

CONDITIONS FOR PARTICIPATION ECO-SCHOOLS

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Article 1. Registration

- 1.1 Schools that want to participate in the Eco-Schools program and obtain the Green Flag – the Eco-Schools award – must register with a signed registration form 'Yes, we are participating in Eco-Schools!'.
- 1.2 Schools that have already obtained the Green Flag, have an expiring contract and wish to continue participating in the Eco-Schools program, register with a signed registration form 'Yes, we will continue with Eco-Schools!'.
- 1.3 After registration, the school will receive a welcome pack. Additional products can be ordered via www.eco-schools.nl/webshop (see Article 6, paragraph 6.1). Included in the package are:
 - a. 1 enamel sign worth € 42.90 (including 21% VAT);
 - b. 10 pens worth € 0.60 each (including 21% VAT);
 - c. 10 stickers worth € 0.10 each (including 21% VAT);
 - d. 1 table flag worth € 6.00 (including 21% VAT);
- 1.4 After registration, the school will receive a letter of initiation with further instructions for participation, including support (to shape the change process; see Article 4), certification (to obtain the Eco-Schools label; see Article 5) and plus options (see Article 6).
- 1.5 After registration, the school will receive a school profile on the Eco-Schools website. In this school profile, the name of the school, address details and start date are visible. Further interpretation of the school profile is up to the school itself.
- 1.6 The school guarantees that the information provided with the registration form is accurate and current.

Article 2. Duration of participation

- 2.1. Eco-Schools is an ongoing process, with an audit taking place every two years. Participation therefore lasts at least two years. In the application form (see Article 1), the school itself chooses whether this concerns calendar years or school years.
- 2.2. Participation is automatically extended by one year after the end of the participation year. In the application form (see Article 1), the school chooses whether this concerns calendar years or school years.
- 2.3. Participation can be cancelled annually, unless the minimum participation period of two years has not yet expired. There is a notice period of one month.
- 2.4. Cancellations and changes can be communicated in writing to info@eco-schools.nl or by post to Eco-Schools Nederland, PO Box 43016, 3540 AA Utrecht. In case of cancellation, we always ask to state the reason for cancellation.

Article 3. Financial

- 3.1. Participating schools participate in a subscription model. Upon registration, the school agrees to the costs associated with participating in the Eco-Schools program. The costs consist of annual participation costs and a one-time registration fee.

- 3.2. The annual participation costs are intended for support (guidance and use of the tools that Eco-Schools Nederland makes available; see Article 4) and certification (audits; see Article 5). The rates are as follows:
 - a. Primary: €750 (excluding 21% VAT)
 - b. Secondary / Vocational: € 1500 (excluding 21% VAT)
- 3.3. The (one-time) registration fee is intended for the welcome package (see Article 1), extra support hours for the supervisor in the first two years and the extra audits in the first two years – for the Bronze and Silver certificate. The rates are as follows:
 - a. Primary: € 1000 (excluding 21% VAT)
 - b. Secondary / vocational: € 2000 (excluding 21% VAT)
- 3.4. For the annual participation, the school will receive an invoice at the beginning of the calendar year or at the beginning of the school year with the participation costs that apply. In the registration form, the school indicates at which of these two moments they want to start. Schools starting in September pay per school year (in advance). Schools starting in January pay per calendar year (in advance).
- 3.5. The school receives an invoice for the registration fee at the same time as the invoice for the first annual contribution.
- 3.6. The rates include any secretarial costs, travel costs and accommodation costs.
- 3.7. The payment of the participation costs and the registration fee must be made before the kick-off meeting (see Article 4) takes place.
- 3.8. Payment is made within 14 days of the invoice date. After the due date, the statutory interest will be charged, without notice of default being required. If the client permanently fails to meet the payment obligations, all costs for obtaining payment will be borne by the client.

Article 4. Support

- 4.1. When registering, Eco-Schools Nederland links a coach to the school. Coaches are professionals working for implementation partners of Eco-Schools Nederland. These are organizations that are active (locally) in the field of sustainability and education. The contact details of the coach are stated in the starting letter to the school (see Article 1). This coach contacts the school to start the Eco-School process.
- 4.2. The coach supports the school in the implementation of the seven steps; see zie www.eco-schools.nl/aan-de-slag/de-stappen. The seven steps of Eco-Schools are fixed, but the content is free. The Eco-team can make its own choices in this regard, see www.eco-schools.nl/aan-de-slag/thema-s.
- 4.3. The coach and the school agree together when the coach visits the school. In the process to the first Green Flag, this is preferably at the following moments:
 - a. Kick-off meeting
 - b. After completing steps 1 and 2, to go through the next steps to the Bronze certificate (the Bronze certificate is granted after successful completion of step 4; see Article 5);
 - c. After obtaining the Bronze certificate, to issue the certificate and also go through the step towards the Silver certificate (the Silver certificate is granted after successful completion of step 5; see Article 5).
 - d. After obtaining the Silver certificate, to issue the certificate and also go through the final steps towards the Green Flag (the Green Flag is awarded after successful completion of step 7; see Article 5).
 - e. After obtaining the Green Flag, to present the flag and also to review how the school is continuing to make education, organization and environment more sustainable.
- 4.4. Eco-Schools Nederland is entitled to assign a new coach, provided that the quality of the work does not suffer as a result. A change of coaches can also take place at the request of the school.
- 4.5. Eco-Schools Nederland supplies materials and products that the school can use independently and under the guidance of the school coach in the sustainable change process it is going through, such as:

- a. Eco-Schools welcome pack upon registration (see Article 1);
 - b. The workbook, which works as a portfolio and supports the tracking and monitoring of progress in making the school more sustainable;
 - c. The Eco-scan, with which students discover what is going well and what can be improved in the field of sustainability. The Eco-scan is also available as an app that shows the results per group and per school;
 - d. The manual for Eco teams, in which explanations and tips are described for each step. It also contains a lot of background information about the philosophy of Eco-Schools;
 - e. Access to knowledge and inspiration through, among other things, newsletters; through the newsletter Eco-Schools Nederland informs participating schools about activities, tips, blogs and news;
 - f. Access to inspiration days organized by Eco-Schools Nederland, where Eco-teams share experiences and are inspired by experts;
 - g. Access to the webshop: see www.eco-schools.nl/webshop ;
 - h. Access to plus options; see Article 6.
- 4.6. The support offer of Eco-Schools Nederland is exclusively intended for participating schools. Nothing may be used in any way without prior permission from Eco-Schools Nederland.
- 4.7. Eco-Schools Nederland can offer additional support if desired. Any costs for these 'plus options' are in addition to the annual participation costs of Eco-Schools; see Article 6.

Article 5. Certification

- 5.1. Schools that participate in Eco-Schools work according to the seven steps of Eco-Schools. To be eligible for certification, it must be demonstrated that the steps have been completed and that the school meets the criteria associated with these steps.
- 5.2. In the process to the first Green Flag there are three certification moments: the Bronze certificate (after step 4), the Silver certificate (after step 5) and the Green Flag (after step 7).
- 5.3. Ideally, the process from start to obtaining the Green Flag is approximately two years: one year to obtain the Bronze certificate, then half a year to obtain the Silver certificate and then another half year to obtain the Green Flag. The school does its best to meet this schedule.
- 5.4. An auditor conducts the audit. The audits are provided by Eco-Schools Nederland. The school coach is never designated as an auditor.
- 5.5. Eco-Schools is a process quality mark that does not certify on the basis of the absolute sustainability level of a school, but on the basis of the efforts that the school makes to shape a continuous change process in the field of sustainability in its own situation. The criteria that apply to the Bronze certificate, the Silver certificate and the Green Flag, related to the seven steps of Eco-Schools, can be found on the website www.eco-schools.nl (after logging in as a participating school). The auditor applies the assessment criteria and the rules for awarding certificates. In the event of uncertainty about the criteria, the auditor's interpretation and assessment is leading.
- 5.6. Audits for the Bronze and Silver certificates take place on paper. For the audit for the Green Flag, an audit visit takes place at the school. This visit is prepared by the school and the auditor on the basis of the submitted documents.
- 5.7. Audits are based on the submitted documents from the school and, in the case of a Green Flag, the on-site audit visit.
- 5.8. At the end of an audit, the school receives an audit report, including assessment and recommendations for follow-up.
- 5.9. Upon completion of an audit and award of a certificate, the school receives a framed copy of the certificate. The supervisor and the school jointly agree on whether this certificate will be sent or issued (see Article 4, paragraph 4.1).

- 5.10. Upon certification of the school with the Green Flag, the school receives student certificates and one Green Flag worth € 25.00. Additional flags, for example in the event of wear and tear, multiple flagpoles, for indoor school or for PR purposes, can be ordered via the webshop: www.eco-schools.nl/aan-de-slag/webshop.
- 5.11. The Green Flag is valid for two years after it has been awarded. After two years, the school must be re-audited.

Article 6. Options

- 6.1. Eco-Schools provide materials that can strengthen the attention for Eco-Schools internally and externally, such as pens, stickers, table flags, banners and drinking bottles. These can be ordered in the webshop www.eco-schools.nl/aan-de-slag/webshop.
- 6.2. If desired, Eco-Schools can offer additional support by education and training. A tailor-made offer can be made for such services.
- 6.3. Projects are additionally offered by Eco-Schools Nederland, possibly in collaboration with partners. With these projects, the school can give substance to the Eco-Schools approach. Participation in additional projects is voluntary and in most cases participation is limited to a limited number of schools. Sometimes participation involves costs. Information about projects: www.eco-schools.nl/aan-de-slag/projecten.
- 6.4. There is the possibility to connect to one of the other 59.000 Eco-Schools worldwide via Eco-Schools. Eco-Schools Nederland has a collaboration with the national coordinators for this so called 'twinning'. Eco-Schools Nederland supports in making the match, the schools make further agreements themselves.
- 6.5. Products are offered by Eco-Schools Nederland. In addition to materials with a PR value (see Article 6, paragraph 6.1), there are products that enhance the sustainable change of the school, such as water taps or solar panels. Through the supporters program (see www.eco-schools.nl/community/supporters), Eco-Schools Nederland is entering into partnerships with providers of such materials to provide additional support to schools. The offer is made available via www.eco-schools.nl/aan-de-slag/etalage.

Article 7. Change rates and conditions

- 7.1. The registration fee, the participation costs and the conditions of participation can be changed. Changes will be published on www.eco-schools.nl no later than two months before the change date.

Article 8. Eco-Schools The Netherlands / SME

- 8.1. The Eco-Schools methodology is used in 68 countries around the world. One organization per country has been designated to coordinate the programme. In the Netherlands, the program is owned by IVN Natuur Educatie. The management is outsourced to Innovatie and Duurzaamheid BV, trading under the name SME. 'Eco-Schools Nederland' therefore does not exist as an independent organization. Wherever 'Eco-Schools Nederland' is appointed as a party, SME is the valid legal entity.
- 8.2. SME is registered with the Chamber of Commerce in Utrecht under the Chamber of Commerce number 30203878.
- 8.3. For more information about the objective and organizational structure of SME, the website can be consulted: www.sme.nl.