



Florida *Green School Designation*Tiered Designation Application

The Florida Department of Environmental Protection (DEP) applauds your decision to participate in the Florida *Green School Designation* Program by illustrating your commitment to protecting and conserving Florida's environment. For assistance completing this application, visit https://floridadep.gov/GreenSchools.

SCHOOL PROFILE	
Name of School:	
(2	As it will appear on the Florida Green School Designation Website)
Physical Address:	
City:	Zip:
Web Address:	
Principal:	Phone Number:
E-mail Address:	
Primary Contact Responsi	ble for Green School Designation Effort
Name:	Title:
Phone Number:	
Property Information	
Type of school facility: (ch	eck all that apply)
Public	Elementary School
Private	Middle School
Charter	High School
Total Enrolled:	
Total Ruilding Square Feet	+.





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BASELINE ENVIRONMENTAL PERFORMANCE DATA

To improve environmental performance, a school must first measure its current impact. This information helps the school set goals and measure improvements that can be shared with students, parents, faculty and staff. Additionally, it helps the Florida *Green School Designation* Program promote designated facilities.

Please report solid waste, water consumption and energy usage information from invoices for the previous						
school year, July 1 to June 3	30. Enter reporting period f	rom:	to			
		m	nm/yy	mm/yy		
	If an item is not a	pplicable, se	elect N/A.			
	SOLID	WASTE				
or measuring consumption	If solid waste information is not available, provide an estimate. An estimate can be calculated by weighing or measuring consumption/materials for one week. Average the weekly figure, making sure to correct for seasonal variations in your business. Multiply the weekly average by 52 to get an estimated total for the					
year.						
	Measurements must be t	he ANNUAL	totals in to	ns.		
Volume to Landfill				☐ Estimate	□N/A	
Volume Being Reused, Recycled or Composted				☐ Estimate	□N/A	
	Total Cos	st ALL Wast	te Disposal			
		TER				
	Measurements must be the	e ANNUAL t	totals in gall	ons.		
Volume used (for all operations, including irrigation and pool)						
	Total Cost	ALL Water			_	
	ENE	ERGY				
	Measurements mus	st be ANNUA	AL totals.			
	Consumption	Cost	t	N/A		
Electricity Use (kWh)				□ N/A	A	
Natural Gas (cubic ft)				□ N/A	A	
Oil (gal)				□ N/A	A	
LPG (gal)				□ N/A	A	
Renewable Energy (type and unit)				□ N/A	A	
Other Energy (type and unit)				□ N/A	A	
	Total Cost ALL Energy					





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ENVIRONMENTAL REQUIREMENTS

COMMUNICATION and EDUCATION

Check **ONLY** if the practice is implemented in at least 50 percent of the facility, or at least 50 percent of the time. Documentation will be required to verify practices noted in italics. For assistance, see <u>Best Management Practices</u> and <u>Technical Assistance</u>.

A minimum of **44** points must be obtained from this section for it to be considered complete and satisfied.

1.	Communicate your school's environmental initiatives to students, parents and staff.	5	Yes
	• Submit samples of communication/ Submissions can be pictures or digital files.		
	Student Outreach: Sharing your environmental efforts with your students		
2.	Use of environmentally specific classroom collateral.	3	Yes
3.	Use of school's in-house channel to communicate your environmental messages.	4	Yes
4.	Direct communication by school faculty and staff.	5	Yes
	Provide example:		
5.	Encourage and solicit the local community in your environmental efforts.	4	Yes
	Describe community interaction:		
6.	Share your environmental successes with the community.	3	Yes
7.	Encourage and solicit parent cooperation and participation in environmental initiatives.	4	Yes
	Describe environmental initiatives:	I	L
8.	Provide tours of your school to guests and the public that highlight environmental		
	improvement projects.	4	☐ Yes
9.	Provide a survey, suggestion box or online evaluation for students and parents to		
	allow feedback on your school's environmental practices.	4	☐ Yes
	Submit a survey sample, picture of suggestion box or link to online evaluation		
	• Link:		
10.	Host a community or student event highlighting your school's green practices.	4	Yes
	Submit supporting documentation		
	Describe event:		
	Staff Outreach: Educating your staff on your environmental efforts		
11.	Establish an environmental task force or "Green Team" and meet quarterly, at a	1	
	minimum, to evaluate and improve environmental initiatives.	5	☐ Yes
	Submit meeting dates, number of attendees and green topics for meetings.		
12.	Conduct regular staff training for:		Yes
	Provide a timeframe for these trainings:		
	Best environmental management practices.	4	Yes





	 Proper disposal and handling procedures in chemical storage areas. 	3	Yes
	Importance and rationale for environmental practice implementation		
	including economic, environmental and social considerations.	5	☐ Yes
13.	Have staff and/or management serve as mentors to assist other schools seeking designation.	4	Yes
	List schools mentored:	<u>.1</u>	
14.	Have a formal written comprehensive environmental policy.	5	Yes
	Submit a copy of written policy	<u>.1</u>	
15.	Develop a written strategic environmental action plan.	5	Yes
	Submit a copy of action plan	·I.	
16.	Implement a strategic environmental action plan.	4	Yes
	Provide your timeline, schedule, checklist, etc. of plan implementation	<u>.1</u>	
	Other Outreach and Education Initiatives		
17.	Dedicated environmental section in the school newsletter.	4	Yes
	Provide a copy of the section		
18.	Encourage employee best environmental practices outside of work: recycling,		
	carpooling, etc.	3	☐ Yes
19.	Subscribe to environmental information resources.	2	Yes
	List what resources you subscribe to:		
20.	Enroll in voluntary environmental programs.	4	Yes
	Describe programs:		
	Purchasing		
21.	Have a formal written purchasing policy that includes:	5	Yes
	Encouragement of regular equipment replacement to maintain efficiencies.	3	Yes
	SDS review provision.	2	Yes
	Regular review of product environmental information from suppliers.	3	Yes
	Creation of a list of specific environmentally preferred products.	4	Yes
	Local purchasing practices implemented wherever possible.	3	Yes
22.	Innovative Best Practice:		Yes
	• Please describe any additional Communication and Education-related practice.	Submi	t any
	supporting documentation.		
	Communication and Education Point Total		





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WASTE REDUCTION, REUSE and RECYCLING

Check **ONLY** if the practice is implemented in at least 50 percent of the facility, or at least 50 percent of the time. Documentation will be required to verify practices noted in italics. For assistance, see Best Management Practices and Technical Assistance.

A minimum of <u>54</u> points must be obtained from this section for it to be considered complete and satisfied.

-		
	area.	
Plastic	4	Yes
Aluminum Cans	4	Yes
Steel Cans	4	Yes
• Glass	4	Yes
Cardboard	4	Yes
Office Paper	4	Yes
Newspaper	4	Yes
Magazines	3	Yes
Batteries	4	Yes
Name of Battery Recycler:		•
Ink Cartridges	4	Yes
Fluorescent Bulbs	4	Yes
Name of Fluorescent Bulb Recycler:		•
Electronics	4	Yes
Name of Electronics Recycler:	•	
Provide recycling bins for students, faculty and staff at multiple locations throughou	t the s	chool.
Indicate items students can recycle:		
Items and location of recycle bins:		
Aluminum Cans	5	Yes
Plastic Bottles	5	Yes
Office Paper	5	Yes
Newspaper	5	Yes
Magazines	5	Yes
Purchase 30% or higher post-consumer recycled content for one of the following pro-	oducts	:
Supplier and item number:		
Toilet Tissue	3	Yes
Paper Towels	3	Yes
Office Paper	3	Yes
	Indicate materials this school currently recycles: Plastic Aluminum Cans Steel Cans Glass Cardboard Office Paper Newspaper Magazines Batteries Name of Battery Recycler: Ink Cartridges Fluorescent Bulbs Name of Fluorescent Bulb Recycler: Electronics Name of Electronics Recycler: Provide recycling bins for students, faculty and staff at multiple locations throughou Indicate items students can recycle: Items and location of recycle bins: Aluminum Cans Plastic Bottles Office Paper Newspaper Magazines Purchase 30% or higher post-consumer recycled content for one of the following pro Supplier and item number: Toilet Tissue Paper Towels	 Plastic Aluminum Cans Steel Cans Glass Cardboard Office Paper Newspaper Magazines Batteries Name of Battery Recycler: Ink Cartridges Fluorescent Bulbs Name of Fluorescent Bulb Recycler: Electronics Name of Electronics Recycler: Provide recycling bins for students, faculty and staff at multiple locations throughout the s Indicate items students can recycle: Items and location of recycle bins: Aluminum Cans Plastic Bottles Office Paper Newspaper Magazines Magazines Supplier and item number: Toilet Tissue Paper Towels





	Envelopes	3	∐ Yes
	• Other:	3	Yes
4.	Institute one of the following source-reduction activities:		
	Bulk Purchasing	4	Yes
	Enter item and describe:		
	Reduced Packaging	4	Yes
	Manufacturer Take-back	4	Yes
5.	Track waste usage	5	Yes
•	Documentation must be entered in Baseline Performance of Application		
6.	Compost food waste.	5	Yes
7.	Set printers and copiers to duplex (print on two sides) by default.	3	Yes
8.	Recycle used office paper for note pads or for art class.	3	Yes
9.	Replace polystyrene (Styrofoam) with reusable, biodegradable or sustainable		
	products.	4	☐ Yes
10.	Innovative Best Practice:		Yes
	• Please describe any additional Waste Reduction, Reuse and Recycling-related pr	actice	. Submit
	any supporting documentation.		
	Waste Reduction, Reuse and Recycling Point Total		





Florida *Green School Designation*Tiered Designation Application

WATER CONSERVATION

Check **ONLY** if the practice is implemented in at least 50 percent of the facility, or at least 50 percent of the time. Documentation will be required to verify practices noted in italics. For assistance, see Best Management Practices and Technical Assistance.

A minimum of **29** points must be obtained from this section for it to be considered complete and satisfied.

1.	Use a preventative maintenance schedule to find and repair leaky faucets, toilets and pipes.	4	Yes
	Submit current schedule		
2.	Track water and wastewater usage.	5	Yes
	Documentation must be entered in Baseline Performance of Application		
3.	Have a water assessment conducted by local utility company, local water		
	management district or other appropriate organization.	4	☐ Yes
	Assessment Date: Conducted By:		
	OR proceed to #4		
4.	Conduct a self-audit using the South Florida Water Management District's Water		
1.	Efficiency Self-Assessment Guide.	5	Yes
	Submit completed worksheets.		
5.	Conduct regular water pressure monitoring.	3	Yes
6.	Sweep sidewalks and other impervious surfaces rather than with the use of water.	3	Yes
	Public and Student Washrooms		
7.	Low-flow faucets, 1.5 gallons or less per minute. Aerators are included.	3	Yes
8.	Faucets flow controller or auto shut off.	3	Yes
9.	Faucets with photo sensors.	3	Yes
10.	Low-flow showerheads, 2.0 gallons or less per minute.	3	Yes
11.	Water conserving toilets, 6-liter / 1.6 gallons or less per flush.	3	Yes
	Faculty and Staff Washrooms		
12.	Low-flow faucets, 1.5 gallons or less per minute. Aerators are included.	3	Yes
13.	Low-flow showerheads, 2.0 gallons or less per minute.	3	Yes
14.	Water conserving toilets, 6-liter / 1.6 gallons or less per flush.	3	Yes
	Grounds and Landscaping		
15.	Use of soaker hoses and/or drip lines.	3	Yes
16.	Mulching of flower beds.	3	Yes
17.	Routine inspection and repair of delivery hoses, pipes and sprinkler heads.	3	Yes
18.	Implementation of cisterns and rainwater collection.	4	Yes
	• Approximate gallons collected:		





	Practice Florida-Friendly Landscaping M, including, drought-tolerant plants, rain	_	l —		
19.	gauges and/or moisture sensors and efficient irrigation.	4	∐ Yes		
20.	Implementation of "Gray" Water system for irrigation.	4	Yes		
21.	Best Management Practices for timer settings for optimum water conservation.	3	Yes		
22.	Monitoring of sprinkler head system to avoid irrigation of impervious surfaces.	3	Yes		
23.	Inspect, clean and adjust cooling towers, ice machines, boilers and hot water heater	3	Yes		
	to maximize efficiency.				
24.	Innovative Best Practice:		Yes		
	• Please describe any additional Water Conservation-related practice. Submit any	suppo	orting		
	documentation.				
	Water Conservation Point Total				





Florida *Green School Designation*Tiered Designation Application

ENERGY EFFICIENCY

Check **ONLY** if the practice is implemented in at least 50 percent of the facility, or at least 50 percent of the time. Documentation will be required to verify practices noted in italics. For assistance, see Best Management Practices and Technical Assistance.

A minimum of <u>60</u> points must be obtained from this section for it to be considered complete and satisfied.

1.	Have your local utility or other provider conduct an energy assessment.	4	Yes
	Date Completed:		
	Conducted by:		
2.	Have a preventative maintenance schedule to clean and maximize efficiency in appliances.	4	Yes
	Submit current schedule	<u> </u>	
3.	Indicate which items are inspected on a routine schedule:		
	HVAC equipment: Most recent inspection date:	4	Yes
	Ventilation system: Most recent inspection date:	3	Yes
	Lighting timers and sensors: Most recent inspection date:	3	Yes
	Refrigerators: Most recent inspection date:	3	Yes
	Pool equipment: Most recent inspection date:	3	Yes
	Grounds equipment: Most recent inspection date:	3	Yes
3.	Track energy usage.	5	Yes
	Documentation must be entered in Baseline Performance of Application	•	
5.	Use energy efficient lighting (compact fluorescent bulbs, LEDs, and/or T-8 fluorescent bulbs, and the transfer bul	escent tube	es).
	Indicate the areas where energy efficient lighting is used:		
	Lobby and reception area	4	Yes
	Hallways	4	Yes
	Public restrooms	4	Yes
	• Offices	3	Yes
	Cafeteria	4	Yes
	Auditorium	3	Yes
	• Classrooms	3	Yes
	Exterior lighting including parking	4	Yes
	Exit lighting	4	Yes
6.	Use programmable thermostats for HVAC.	5	Yes
7.	Use sensors or timers on outdoor lighting.	4	Yes
8.	Install Low-E, Thermal-rated or tinted windows.	5	Yes
	Percentage of school with energy efficient windows:		•





9.	Use on-site renewable energy power source (solar panels, solar water-heater, other).	5	Yes
Use	of ENERGY STAR® products from each category:		
	Classroom and Office Equipment		
10.	Printers	3	Yes
	Manufacturer:		L
11.	Televisions	3	Yes
	Manufacturer:		
12.	Copiers	3	Yes
	Manufacturer:		
13.	Monitors	3	Yes
	Manufacturer:		
14.	Computers:	3	Yes
	Manufacturer:		
15.	Refrigerators:	3	Yes
	Heating and Cooling Equipment		
16.	Ceiling Fans	2	Yes
17.	Boilers / Water Heaters	4	Yes
18.	Dehumidifiers	3	Yes
19.	Ventilation	3	Yes
20.	Programmable Thermostats	4	Yes
21.	Central AC Units	4	Yes
	Other Appliances		
22.	Vending Machines	2	Yes
23.	Public restroom hand dryers	3	Yes
	Manufacturer:		
24.	Energy Management System	5	Yes
	Energy Saving Practices		
25.	Weather stripping and caulking on doors and windows replaced.	3	Yes
26.	Air conditioning air inlet and vents kept unobstructed.	3	Yes
27.	Controlled HVAC demand usage in the hallways and common areas.	3	Yes
28.	Windows closed when HVAC system operating.	3	Yes
29.	Effective use of shade to reduce cooling costs.	3	Yes
30.	Ducts and registers kept clear.	3	Yes
31.	Lighting and appliances off in classrooms when not in use.	3	Yes
32.	Use of natural ambient light whenever possible.	3	Yes
33.	Installation of green roofs and walls.	5	Yes





35. Periodic thermal imaging. 36. Onsite electrical generation. Transportation 37. Encourage students, faculty and staff to walk, use public transport, bicycle to and from the school, providing crossing guards. 38. Provide bicycle racks for student and staff use. 39. Provide preferred parking locations for students, guests and staff driving fuel efficient vehicles. 40. Encourage and reward staff for carpooling or using public transportation. 41. Use of hybrid-electric, biodiesel, ethanol, or electric or other non-petroleum-based vehicles. 42. Innovative Best Practice: ■ Please describe any additional Energy Efficiency-related practice. Submit any supporting documentation.	34.	Real time energy monitoring.	5	∐ Yes
Transportation 37. Encourage students, faculty and staff to walk, use public transport, bicycle to and from the school, providing crossing guards. 38. Provide bicycle racks for student and staff use. 39. Provide preferred parking locations for students, guests and staff driving fuel efficient vehicles. 40. Encourage and reward staff for carpooling or using public transportation. 41. Use of hybrid-electric, biodiesel, ethanol, or electric or other non-petroleum-based vehicles. 42. Innovative Best Practice: 43. Yes 44. Pres 45. Presset describe any additional Energy Efficiency-related practice. Submit any supporting documentation.	35.	Periodic thermal imaging.	5	Yes
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from the school, providing crossing guards. 3 Yes 38. Provide bicycle racks for student and staff use. 39. Provide preferred parking locations for students, guests and staff driving fuel efficient vehicles. 40. Encourage and reward staff for carpooling or using public transportation. 41. Use of hybrid-electric, biodiesel, ethanol, or electric or other non-petroleum-based vehicles. 42. Innovative Best Practice: • Please describe any additional Energy Efficiency-related practice. Submit any supporting documentation.		Transportation		
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41. Use of hybrid-electric, biodiesel, ethanol, or electric or other non-petroleum-based vehicles. 42. Innovative Best Practice: • Please describe any additional Energy Efficiency-related practice. Submit any supporting documentation.		efficient vehicles.		
vehicles. 42. Innovative Best Practice: • Please describe any additional Energy Efficiency-related practice. Submit any supporting documentation. • Please describe any additional Energy Efficiency-related practice. Submit any supporting documentation.	40.	Encourage and reward staff for carpooling or using public transportation.	3	Yes
42. Innovative Best Practice: • Please describe any additional Energy Efficiency-related practice. Submit any supporting documentation.	41.	Use of hybrid-electric, biodiesel, ethanol, or electric or other non-petroleum-based	_	Yes
Please describe any additional Energy Efficiency-related practice. Submit any supporting documentation.		vehicles.	5	
documentation.	42.	Innovative Best Practice:		Yes
		• Please describe any additional Energy Efficiency-related practice. Submit any su	pport	ing
		documentation.		
Energy Efficiency Point Total				





Florida *Green School Designation*Tiered Designation Application

INDOOR AIR QUALITY

Check **ONLY** if the practice is implemented in at least 50 percent of the facility, or at least 50 percent of the time. Documentation will be required to verify practices noted in italics. For assistance, see Best Management Practices and Technical Assistance.

A minimum of **21** points must be obtained from this section for it to be considered complete and satisfied.

1.	Use at least two, environmentally preferable cleaners that are biodegradable and		
	do not contain NTA (nitrilotriacetic acid), chlorine bleach or phosphates <i>or</i> two	5	∐ Yes
	cleaners that have a third-party green cleaning designation.		
	Enter products & brands:		
2.	Use air filters with a Minimum Efficiency Reporting Value (MERV) of 8 or better.	5	Yes
3.	Clean all air handler units and coils, at a minimum, annually. Keep and follow a		
	preventative maintenance schedule and a record of activities.	4	∐ Yes
	Submit current schedule		
4.	Properly label and store all chemicals.	3	Yes
5.	No visible mold or mildew is present.	4	Yes
6.	Maintain HVAC inspection records for the following:	5	Yes
	Mold and bacteria		
	Obstruction to air flow		
	Clean drip pans		
	Submit copy of current records.		
7.	Drain condensate or any liquid from HVAC maintenance to sanitary sewer; not to		
	stormwater drain.	4	∐ Yes
	(Only storm water is permitted to go to the stormwater drain or retention pond).		
8.	Maintain a relative humidity between 35% and 55% throughout the school.	3	Yes
9.	Use an integrated pest management system to control indoor pests.	4	Yes
	Enter vendor:		
10.	Vent all exhaust fans to outside.	3	Yes
11.	Use dehumidifiers.	3	Yes
12.	School is 100% smoke-free.	4	Yes
13.	Use low or No-VOC paints and finishes	3	Yes
	Enter brand:		
	VOC content:		
14.	Regularly conduct tests for gases such as carbon monoxide and radon, and	4	
1	materials such as lead paint and asbestos.	4	☐ Yes





15.	Eliminate or minimize use of ozone depleting chlorofluorocarbons (CFCs) such as refrigerants and aerosols. Existing CFC products are recovered, recycled and properly disposed.	4	Yes	
16.	Innovative Best Practice:		Yes	
	Please describe any additional Indoor Air Quality-related practice. Submit any supporting documentation.			
	Indoor Air Quality Point Total			





Florida *Green School Designation*Tiered Designation Application

VERIFICATION and AUTHORIZATION

	(School Name) is in compliance with all
applicable federal, state and local environmental rules and be posted on the Florida <i>Green School Designation</i> website students, parents, faculty and staff, and others upon reque	regulations; allows its environmental practices to e; and makes its practices available to the public,
As authorizing agent for this school, I accept the Terms a	and Conditions of designation.
No false or misleading information is presented in this a	pplication.
My school is ready for designation.	
Principal:	Date:

IMPORTANT NOTE:

Once you have completed the application, please save the form as a .pdf using the 'Save As' function. Attach application to an email and send to GreenSchool.Designation@FloridaDEP.gov. Be sure to include any additional documentation required in the above sections.

Attachments should be in .pdf format, titled clearly with your property's name and documents should be no larger than 250 kb in size. Your application will not be reviewed for designation without the supporting documents.

If you have any questions, please contact the Florida *Green School Designation* Program at (850) 245-2116 or by email at GreenSchool.Designation@FloridaDEP.gov.

MAKE SURE TO SAVE A COPY OF THIS APPLICATION BEFORE SUBMITTING