



# SERT Outreach Request Form

Department of Facilities Management  
School Energy and Recycling Team (SERT)  
MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)  
45 West Gude Drive, Suite 4000 Rockville, Maryland 20850

SEPT. 2018  
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## INSTRUCTIONS

Please complete this form online or print clearly. Submit completed request to SERT via e-mail ([SERT@mcpsmd.org](mailto:SERT@mcpsmd.org)), Pony, or fax.

## SCHOOL INFORMATION

Name of School

Contact Person

Title

Telephone Number

Alternate Number

E-mail Address

## ACTIVITY REQUEST

1. Select one activity from the drop-down list. Details about SERT-related activities are on page 2 of this form. Please submit a separate request for each activity desired.
2. If possible, provide three dates as your first, second and third choices for the selected activity.
3. Provide school-specific information (class sizes, number of lunches, etc.).

Activity Requested

Date 1

Date 2

Date 3

Number of Classes

Number of Students per Class

Start Time

End Time

## NOTES, REQUESTS, OR SPECIAL INSTRUCTIONS

## APPROVAL

Signature of principal or assistant principal is required

## DETAILS ABOUT SERT-RELATED ACTIVITIES

### SERT Assembly

Where does energy come from? How and why should we conserve resources? SERT staff will conduct an interactive and educational experience where students act out the energy chain on stage and participate in a recycling game with their classmates.

- Audience: PreK through Grade 5
- Assemblies are scheduled from September through April.
- The assembly program for Grades K–2 lasts 35 minutes.
- The assembly program for Grades 3–5 includes additional information about alternative and renewable energy resources and lasts 50 minutes.
- A 10-minute break between multiple assemblies is preferred.

### Lunch and Learn

Do you need help with lunchtime recycling? SERT staff will visit during lunch to help students and staff learn what can and can't be recycled in MCPS schools. Click [here](#) for a list of those items.

- Audience: Kindergarten through Grade 5
- Review recyclables, learn what is and isn't recyclable
- Assist with setup and monitoring of recycling stations.
- Learn how to increase recycling performance at lunch.
- Learn how to reinforce responsible recycling habits.

### Read Aloud Session

SERT staff will visit your classroom and read MCPS-approved books about conservation to your students.

- Audience: PreK through Grade 2
- The books read promote energy conservation, Earth Day, and/or recycling.
- Interactive discussions encourage student participation.
- Activity books for teachers and students are available.

### Energy Tool Demonstration

SERT staff will visit to provide a hands-on introduction to energy analysis tools that are commonly used in the field to collect data that helps identify energy waste and ways to conserve energy at the school.

- Audience: Kindergarten through Grade 12
- A light box is used to teach students about watts and how different types of light bulbs use different amounts of energy.
- The infrared thermometer and infrared camera measure the surface temperature of objects.
- Light meters measure light levels (in foot-candles or lux) of areas and watt meters measure the amount of energy a device uses.

### Recycling 101

Recycling 101 is a curriculum-based, interactive classroom presentation that helps students learn what's recyclable, why we recycle, and what happens to recycling and trash.

- Audience: Kindergarten through Grade 8