

# UGI Energy Innovation Implementation Steps

## MATERIALS

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\_\_\_ Review the contents of your *Teacher Materials Folder*. Contact [jeanette.orlando@nef1.org](mailto:jeanette.orlando@nef1.org) immediately if you are missing these items.

- NEF Instructional Posters
- *Innovation Challenge Contest Flier*
- *Rewarding Results Flier*
- *Teacher Letter*

\_\_\_ You will receive the following via separate shipment:

- *Energy Innovation Kits*: your kit (if you included yourself) and one for each student

## IMPLEMENTATION STEPS

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It is important to follow the program implementation steps below:

### BEFORE YOUR PRESENTATION, BE SURE TO:

\_\_\_ Review emails from your scheduler. If you do not see any emails, please check your spam folder.

- Be sure your class count is correct.
- Note presentation date and time(s).
- Find the *Parent/Guardian Letters* and distribute the letters to students.

### THE DAY OF YOUR PRESENTATION, BE SURE TO:

- Alert your energy educators to students who cannot be photographed.
- Distribute any extra kit(s) not taken by the students to an adult and have them complete the form online, as it will affect the percentage for your mini-grant.

### AFTER YOUR PRESENTATION, BE SURE TO:

\_\_\_ Distribute *Energy Innovation Kits* to each student. Have the students remove the *Home Energy Worksheet* (HEW) from the **outside pocket** of the kit to **write down your teacher ID**. To ensure you get credit toward your mini-grant, provide your teacher ID from your folder or students can use our lookup tool online.

\_\_\_ Set a due date for students to submit HEWs online.

\_\_\_ Take a moment to complete the program evaluation online. Your input and feedback are extremely important to us.

### IMPORTANT notes on the HEW:

Submit HEWs online at [thinkenergy.org/ugi-innovation](http://thinkenergy.org/ugi-innovation). Online submissions will allow your information to be processed faster and you can receive your mini-grant sooner. See program emails for information about the deadline.

**IMPORTANT notes on the mini-grant:**

A mini-grant will be awarded for each teacher returning/submitting the HEWs according to the tiered levels below:

80% + = \$150

50 to 79% = \$100

25 to 49% = \$50

1 to 25% = \$25

Mini-grants will be distributed in January 2024.

Track your progress toward your grant. The link is in your program emails.

Submitted HEWs are compared with the number of kits confirmed with your scheduler.

For questions, comments or additional information about the program, please contact your NEF program director Tiffany Foland at [tiffany.foland@nef1.org](mailto:tiffany.foland@nef1.org) or call the toll-free help line at 800-616-8326 ext. 140.