.11	82.11	781.12		
CHCHARD	104.26	102.17	95.05	110.23	104.24	121.16	104.24	104.24	104.24	104.24	104.24	104.24	1042.85		
IRIDGE	101.48	106.73	106.37	102.86	103.18	1484.47	1412.21	1879.70	1880.71	473.46	282.04	128.85	8842.85		
SKOMBYVE	110.56	111.64	106.54	110.86	1079.74	1487.81	1476.23	2409.44	1097.58	616.78	6498.07	137.26	15086.36		
TRAVELL	84.13	93.88	84.80	86.40	786.43	1819.93	1144.11	1581.12	1342.48	400.08	364.83	364.83	7089.02		
WVLANED	82.81	82.82	82.82	122.21	1427.68	1773.46	1808.82	2340.31	800.00	487.40	384.88	96.85	8006.89		
HWV.F.	116.86	91.66	95.26	126.86	2065.40	2228.64	2955.81	3090.33	3128.15	8912.54	448.12	168.71	18228.83		
DEO W.	112.84	113.34	118.79	191.73	1812.18	2572.58	2496.10	3443.18	2827.43	887.28	413.78	180.71	15209.58		
HWVD HS	106.74	307.81	293.82	370.19	8836.38	8682.19	3824.42	4887.18	8088.92	587.81	222.10	187.74	18438.41		
TOTALS	1288.18	1391.34	1387.14	1504.15	15130.50	21178.84	18701.81	25547.85	33584.74	8548.21	7741.06	1882.36	128193.81		

Map of Ridgewood High School

PROJECT #1: Turn Off the Lights

Grouping

- Group 6: English/ Library Wing
- Group 7: History Wing
- Group 8: Mathematics Wing
- Group 9: Science 2 Wing
- Group 10: Language Wing
- Group 11: Language 2 Wing
- Group 12: Science 3 Wing

Each group will be designated a corridor and a specific chart to record data. Group 12 will be the lead group who will collect the charts from all of the groups on the 2nd and 3rd floors. The data will then be compiled.

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PROJECT #1: Turn Off the Lights

Grouping

- Group 1: Arts Wing
- Group 2: Main Office Wing
- Group 3: Science Wing
- *Group 4: Athletics Wing
- Group 5: Basement Wing

Each group will be designated a corridor and a specific chart to record data. Group 4 will be the lead group who will collect the charts from all of the groups on the ground and 1st floor. The data will then be compiled.

Step

4

Preparation

Work with your club to prepare charts. Everyone will need these for TOTL day; they will help your club document your progress and keep track of which rooms you cover week after week. In the future, they will be great for reviewing your project's growth.

The Chart Template can be found on the following page. Make as many copies as you need (depending on how many classrooms your school has). Using the list of room numbers you created and the map you obtained in the Research stage, fill out the charts with all the classrooms in your school. Be sure to group the rooms in the same area together (use your map as a reference). Feel free to create your own charts too, customized to your liking.

Once your charts are created, you're ready to start implementation!

Turn Off the Lights!
Area 3
Date: 1/29 Name(s): Lalka Rogar Start Time: 2:15 End Time: 3:32

Room	Lights Off	Recycling Bins	Trash Bins
Rm. 191	✓	0	1
Rm. 192	✓	2	1
Rm. 193	✓	0	0
Rm. 194	✓	0	0
Rm. 198	✓	0	0
Rm. 199	✓	0	1

Turn Off the Lights!
Area 7
Date: _____ Name(s): Claudia
Bathman Start Time: _____ End Time: _____

Room	Lights Off
Rm. 301	
Rm. 302	✓
Rm. 303	✓
Rm. 305	
Rm. 309	✓
Rm. 310	✓
Rm. 313	
Rm. 315	✓
Rm. 317	

Turn Off the Lights!
Area 6
Date: _____ Name(s): Marc Isabelle, Sorena Lasoniello Start Time: 2:19 End Time: _____

Room	Lights Off	# of Light Bulbs	Paper waste basket	Description
Rm. 236	✓	80	3	locked
Rm. 238 (office)				locked no windows
Rm. 239	✓	80	1	
Rm. 240	✓	80	1	teacher's room
Rm. 241	✓	80	1	locked
Rm. 244	✓	40	1	
Rm. 243 (office)				locked blocked windows
Rm. 246 (office)	✓	30	1	
Rm. 248		80	1	club in room

Turn Off the Lights!
Area 8
Date: _____ Name(s): Kristl Chau, Grace Kwan,
Lora Fonda Start Time: 3:11 End Time: _____

Room	Lights Off	# of Light Bulbs	Paper waste basket	Description
Rm. 218	✓		1	lots of people
Rm. 220		36	0	locked
Rm. 222	✓	36	0	locked, no people already off
Rm. 226	✓	36	0	2 people already off
Rm. 228		30	1	people
Rm. 229		30	1	people
Rm. 230	✓	36	0	no people, lights already off
Rm. 231	✓	36	0	lights already off
Rm. 232	✓	36	2	teacher, needs to be checked
Rm. 233		24	1	1 teacher
Rm. 234	✓	28	1	lights already off

Chart Templates

Room	Lights Off
Rm.	
Rm.	
Rm.	
Rm.	
Rm.	
Rm.	
Rm.	
Rm.	
Rm.	
Rm.	
Room	Lights Off
Rm.	
Rm.	
Rm.	
Rm.	
Rm.	
Rm.	
Rm.	
Rm.	
Rm.	
Rm.	
Room	Lights Off
Rm.	
Rm.	
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Rm.	

Room	Lights Off
Rm.	
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Room	Lights Off
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Rm.	
Rm.	
Room	Lights Off
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Rm.	
Rm.	
Rm.	

Step

5

Implementation

A week before TOTL day:

1. Email all of your members a reminder to make sure you have guaranteed commitment.
2. Print out the charts.
3. Raise awareness! This can include:
 - a. Putting up posters/flyers about TOTL (include the date, time, meeting place, etc, so that any student can join!).
 - b. Making announcements during the week prior to Friday.
 - c. Simply talking to your peers and teachers about the upcoming TOTL event.
4. Prepare food the day before (bake something for everyone who is participating! Not necessary, but would definitely be a plus for the members participating).



The day of:

1. Allow people to report to the designated meeting place.
2. Distribute the charts to each pair.
3. Then they take off and raid their area, turning off all the light switches in the classrooms.
4. Every classroom that is completed is checked off on the chart.
5. When students return, collect the charts and store them in a safe place.
6. Thank everyone for participating
7. Clean up the classroom, and then you're done for the day!

Step

6

Documentation:

If the project was successful, keep it going every week! Consistency is the key to getting results.

- Examine the monthly electricity bills and check for reductions in energy costs and usage.
- Ask/survey students and teachers for their feedback on their energy habits and how much this project influenced them.
- Take pictures or make a video about your TOTL project; we can display them on our website for everyone to see!
- Send us all your TOTL photos, videos, and updates at studentssavingenergy@gmail.com to keep us updated on your progress. We will share them with the SSE network and the rest of the world so everyone can recognize your amazing achievements!



Additional Resources

For more information about Students Saving Energy visit:

www.studentsavingenergy.org



Our Partners:

Alliance for Climate Education (ACE):

www.acespace.org

“Our mission is to educate high school students on the science behind climate change and inspire them to take action to curb the causes of global warming.”



The New Jersey Sierra Club:

<http://newjersey.sierraclub.org>

“The Sierra Club is a national, member-supported environmental organization, which seeks to influence public policy in both Washington and the state capitals through public education and grass-roots political action.”



What's Next?

Once TOTL has become a continuous event at your school, don't just stop there! It is time to start adding more tactics in your quest for sustainable change. TOTL is definitely a good first step in introducing the issue of energy consumption to your school, but further education is needed to really bring the problem into the spotlight.



In the future, you can:

- Place TOTL reminder labels above all the light switches
- Make presentations in other schools (especially elementary schools!)
- Organize an Alliance for Climate Education assembly at your school!

Attention Students and Faculty:

Please turn off the lights when you leave the classroom!

Thanks!

THE ENERGY CONSERVATION INITIATIVE



Start thinking about some sort of change that would be able to sustain your hard work and show that all your efforts really did make an impact. Talk to other students, teachers, and even the principal about what you can do to sustain your project in the long run.



Here are some options for the future (but remember to keep continuing TOTL!):

- Solar Panels
- Smart meters and software
- Motion-sensored lighting system
- Florescent light bulbs
- Energy Audit

Remember the information you collected for the **SSE Mini-Energy Audit** during the Research Stage (Step 3)? You should definitely refer back to those questions and see how you can apply them to further projects (ex. using the data to calculate how many motion-sensored lights to get per classroom, changing the light bulbs, etc).

That way, the impact we make will forever be maintained!

Now what are you waiting for? It's time to save the environment 😊

Contact

Email us at: studentssavingenergy@gmail.com
Students for Environmental Action (SEA)

Visit our website:
www.studentssavingenergy.org

Please don't hesitate to email us if you have any questions, comments, suggestions, concerns, problems, etc. We would love it if you can update us on your progress. Whichever stage it might be, we're always here to guide you!

