Steps for Success

Thank you for participating in UGI Take Action! If you need to make any adjustments or reschedule your classroom presentation, please email Jeanette Orlando at jeanette.orlando@nef1.org.

1

Before the presentation day, review your tote containing:

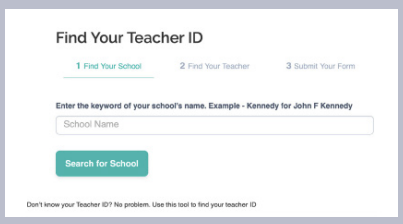
- ☐ Energy stick
- ☐ *Family Guides*
- ☐ Color-changing pencils for students that **complete the** *Home Energy Worksheet* **(HEW)**
- ☐ Posters
- ☐ *Family Letters* to distribute to the students today



2

AFTER the energy educators conduct a 45 - 60 minute presentation in your school:

- ☐ Give each student a *Family Guide* and *Take Action Kit.*
- ☐ Remove the HEW from the outside pocket of the kit to **write down your teacher ID**. Your teacher ID is located on your folder or students can use our lookup tool online.
- ☐ Set a due date (about one week) for students to **complete the HEW with an adult** and either return it to you or submit it online at *thinkenergy.org/ugi*.



3

- ☐ Reward students with color-changing pencils when they complete the HEW.
- ☐ **Earn an educational award** by having your students complete the HEW online or on paper by the deadline in your email. **Return paper forms** (not submitted online) via the envelope in your folder.

Eligible teachers can earn a $25 to $150 eGift Card based on form submission rates. See program emails for final deadlines.

- **$150** 80% or higher submission.
- **$100** 50 to 79% submission.
- **$50** 26 to 49% submission.
- **$25** 1 to 25% submission.

*Offer only available to teachers with students participating in UGI Take Action! Completing the program evaluation is worth $10 of your total award.

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Home Energy Worksheet (HEW)

- ☐ Check your thank you email after the presentation for your teacher portal link to find those students' names who have completed the online HEW. Do NOT send in the paper surveys from these students. Mail in any paper forms not submitted online.
- ☐ Watch for an email from the National Energy Foundation (NEF) acknowledging receipt of your packet.

Other

- ☐ To maximize your earned educational award, **complete the program evaluation** with the link from the follow-up emails.
- ☐ You can make a thank you card from the template provided in the email. Take a picture of the card and email it to tiffany.foland@nef1.org.
- ☐ Visit *thinkenergy.org/ugi* to find digital resources for both students and teachers, including:
  - Gamefied learning posters available in English and Spanish
  - Downloadable lesson plans related to energy efficiency
  - Fun educational videos





