



Secondary Schools Envirogroup Action Guide

A guide to launching, leading, and sustaining
student-led environmental action

DRAFT Version 1 – February 2026

Nau mai, haere mai - Welcome!

Tēnā koutou, rangatahi mā,

This Action Guide is for you, the young leaders stepping up to take action for the environment/ taiao. Your voice, your choices, and your actions matter. Whether you're planting along waterways, trapping predators, leading an ecological building project, or taking climate action, your mahi is part of a growing movement for change across the country.

We're constantly inspired by the passion and purpose you bring to environmental action. You're not just the leaders of tomorrow, you're leading right now, with courage, creativity, and heart. You're showing us what it means to care for the taiao in meaningful, values-led ways.

This resource is here to support you. Inside, you'll find tools to help form Envirogroups, plan impactful projects, and bring values like whanaungatanga (relationships and inter-relatedness), manaakitanga (care, kindness) and kaitiakitanga (protection, looking after) into everything you do. These values connect us to each other, to the whenua/ land, and to those who came before us.

The impact you make goes far beyond your school. It ripples out to your whānau, your hapori/ community, and your wider region. Every action, no matter how small, is a step toward a better future.

We see you. We back you. And we can't wait to see what you do next.

Nō reira, kia kaha, kia māia, kia manawanui

Be strong, be brave, be steadfast.

Nā, Hinerangi Price

He Mihi

Toimata Foundation would like to acknowledge and extend a heartfelt mihi to Hinerangi Price, for creating the original Envirogroup Handbook for rangatahi in Hawke's Bay while working for the Environmental Education Team, Hawke's Bay Regional Council. Her passion for empowering young people to become role models and catalysts for change in their communities is inspiring. Ngā mihi nui ki a koe Hinerangi.

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1. Purpose

Kia ora!

By being part of your school's Envirogroup, you are joining a group of motivated people who share a common interest and commitment to the taiao. Your voice and actions now have the power to shape a better future, for your local area and for our planet.

This Action Guide is here to support you as you plan, lead, and grow meaningful environmental action. Whether you're just getting started or ready to take your mahi to the next level, you'll find clear steps, inspiration, and practical tools to guide your journey.

From reducing waste and restoring waterways, to growing kai and raising awareness about climate change, every action matters. What you do today contributes to a healthier planet and a stronger sense of connection to the land, to each other, and to your own leadership.

If you want to broaden and deepen your environmental learning, the suite of Enviroschools resources provide an amazing range of information and activities to lead you on an enquiry learning journey, following the Action Learning Cycle (see templates).

See the Enviroschools website for more information:

enviroschools.org.nz/about-us/resources/

This Action Guide will help you:

- Start or strengthen your Envirogroup
- Plan and deliver impactful projects
- Collaborate with your school, whānau, and wider community
- Track your progress and celebrate your success
- Align with and contribute to local and national sustainability goals

You don't need to be an expert - just curious, committed, and ready to make a difference. Bring your ideas, your energy, and your values. This is your chance to lead, learn, and leave a positive mark.

**Whāia te mātauranga. hei
oranga mō tātou katoa**

**Pursue knowledge for the
wellbeing of all.**



2. The Role of Envirogroups in Schools

Envirogroups are the heart of student-led environmental action in schools. They bring together passionate rangatahi/ young people who care about the future of our planet and want to create positive change, starting right where they are.

What do Envirogroups do?

Envirogroups lead the way by:

- Identifying environmental issues and opportunities in and around the school (e.g. waste, energy, biodiversity, transport, ecological building, water use)
- Raising awareness through campaigns, events, workshops, and education
- Taking action through hands-on projects like tree planting, composting, building projects and māra kai
- Creating change by influencing school policies, systems, and everyday habits
- Collaborating with teachers, whānau, hapū and iwi, community partners, and local councils.

Why are Envirogroups important?

- They help build a culture of sustainability in schools
- They empower rangatahi/ young people to develop leadership, communication, and problem-solving skills
- They connect learning to real-world environmental challenges
- They give students a voice and a platform to lead change and make a difference
- They show that young people can lead with purpose, pride, and impact.

Who can be involved?

Anyone! Envirogroups thrive when they're diverse and inclusive, open to students of all year levels, backgrounds, and strengths.

You don't need to be an expert, just someone who cares and is willing to get involved.



3. Getting Started - Launching Your Envirogroup

Whether you're starting fresh or bringing an old group back to life, this section will help you lay a strong foundation for meaningful environmental action at your school.

You'll learn how to:

- Form your group and find the right mix of people and support
- Engage your school so you have leadership backing
- Promote and recruit to grow your team
- Hold your first meetings
- Explore kaupapa that matter to you
- Scope out your situation and look for opportunities for action
- Select what you will initially focus on
- Assign roles to keep things organised and flowing

By the end of this section, you'll be ready to plan your first project, and make a real impact in your school and community.



Forming Your Group / Committee

Start small; even two or three passionate students can spark big change. Look for others who care about sustainability, climate action, or making your school a better place.

A strong group brings together a mix of skills: creative thinkers, organisers, researchers, and doers.

Find a teacher or staff member to be your mentor, someone who can support your mahi, help with logistics, and connect you with school leadership and the wider community when needed.

Talk to Your School

Let your principal or a key teacher know what you're planning. Their support can unlock time, space, and resources.

Ask for:

- A regular meeting space
- Time to speak at assemblies
- Permission to run events or make changes around school

Tip: Having school buy-in helps your group go further, faster.

Promote and Recruit

Now it's time to spread the word! Use posters, school notices, classroom visits, or a "green lunch" info session to invite others in.

Ask teachers to recommend students who might be interested. Try to build a group that's welcoming and inclusive - everyone has something to offer.



Hold Your First Meetings

Make your first meetings relaxed and fun. Consider starting with an activity to hear about local history, connect to taiao or explore a natural area around your school.

Your first meetings are also a chance to:

- Form connections and get to know each other
- Share what you care about and brainstorm ideas
- Talk about what you'd love to change at school
- Choose a group name and share ideas for a logo
- Set some guidelines or a charter for the group
- Decide how often you'll meet
- Start dreaming big, this is where the journey begins!

Explore Your Kaupapa

Your kaupapa is your philosophy, and also your focus for learning and action.

Start by thinking about what you have shared that you care about, and from this, identify some principles to guide your actions. For example:

“Bring everyone along on the journey”

“Strengthen connection with taiao”

“Make a meaningful difference”

For more inspiration, check out the [Enviroschools Kaupapa and Guiding Principles - Ngā Mātāpono](#).

Next, identify the issue or opportunity your group wants to tackle. You might start with one or combine a few.

Options include:

Waste – Reduce rubbish, improve recycling, run waste-free events

Water – Protect or replant waterways, organise clean-ups, promote refill stations

Biodiversity – Plant trees, do predator control, tackle invasive plants in native habitats

Kai – Start a māra kai, compost food scraps, share recipes, distribute surplus

Energy – Run “switch-off” campaigns, track classroom energy use, go solar

Climate – Raise awareness, reduce emissions, promote active transport, buy local

Eco-building – Use eco-design and sustainable materials to create a structure or space

Choose kaupapa that feel important, doable, and meaningful to your group.

The Enviroschools programme has a suite of resources providing information, ideas and activities for many kaupapa that may interest your Envirogroup. The Enviroschools Theme Areas are Living Landscapes, Water of Life, Zero Waste, Ecological Building and Energy! Check out their Key Concepts.

Ask your Enviroschools Facilitator or teacher how to access these.



Scope Your Situation

What can you observe? Take a hīkoi around your school. Are there:

- Overflowing bins?
- Lights left on in empty rooms?
- Unused garden beds?
- Dirty stormwater drains?

Where have we come from and what do others think and feel? Find out about what action is already happening in your school and local area, and what projects tangata whenua and community groups have underway. Talk to students, teachers, and caretakers to figure out what matters most to them in the school environment.

What can we learn? Do some research into your kaupapa. What are the impacts on taiao and how can they best be addressed? Keep an eye out for things your group will be able to contribute to and realistically improve.

Ask your Enviroschools Facilitator or Teacher for the Enviroschools resource 'Me in My Environment' to learn concepts and engage in activities that will strengthen your environmental knowledge and connection to taiao.



Select Your Initial Focus

A good brainstorm brings everyone's voice into the conversation and helps you focus your energy where it's needed most.

Step 1: Brainstorm Together

Use whiteboards, sticky notes, or shared docs to answer:

- What environmental issues do we see at school or in our community?
- What do we care deeply about?
- What would we love to change or improve?
- What's already working well?

Step 2: Group Common Themes

Sort your ideas into broad themes like:

 Waste |  Water |  Biodiversity |  Energy |  Kai |  Eco Building |  Climate

Step 3: Choose 1–2 Focus Areas

Ask yourselves:

- What's most important or urgent?
- What's realistic with our time, people, and resources?
- What are we most excited about?
- What will make the biggest impact?

Step 4: Link to local or national programmes

Does your focus align with any existing local action or with regional themes or challenges? If so, your mahi becomes part of a bigger local and regional movement.

Keep your extra ideas! You can return to them later or pass them on to future groups.

Assign Roles

Sharing roles helps your group stay organised and focused. Everyone has a part to play!

Here are some suggested roles:

Chairperson – Leads meetings and keeps things on track

Secretary – Takes notes and supports planning

Comms Lead – Shares your mahi through posters, updates, or social media

Project Leads – Take charge of specific projects (e.g. waste audit, tree planting)

Prefect – A leadership role in the school, representing student voice, sharing and promoting Envirogroup activities. A prefect may also take on one of the roles above e.g. Chair or co-chair of the Envirogroup.

Rotate roles throughout the year so everyone gets a turn and learns new skills.

He rā whakahirahira kei mua i a koutou

Exciting days lie ahead.

You're ready to take action.

Your first project is just the beginning!



4. Guided Nature Connection Activity

Ko au te taiao, ko te taiao ko au

I am the environment, the environment is me.

Take a moment to pause, breathe, and connect.

This activity is a chance for you and your group to slow down, tune in to the rhythms of nature, and reflect on your role caring for taiao. Use it in your school grounds, a nearby park, or during any time in the natural world.

You don't need anything fancy, just time, attention, and an open mind.

1. Become Still

Find a quiet outdoor spot where you can sit or stand peacefully.

Close your eyes. Breathe deeply. Let the noise of the day settle. Spend 5 minutes in stillness. Allow the whenua to speak.

2. Use Your Senses

Gently bring your awareness to the present. Ask yourself:

What can I see? _____

What can I hear? _____

What can I smell? _____

What can I feel (touch)? _____

3. Deepening the Connection

Connect more closely with your surroundings and reflect:

- What do I notice that I hadn't seen before?
- How does this place make me feel?
- What signs of life are around me — birds, bugs, plants, fungi?
- Can I see any signs of human presence — rubbish, tracks, or restoration?

4. Reflection Prompts

Jot down your thoughts or share them in a group kōrero:

- What is one thing in this space that I feel connected to? Why?
- What would it look like to truly care for this place?
- If this place could speak, what might it say to me?

5. Creative Expression (Optional)

Capture the moment in a creative way:

Sketch something that caught your eye – something beautiful, surprising, or significant.

Write a haiku, poem, or saying inspired by the space and your experience:

You might like to share these back at school or add them to your Envirogroup display.



5. Planning Your Projects

Once your Envirogroup is up and running, and you've taken some time to explore and identify priorities, it's time to turn your ideas into action! This section will guide you through designing a meaningful, achievable project that makes a real difference in your school and community.

You'll learn how to:

- Set a vision and SMART goals to guide your mahi
- Find inspiration from the Enviroschools network and others
- Connect to Te Ao Māori in your environmental action
- Use the Project Planning Template to stay organised
- Reflect on how your values are woven through your project

Every strong project starts with a purpose and ends with impact. Let's get planning!

Set a Vision and SMART Goals

Once you've chosen a focus project, it's time to dream big, and plan smart.

Your Vision = Your Why

Your vision is the big picture change you want to create. Describe the positive change you want to see, worded as if it has already happened. Make it clear, inspiring, and visible.

Examples:

- *"A zero-waste school."*
- *"A kura where students proudly care for taiao."*
- *"A climate-conscious school taking action."*

Your SMART Goals = Your How

Your goals break that vision into clear, achievable steps.

Make your goals 'SMART':

Specific, Measurable, Achievable, Relevant, Time-bound.

Here is an example of turning a general aim into a SMART goal:

General aim: *"We want to improve recycling."*

SMART goal: *"By the end of Term 2, we'll increase classroom recycling by 30% through education and weekly bin checks."*

Other examples:

"Reduce playground rubbish by 50% in Term 2 with new signage and student-led education."

"Plant 100 native trees by the end of the year with support from our council and community."

Tip: Once you have a SMART goal, don't forget to collect data and take photos of the current situation before you take action, so you can measure change as a result.



Tip: Involve everyone in creating your vision and goals, shared ownership builds stronger commitment.

Use the Project Planning Template

Now that you know where you're headed, use your Project Planning Template to work out the:

Who – roles and responsibilities


What – project tasks

When – timelines and checkpoints

How – resources needed and ways to track progress

Having a clear plan keeps everyone on the same page and makes it easier to stay on track.

If you have access to an Enviroschools Kit, you can find useful tools in the **Take Action** section.



Enviroschools Project Planning Template

1. Our Vision
What's the big picture change we want to see?

2. Project Title & SMART Goal
Project Name: _____
SMART Goal: (Specific, Measurable, Achievable, Relevant, Time-bound)

3. Steps & Timeline
What are the key actions and when will they happen?

Step 1: _____ Due by: _____
Step 2: _____ Due by: _____
Step 3: _____ Due by: _____
Step 4: _____ Due by: _____


4. Roles & Responsibilities
Who is doing what in the group?

5. Materials & Resources Needed
What do we need to complete our project?

6. Support & Partnerships
Who can support us? (e.g. staff, Enviroschools facilitator, community groups, local businesses)

7. How We'll Measure Success
How will we know if our project worked?

Your vision is the seed — your goals and teamwork are what help it grow.



Be Inspired by Others

Need ideas or a boost of motivation? Take a look at project examples from other schools online www.enviroschools.org.nz

Whether it's creating a māra kai, launching a waste-free lunch campaign, or designing an energy audit, small actions can lead to big change.

You're not alone in this journey - schools across the country are taking action too.



6. Running Your Group

Once your Envirogroup is up and running and your first project is underway, the real magic happens in how you work together. This section will help you keep your group organised, connected, and energised, so your mahi stays effective, inclusive, and fun.

You'll learn how to:

- Hold regular meetings to keep things on track
- Use an agenda and take notes so nothing gets lost
- Share responsibilities to build leadership and balance the workload
- Communicate clearly and kindly between meetings
- Celebrate your wins and keep the vibe positive
- Run effective meetings that motivate and include everyone
- Plan across the school year using a term-by-term guide

Running a great group isn't about being perfect, it's about staying focused, being kind to each other, and creating a space where everyone feels they belong.



Hold Regular Meetings

Consistency is key! Set a regular meeting time that works for your group, weekly, fortnightly, or even just a quick catch-up during lunchtime.

Tips:

- Use a shared calendar or noticeboard so everyone knows when you're meeting
- Be flexible, adjust when needed if people have exams, sports, or whānau commitments
- Keep it short and purposeful, even a 10-minute huddle can keep momentum going

Use an Agenda and Take Notes

Having a plan for each meeting helps your group stay focused and productive. It also leaves a clear record for those who come next.

Try this format:

- Begin with a karakia
- Do a nature connection activity, a group check-in or a fun icebreaker
- Recap what's been done
- Share updates from different project leads
- Decide on next steps, who's doing what?
- Record key notes and share them afterwards

Your Secretary or note-taker can help manage this (see Roles section [\(hyper link for electronic doc?\)](#)).

Share Responsibilities

Great teams share the load. Make sure everyone has a chance to contribute, not just the same few people every time.

Ideas:

- Rotate roles so everyone gets to lead, speak, or plan
- Create sub-groups for specific tasks (e.g. communications, compost, or planting)
- Celebrate all contributions, big and small - they all matter



Keep Communication Clear and Friendly

How you talk to each other makes a big difference.

Suggestions:

- Use group chats, email threads, social media, or shared docs to stay in touch
- Post reminders, updates, questions, and encouragement
- Keep the tone respectful and positive, your group culture matters

A group that communicates well stays strong.



Celebrate Your Wins

Taking time to recognise your mahi keeps morale high.

Ways to celebrate:

- Give shout-outs in meetings, notices or on social media
- Share your achievements at assemblies or in the school newsletter
- Take photos and send updates to your Enviroschools facilitator
- Plan a shared lunch, fun day, or outing after big milestones

Celebrating keeps energy up and shows your school the impact you're making.

Keep the Vibe Positive

- Not everything will go to plan, and that's okay!
- Support each other when things don't go right
- Learn from your experience for next time
- Remind yourselves why you started
- Keep coming back to your shared purpose

A well-run group is one where everyone feels heard, valued, and motivated to keep going.



Effective Meeting Tips

Good meetings don't have to be long or formal. They just need a purpose, a bit of structure, and a welcoming vibe.

1. Be Prepared

- Use a simple agenda (*see template, provide link to website*)
- Share updates or resources ahead of time
- Stick to a regular meeting schedule

2. Start and Finish on Time

Respect everyone's time. If you run out of time, carry it over to the next session.

3. Make Space for Everyone to Speak

Encourage quieter voices and use tools like going around the circle, pair-share, or smaller group break-out sessions.

4. Keep It Focused (But Fun!)

Stay on topic but bring positive energy. Icebreakers or fun activities help build connection.

5. Take Notes and Share Actions

Record key decisions and action points. Send a quick recap so everyone knows what's next.

6. End with Next Steps

Review who's doing what and when the next meeting is.

7. Celebrate the Wins

Always take a moment to thank, uplift, and acknowledge each other. Little wins lead to big change.

Remember: Meetings are about connection, collaboration, and shared purpose.



Term-by-Term Planning Guide

Planning across the school year helps your group stay focused, sustainable, and impactful. Use this as a flexible guide - adapt it to suit your kaupapa, group energy, and school calendar.

Term 1: Foundations & Vision

- Form or relaunch your Envirogroup
- Assign roles (Chair, Secretary, Comms Lead, Project Leads)
- Build group identity (name, logo, group guidelines or charter)
- Connect with your Enviroschools facilitator and your local/regional council
- Reach out to local hapū/ iwi and community partners, and find out what others think and feel
- Identify environmental priorities for your local area and school
- Explore your kaupapa and choose your focus (e.g. waste, water, biodiversity, kai, climate, eco-building)
- Set a shared vision and initial action
- Start small – a clean-up, campaign, or audit

Term 2: Action & Awareness

- Plan and begin your first major project
- Create a project vision and SMART goals
- Use your Project Planning Template (*add link*) to stay on track
- Bring mātauranga Māori into your mahi
- Run regular meetings and track progress
- Share updates through posters, notices, or school assemblies
- Promote staff and student involvement
- Begin collecting photos, data, and reflections for reporting

ENVIRONMENTAL AWARENESS WEEK
August 4th-8th

MONDAY
Lunch:
Naming native birds challenge. Get a cookie if you name more than seven! In C block quad

TUESDAY
Lunch:
Bees wax wrap making workshop in cooking room

WEDNESDAY
Lunch:
Upcycling workshop with Textile Rescue in sewing room (bring an old t-shirt if you can but we provide some too)

THURSDAY
Morning tea:
Careers in Conservation talk with guest speaker Rick Field
Lunch:
Smoothie Bike. Bike your own smoothie for free!

FRIDAY
Ride your bike to school and receive some awesome prizes and house points!

Term 3: Growth & Collaboration

- Continue or launch your second project
- Strengthen connections, keep reaching out to local partners (e.g. iwi/ hapū, council, community groups)
- Deepen your learning, invite a guest speaker
- Broaden your action, run a school-wide event
- Review what's working and what could improve
- Share your progress with other schools and your community
- Reflect on how your group is functioning as a team

Term 3/4: Reflection & Celebration

- Wrap up projects and measure impact (e.g. waste saved, trees planted)
- Share your mahi at assemblies or in the media
- Celebrate with a group lunch, showcase, or trip
- Acknowledge others' contributions and successful collaborations
- Reflect on lessons learned
- Recruit and prepare next year's team for handover

Tip: Use a whiteboard, shared calendar, or planning app to stay organised.

Each term is a chance to grow your impact and your leadership.

Start where you are, use what you have, and do what you can - your mahi matters.



7. Communicating and Promoting Your Mahi

Your Envirogroup's mahi deserves to be seen, celebrated, and supported. Sharing your progress helps raise awareness, spark action, and show your kura and hapori the power of student leadership.

In this section, you'll learn how to:

- Build strong relationships with school leadership
- Share your mahi in school and online
- Write stories for newsletters and local media
- Create a legacy for future student leaders

When you amplify your voice and celebrate your wins, you inspire others and help embed environmental leadership into your school's culture.



Communicating with School Leadership

A strong relationship with your principal, deans, and staff leaders can boost your impact and open new doors for your projects.

Why it matters:

- Leadership can approve projects, funding, or event time
- They can help share your mahi across school channels
- Their support gives your group more visibility and momentum
- It shows that you're organised, committed, and serious about your kaupapa.

Before you reach out:

- Be clear about what you're asking for (e.g. a space, funding, speaking time at assembly)
- Know your kaupapa and the outcome you want to achieve
- Keep your message polite, confident, and to the point
- Prepare a short summary to explain your plan.

Example message:

Kia ora [Principal / Dean / Staff Name],

We're part of the student Envirogroup at [School Name]. Our kaupapa this term is [e.g. reducing waste], and we've created a SMART goal to [briefly describe goal].

We'd love to meet with you to share our plan and ask for your support with [e.g. speaking at assembly, applying for funding, booking a space].

Thanks so much for supporting student leadership and environmental action.

Ngā mihi nui,

[Your Name]

[Enviro Group Name]



Communication Tips:

- Be polite and professional, always include a greeting and closing
- Keep it short and clear - school leaders are busy
- Bring a visual or handout to explain your project
- Invite them to attend events or celebrations
- Follow up with updates and thank-yous

Remember: You're not "just students", you're leading real change.

Promoting Your Mahi in School and Online

Promotion isn't about showing off; it's about connecting, storytelling, and leading by example. Sharing your mahi helps grow support and inspire action.

At School

Make your mahi visible and engaging for your whole kura.

Ideas:

- Design posters and put them around school
- Speak at assemblies or visit classrooms
- Set up a noticeboard or display with photos and info
- Run events, competitions, or themed mufti days
- Share a "Green Tip of the Week" in daily notices
- Ask for space in the school pānui

Tip: Use simple language, strong visuals, and call people to action.

Enviro Update

Intro - We are the rubbish group and we are worried about the amount of plastic in our school. We did a survey by putting a big bag in each class for a week and afterwards we counted up the results. We worked out that the average amount of plastic packages in our school in one week is 1274 pieces of plastic packaging!

OLRS Board of Trustees - We were concerned about the amount of rubbish around our school so we got the Board of Trustees involved. We went to a BOT meeting and presented our findings. They replied by saying that they are going to try and make a no plastic policy for 2020.

Policy - The policy may be something like, take all plastic back home. This would mean no plastic would be put in the bins at school. Everything will have to be taken back home.

How to get ahead as a family

- Start using ziplock reusable bags and containers to hold food items.
- Have lunch boxes with separate compartments for chips and other things.
- Buy big bags and put the chips into smaller ziplock bags or tupperware containers.

Remember - NO LITTER!!

By Students Adam, Conor & Jonathan

Online

Use digital platforms to share with whānau, local groups, and other schools.

Ideas:

- Post photos, reels, or updates on your school's Facebook or Instagram
- Ask a teacher to post on your behalf if you don't have access
- Submit stories to your Enviroschools facilitator or youth-focused newsletters
- Share video updates or behind-the-scenes content
- Always get permission before sharing photos of others

What to share:

- Your kaupapa and why it matters
- What your group is doing and how others can help
- Progress and impact updates
- Fun moments, challenges, and wins
- Invitations to events
- Reflections and student voice

Example caption:

"Our Envirogroup has just launched a waste-free lunch challenge to reduce plastic at school! We're aiming to cut lunchbox rubbish by 50% this term. Let's go, team! #StudentLed #WasteFreeWednesday #Kaitiakitanga"

Sharing your mahi helps others see the difference you're making and reminds them that small actions lead to big change.



Submitting Stories to Newsletters or Local Media

Writing about your mahi helps spread the word beyond your school and gives your group a voice in the wider community.

What to include:

- What your group did, a short description of the event or project
- Why it matters, what issue are you tackling, and why?
- Who was involved, give credit to students, staff, and supporters
- What impact it had, include results or reflections
- Photos, with permission - a good image tells your story quickly

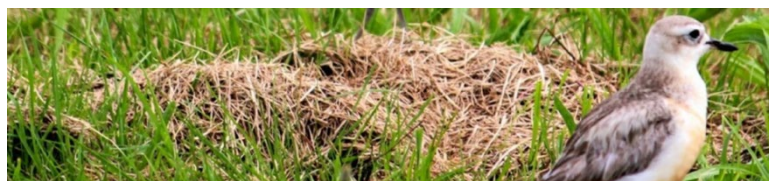
Example structure:

“Last Friday, our school’s Envirogroup worked with local volunteers to plant 150 native trees behind the sports field. The project is part of our efforts to support biodiversity and birdlife. We’re proud to help restore this space and are planning more planting in Term 3.”

Where to share:

- Your school’s newsletter or website
- School social media (with staff help)
- Local media
- National Enviroschools website
- Council or youth/environment pages
- Community and youth-focused newsletters

You don’t need to be a journalist, just speak from the heart and let your mahi shine.



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DOTTEREL DILEMMA OVERCOME BY STUDENT ADVOCACY AND ACTION

November 28, 2023 | By Anne Zhang, St Kentigern College

When a Northern New Zealand dotterel/ tūturiwhatu chose St Kentigern College fields for their nesting and feeding, Anne Zhang and friends saw a need for protection of these birds. It became important that the humans caring for and using this grassed area needed to be aware and considerate of the dotterel’s needs and threats. One thing led to another and soon there was a small population of dotterels enjoying this habitat and increasing protection and monitoring.



Word of the work Anne and the St Kentigern College Dotterel Conservation Society was doing soon spread. They were

The first adult dotterel check out the lush growth at St Kentigern College.

Keeping Momentum: Legacy Planning for the Next Year

A truly powerful Envirogroup doesn't just make an impact, it keeps the kaupapa going for future students.

Legacy planning helps pass on the tools, knowledge, and values that make your group strong.

Why it matters:

- Helps new members step up with confidence
- Keeps projects and progress going
- Builds a lasting culture of student-led action
- Shows the school leadership that your mahi is sustainable

What to hand over:

- A summary of your kaupapa and key achievements
- Contact details for helpful teachers, mentors, or partners
- A calendar of key environmental and school dates
- Useful templates, notes, or planning tools
- A short welcome letter or video message from your group
-



Tip: Store everything in a shared folder (Google Drive, USB, or binder) and make sure the next team knows where to find it.

He toi whakairo, he mana tangata

Where there is artistic excellence, there is human dignity.

Your mahi makes a mark.

Your work this year has made a real difference. With a bit of planning, it can keep growing long after you've moved on and can inspire the next generation to continue caring for taiao.

8. Working with Others: Building Connections for Impact

You don't have to do this alone, and you're not meant to!

Some of the most powerful enviro-projects happen when students connect with others in their community. Working with tangata whenua, experts and local organisations helps you deepen your understanding, strengthen your kaupapa, and grow your impact far beyond the school gates.

In this section, you'll learn how to:

- Partner with your regional EnviroSchools team
- Build relationships with local iwi, hapū, and marae
- Collaborate with national organisations like Department of Conservation (DOC) and Forest & Bird
- Connect with your local council
- Work with local community groups, nurseries, and mentors

Ehara taku toa i te toa takitahi. engari he toa takitini

My victory is not mine alone but is a victory of many.

Together. we can achieve more than we ever could alone.



Your regional Enviroschools team

We're here to walk alongside you!

Enviroschools regional coordinators and facilitators assist schools and their communities to plan and implement a long-term Enviroschools journey.

Our kaupapa is to empower young people like you to become confident carers for taiao through hands-on learning, connection to place, and student-led projects.

What we can support with:

- Learning guides and resources
- Advice on goal setting and measuring impact
- Environmental programmes and learning opportunities
- Ongoing support for youth environmental leadership
- Connections with local tangata whenua, council staff, environmental organisations, and other schools
- Help with identifying and applying for funding opportunities
- Opportunities to be involved in regional events

How to connect

Check out the contact details for your region here:

<https://enviroschools.org.nz/your-region/>

You've got the passion and ideas, we're here to help make them real.



Local Hapū, Iwi and Marae

Honouring taiao means honouring the people of the land.

Tangata whenua - local iwi and hapū, are the original inhabitants. Their deep relationship with the whenua, awa, and moana is grounded in generations of knowledge, tikanga, and connection.

Working with local marae, hapū or iwi is partnership in action; it's about building a relationship rooted in respect, reciprocity, and shared purpose.

Why connect with tangata whenua?

- Honour Te Ao Māori
- Learn the whakapapa and history of your local environment
- Bring tikanga and values into your mahi
- Include Te Reo Māori and pūrākau in your projects
- Strengthen place-based identity and belonging
- Co-design shared initiatives like planting or restoration

How to begin:

- Find out which iwi or hapū are connected to your school's rohe
- Find out if they have an environment/ taiao team
- Ask Māori staff or whānau liaisons for introductions
- Reach out with humility and clarity about your kaupapa
- Offer to listen and build the relationship slowly
- Ask how you can support their existing goals and projects

Example ways to collaborate:

- Invite a kaumātua to share pūrākau and history with you
- Support environmental projects and aspirations of tangata whenua
- Plant native species of significance to hapū of your area
- Explore local whakataukī and pūrākau in group meetings
- Use appropriate Te Reo Māori in signage and communication

These relationships are taonga. Nurture them with integrity and aroha.

The EnviroSchools Handbook has more information on working with tangata whenua, see pgs 42-43.



DOC, Forest & Bird, and Predator Free NZ

Aotearoa is home to incredible biodiversity, and national groups are working hard to protect it. These organisations are generally keen to collaborate with young people.

Department of Conservation (DOC)

- Invite a ranger to your school
- Visit a conservation site
- Use DOC's education resources and online tools
- Take part in local planting, invasive plant removal, or species protection projects

www.doc.govt.nz

Forest & Bird Youth

- Join or start a Youth Hub
- Get involved in national campaigns (e.g. Bird of the Year)
- Receive mentoring or join nature restoration events

www.forestandbird.org.nz

Predator Free NZ

- Learn to trap pests safely at school or in nearby habitats
- Monitor native species or predator activity
- Build safe corridors for birds and insects

www.predatorfreenz.org

Why these partnerships matter:

- Get real-world learning and skills from conservation pros
- Access gear, expertise, and campaign tools
- Be part of nationwide action
- Show how students can drive environmental change



You bring energy and ideas and represent the future. They bring experience and tools. Together, you make a powerful team.

Local Councils

Your local council can be a key ally in making your school and community more sustainable.

Councils often support youth environmental leadership through:

- Waste and recycling education
- School planting and climate initiatives
- Youth engagement opportunities
- Funding or promotional support

What councils can help with:

- Providing gear and support for clean-up days
- Funding applications and project advice
- Promotion through council platforms
- Access to local data, plans, and events

Ways to connect:

- Invite a staff member to speak or join your event
- Attend a council meeting or submit feedback
- Apply to youth advisory groups or panels
- Share updates with the council communications team

Local government wants to hear youth voices, don't be afraid to speak up!

Community Groups, Nurseries, and Local Mentors

Sometimes, the greatest support is just around the corner.

Your local area is full of skilled, passionate people, and many of them are excited to help rangatahi take the lead on environmental action.

Who might you connect with?

Native plant nurseries:

- Offer guidance on species selection
- May donate or discount plants

Local mentors or volunteers:

- Planters, composters, gardeners, builders, creatives, and scientists
- Can lend tools, advice, or run a workshop
- May be able to share mātauranga and rongoā values of plants
- Help with hands-on learning and project delivery

Community groups:

- Landcare, catchment groups, scouts, Rotary, etc.
- Partner on clean-ups, events, or planting
- May be able to sponsor a project
- Provide recognition and long-term support

How to reach out:

- Ask your teacher or Enviroschools facilitator for intros
- Go to community events and make connections
- Write a short letter or email explaining your kaupapa
- Be open and willing to learn

Why it matters:

- Deepens connection to place and people
- Bridges generations of knowledge
- Builds support networks for future student leaders
- Makes your mahi more sustainable, visible, and powerful

Environmental action thrives in community. You don't need to do it all, just start the kōrero.



9. Sharing and Celebrating Your Mahi

Tū māia, tū rangatira.

Stand strong. Let your leadership be seen, felt, and remembered.

What this section covers:

After months of hard work – planning, planting, testing, reducing, restoring, it’s time to celebrate and share your impact. This section will help your Envirogroup document your journey, raise awareness, and inspire others by making your kaupapa visible.

You’ll learn how to:

- Celebrate your wins through assemblies, newsletters, events, or social media
- Tell your story in a way that connects with your community
- Document your mahi for future student leaders
- Reflect on your journey and share your learnings
- Leave a legacy for the next generation to come

Telling your story isn’t about showing off. It’s about honouring the journey, strengthening the movement, and making your impact last.



Why Share Your Progress?

When you share your mahi:

- You celebrate the time, effort, and creativity your group has invested
- You help others understand why your kaupapa matters
- You encourage more students, whānau, and staff to get involved
- You strengthen your group's purpose and visibility across the kura
- You inspire ripple effects — small actions that grow across the rohe

Think of it as planting seeds: each story you share can spark new ideas, allies, or action. The more we talk about positive change, the more it spreads.

Speaking at Assembly or School Events

Use school-wide moments to celebrate your achievements and bring others along for the ride.

What to Include:

- **Who you are:** Name your group and introduce your members
- **What you've done:** Share highlights, stats, or funny moments
- **Why it matters:** Link back to your kaupapa and vision
- **What's next:** Let others know how they can join or support you

Speaking Tips:

- Keep it short — 2–3 minutes is perfect
- Use visuals like a slideshow, poster, or short video
- Speak clearly and with passion, your voice carries mana
- Practice together so everyone is confident
- Take photos or record the kōrero to share later

Example: “Our group ran a native tree planting project with help from our EnviroSchools facilitator. We planted 230 trees to restore bird habitats. Next term, we're learning about water testing, and we'd love more students to join!”



Writing for Newsletters or Local Media

A great write-up can amplify your mahi across the community — from school pānui to regional papers.

Structure:

1. Intro – Who you are and what your group stands for
2. Body – What your project involved and why it was meaningful
3. Results – Include stats, reflections, and what's next
4. Thanks – Acknowledge supporters and contributors

What to Include:

- A strong photo with permission and caption
- A quote from a student or teacher
- Impact stats or visuals - numbers help tell the story

Example:

“This term, our enviro group launched a Waste-Free Wednesday challenge. Each week, students brought litter-free lunches, and we saw a 40% drop in playground rubbish. We're proud of what we've achieved, and we're now building compost bins for tech block scraps!”

Where to Send It:

- School newsletters
- Local newspapers
- EnviroSchools facilitator/ regional team

Tip: Ask if you can create a regular “Enviro Column” in your school newsletter!

ENVIROCHOOLS Update

Rubbish collection around the school.

On Thursday 26 May, the representatives of the Recycling group and the rubbish group went around after morning tea and lunch and took a tally of the rubbish lying around our school. We found an astonishing 107 pieces of rubbish in the school grounds in just one day! In both the recycling and the rubbish group, we are trying to promote using the bins provided and recycle plastic containers that food come in. We are also asking that you give your children recyclable containers or reusable bags to prevent litter.

The majority of litter is chip packets and muesli bar wrappers.

Do you really want our school to be like this? Ask yourself the question.

Help us make a change! By Holly Carter and Piper Keegan



Sharing Online (With Permission)

Social media and school websites help spread your story far and wide, especially for whānau and community partners.

What to Share:

- Project photos and before/after shots
- Quotes or reflections from students
- Milestones: “100kg of compost created!” or “Native birds spotted on Day 5!”
- Invitations to join or contribute
- Acknowledgements of your supporters

Where to Post:

- School or class Facebook, Instagram, or website
- Enviroschools or council pages
- Student-led platforms or blogs

Sample Caption:

“Ngā mihi to our amazing Envirogroup who cleared 6 bags of rubbish from the awa behind our kura today! 🌊👏 #Kaitiakitanga #HBYouth4Climate #WasteFreeWednesday”

Always follow your school’s guidelines on student images and social media.



Hosting a Showcase Event

A showcase brings your whole school and community together to celebrate the journey and the kaupapa.

What to Include:

- Poster displays or photo boards
- Student presentations, music, or kapa haka
- Hands-on demos: water testing, composting, native planting
- A reflection board or pledge wall
- Kai, spot prizes, and certificates
- Guest speakers - local tangata whenua, community groups or council

Invite:

- Principal and teachers
- Whānau and community supporters
- Mentors, partners, and other Envirogroups
- Potential future enviro-leaders!

Don't forget to take lots of photos for your legacy file and for next year's recruitment!

Passing the Torch: Legacy Planning

Your mahi this year is just one part of a bigger journey. As your group wraps up the year, take time to reflect and prepare for those who will come next. A strong handover ensures that your work continues and evolves.

Why Legacy Planning Matters:

- Protects your hard work
- Makes it easier for new leaders to step up
- Keeps data, contacts, and tools available
- Strengthens the sustainability of your kaupapa
- Grows a movement, not just a moment

What to Include in a Legacy Pack:

Project Summary – What you did, why it mattered, what could be improved

1. Group Roles – Who did what, what helped, and advice for new leaders.
2. Contacts – Hapū/ Iwi, Teachers, EnviroSchools, council, nurseries, mentors
3. Resources – Posters, Google Drive, planting gear, checklists
4. Reflections – Learnings and honest insights
5. Ideas for Next Year – Unfinished goals, new dreams, or events to repeat

Tips for a Great Handover:

- Create a printed or digital “Welcome Pack”
- Host a farewell and welcome lunch together
- Present your highlights at assembly
- Record a video message for next year’s Envirogroup
- Nominate tuākana (older students) to guide incoming tēina (younger students)

Nāku te rourou, nāu te rourou, ka ora ai te iwi.

With your basket and mine, the people will thrive.

Your journey as an Envirogroup isn’t just about what you achieved – it’s also about how you inspired others. By telling your story and passing on your tools, you ensure that the kaupapa continues to grow.

Your light doesn’t fade when shared – it intensifies.



The Bigger Picture

1. Why Your Voice Matters: Student Leadership, Global Issues and Local Action

As a young person, you're not just the leader of tomorrow, you're a leader today.

Your voice matters because the decisions made now will shape your future. The climate crisis, pollution, and biodiversity loss are challenges that affect your generation the most, and your ideas, energy, and actions have the power to drive the change we all need.

Student Leadership

- You have the power to influence your peers, your school, your whānau, your community and your local council and other decision-makers
- By standing up for what matters, Envirogroup members show courage, creativity, and leadership in action. You're not waiting for change; you're making it happen.

Global Issues – Local Actions

We are confronted today with many pressing issues, appearing in our communities, local environments, and around the world. We are not alone in dealing with these issues. We can join with others to bring aroha, creativity and joy to designing solutions, and making change.

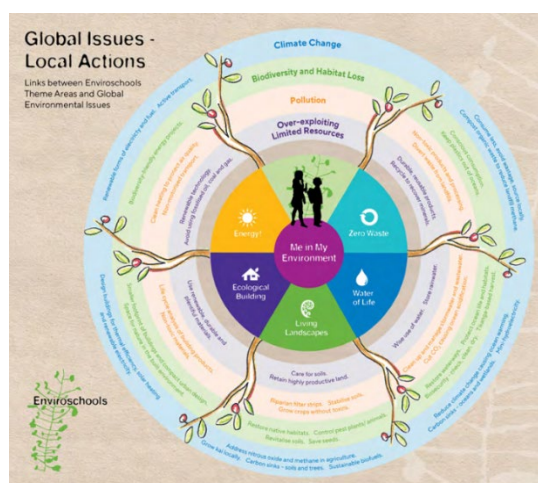
The Global Issues Local Actions poster below highlights four key global environmental issues and links these to actions you could take relating to the five EnviroSchools Theme Areas.

This means that no matter which Theme Area you are working in, you will be contributing to:

- caring for our climate
- regenerating biodiversity and habitat
- decreasing pollution and,
- using resources sustainably.

The result is that we can all take effective action. We, as individuals, whānau and communities, closely connected with our place and our planet, can bring our head, heart and hands to the creative work of looking after our precious world.

See templates section for a copy of this poster.



As rangatahi, you are inheriting both the beauty and the challenges facing our natural world. Your role is deeply important, and your voice carries the hopes of generations past, present, and future.

Honouring Te Ao Māori in Environmental Action

Caring for taiao means more than just fixing problems; it's about strengthening our relationship with the world around us.

Te Ao Māori offers wisdom, stories, and values that help guide our projects with purpose and respect. Bringing this mātauranga into your process adds depth, meaning, and connection to your mahi.

Why It Matters:

- Respects tangata whenua leadership and reflects local knowledge
- Deepens your connection to place and people
- Brings cultural identity and values into your work

Ways to Bring Mātauranga Māori into Your Projects

Here are some meaningful ways to embed these values in your project:

- Collaborate with local hapū, iwi and Māori staff
- Use Te Reo Māori in your project plans and communications (check with someone who knows the language well)
- Learn local pūrākau, waiata and history, and uphold tikanga
- Open and close meetings with appropriate karakia
- Include whakataukī that reflect your kaupapa
- Choose native plants with cultural or local significance



Example:

Instead of: “We’re starting a school garden”

Try: “We’re creating a māra kai that nurtures hauora, whanaungatanga, and connection with whenua.”

Reminder: Te Ao Māori is not a checklist; it’s a mindset and a relationship. Walk gently, learn with curiosity, and approach with respect.

If you have access to the EnviroSchools Handbook for schools and communities you can refer to pgs 26-27 ‘Māori knowledge in EnviroSchools’ and pg 48 ‘Tikanga’ for further information.

2. Funding and Resources

He waka eke noa

We're all in this together.

You don't need a big budget to make a big difference, but having the right resources can help turn your ideas into real action.

Whether you're building a māra kai, reducing school waste, or restoring your local awa, every project needs some form of support, money, materials, or people power.

In this section, you'll learn how to:

- Find funding such as local grants from councils, funders and community group
- Do basic budgeting through simple steps to plan and track spending
- Request donations and support
- Source sustainable and local materials and eco-friendly solutions

With a bit of planning and teamwork, you can gather what you need, and model sustainable, community-minded leadership along the way.



Where to Find Funding

There are many organisations that want to support youth-led environmental action.

Start with:

Regional Enviroschools Team – May offer project support or connect you with grants.

Councils – May offer sustainability, waste, biodiversity and youth funding.

Community Funding Bodies – Such Community Trusts, Lions Clubs, Rotary.

Specialist Funds – Predator Free NZ, Trees that Count, and others may offer materials or microgrants for biodiversity projects.

Local Businesses – May be approached to sponsor a project or provide materials.



Budgeting Basics

A simple budget keeps your project realistic, organised, and achievable.

Ask:

- What do we need to buy, borrow, or reuse?
- What does each item cost?
- Who will manage the money, track spending and report back to funders?

What to Include in Your Budget:

Materials – Plants, traps, tools, signs, compost

Promotion – Posters, flyers, printing

Event Costs – Prizes, food, gear, waste disposal

Transport – Buses, petrol

Contingency – Extra funds for surprises

	A	B	C	D	E
1	Example project budget				
2	Kim's Kitchen Trust Training Project				
3	1 July 2019-30 June 2020				
4					
5	INCOME				
6	Funding request details		Budgeted amount		
7					
8	Lottery Community				4,000.00
9					
10	INCOME				
11					
12	Dunedin City Council				500.00
13	Otago Community Trust				1,500.00
14	Internal Contribution				1,200.00
15	Fundraising				800.00
16	Donations				200.00
17					
18					
19					
20					
21					
22	TOTAL INCOME				8,200.00
23					
24	EXPENDITURE		Item Price	Quantity	Budgeted amount
25					
26	Facilitator		3,000.00	1	3,000.00
27	Note books		6.00	50	300.00
28	Venue hire		1,100.00	2	2,200.00
29	Catering		600.00	2	1,200.00
30	Travel		210.00	5	1,050.00
31	Advertising		150.00	1	150.00
32	Printing		6.00	50	300.00
33					0.00
34					0.00
35					0.00
36					0.00
37					0.00
38					0.00
39	TOTAL EXPENDITURE				8,200.00
40					
41	Operational Surplus/Deficit				0.00

Budgeting in 5 Easy Steps

1. List what you need – Walk through your plan and list all items.
2. Get prices – Online or by asking shops.
3. Add it up – Tally the total.
4. Check funding – Adjust if needed.
5. Track your spend – Record what you use and keep receipts.

Use a spreadsheet, budget template, or whiteboard to keep it simple and visible.

Requesting Donations and In-Kind Support

Not all support comes in the form of cash!

Many people are happy to support student-led mahi through in-kind support, donations of goods, services, time, or advice.

What is In-Kind Support?

Examples:

- Donated plants or compost
- Free printing or signage
- Use of a trailer or tools
- Volunteer help or bringing kai on planting day
- Leftover timber, buckets, or materials

How to Ask

Explain your kaupapa – What are you doing and why.

Be specific – e.g., “We need 10 native plants for a school garden.”

Be polite – A short letter, email, or in-person visit works best.

Offer something back – A thank-you in your newsletter or signage at your event.

Follow up – Always thank your supporters and share your progress.

Sample Message

Subject: Support for Our School Enviro Project

Kia ora [Business Name],

We are a student-led Envirogroup at [School Name], working on a project to [briefly describe your kaupapa].

We are reaching out to ask if you'd be willing to support us with [specific item or service].

We would be proud to acknowledge your contribution in our school newsletter and project display.

Ngā mihi nui,

[Your Name]

[Enviro Group Name]

Sourcing Sustainable Materials Locally

Make eco-friendly choices from the start; it's part of walking the talk as an Enviroschool.

Ask:

- Can we reuse materials from school or home?
- Can we borrow what we need?
- Can we upcycle or decorate second-hand items?
- Will this material last or end up in landfill quickly?
- Is there a natural alternative?

Where to Look:

- **Second-hand Shops** – Tools, jars, containers, signs
- **Tradies and Builders** – Offcuts, pallets, timber
- **Nurseries** – Plants, compost, mulch (ask for school rates!)
- **Community Recycling Centres** – Bins, buckets, crates
- **School Grounds or Caretaker Sheds** – Check what's already available

Example:

Instead of buying new plastic pots, ask whānau for old ones, or reuse tins decorated by students.

Small changes = big impact. Choosing local, second-hand, or low-waste materials reduces emissions, landfill, and cost, and shows others what sustainability looks like in action.



3. Monitoring and Reflection

Ko te pae tawhiti, whāia kia tata; ko te pae tata, whakamaua kia tina

Pursue the distant horizon to bring it closer; meanwhile, secure your short-term gains.

Taking action is a huge achievement, but it's only half the journey.

To grow in your role, your group also needs time to monitor, reflect, and celebrate your mahi.

Monitoring helps you track what's changing.

Reflection helps you understand why it matters, and where to go next.

This section will help you:

- Track your progress using simple tools
- Reflect as a team and deepen your learning
- Share your impact with your kura and community



Monitoring Your Impact

Monitoring doesn't need to be complicated. Use easy tools that fit your kaupapa and project goals. Aim to collect before-and-after data or check in at regular points.

Examples of Monitoring Tools:

Waste Audits

- Understand what's being thrown away and where improvements are needed.
- Sort and measure rubbish, recycling, compost, and soft plastics by category.

Biodiversity Counts

Track life around you! Pick a spot at school, observe for 15–30 minutes, and record birds, bugs, plants, or fungi. Repeat each term to see changes.

SHMAK Stream Testing

Monitor water quality in a local stream with a SHMAK kit, usually available from your Enviroschools facilitator.

Measure:

- Water clarity
- Flow speed
- Aquatic bugs (macroinvertebrates)
- Temperature and pH



Photo Journals or Videos

Capture your mahi over time with photos and short clips. Great for visual stories and school displays!

Use the Monitoring Template *(found at the end of this action guide.)*

Record your data and observations clearly, it helps tell your story, shows impact, and supports future funding or support requests.

Pūmahara - Reflecting as a Group

Pūmahara - reflection helps your team learn, grow, and feel proud. It doesn't need to be formal, just honest, open, and inclusive.

Why Reflection Matters:

- Celebrates achievements
- Highlights what worked well
- Surfaces learnings and challenges
- Strengthens team connection
- Guides future projects

Prompt Questions for Deeper Reflection

Use these in a group kōrero, journaling session, or creative workshop:

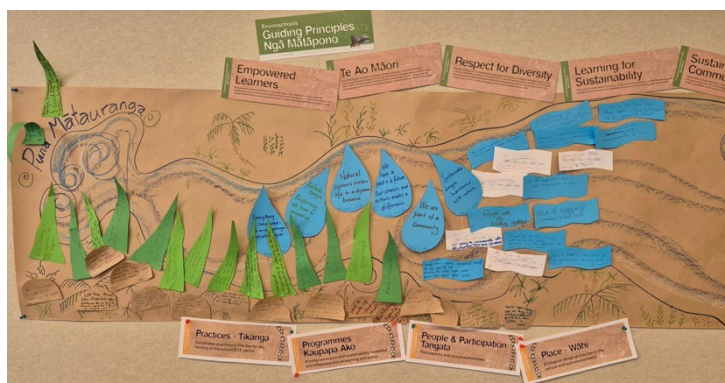
- What difference have we made to our school or community?
- How did we care for taiao through our actions?
- How has this project changed how we think or feel?
- What new connections have we made?
- What would we do differently next time?
- Who else should be involved in future?

Honouring Te Ao Māori in Project Reflection

Use these reflection questions to stay grounded in your values:

- 3 How are we working with local hapū and iwi? Who is guiding us with mātauranga Māori?
- 4 What does kaitiakitanga mean to local tangata whenua, and how will we support it?
- 5 Are there local stories, places, taonga or values we can connect with?
- 6 What tikanga should we uphold in our mahi?
- 7 How can we include Te Reo Māori in our communication?

With clear goals, cultural connection, and teamwork, your ideas will grow into action that inspires change.



Creative Reflection Activities

Project Circle

Each person shares:

- One thing I learned
- One thing I enjoyed
- One challenge I faced
- One idea for next time

Start – Stop – Continue

As a group, discuss:

- What should we start doing next time?
- What should we stop doing?
- What should we continue doing?

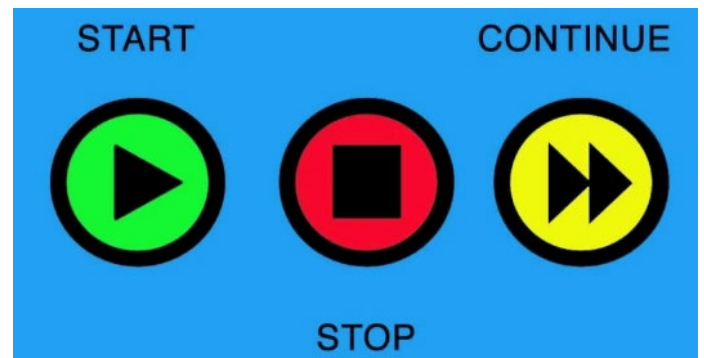


Photo Reflection

Choose a project photo and ask:

- Why did you choose this one?
- What does it represent?
- How did it make you feel?

Postcards to Our Future Selves

Write a note to next year's Envirogroup or your future self.

Include advice, reflections, or hopes for the project's next steps.

SMART Goal Check-In

- Did we meet our goal?
- What helped or blocked progress?
- What's our next SMART goal?



Create Safe Space for Sharing

Reflection works best when everyone feels heard and respected.

Set up a relaxed vibe: sit in a circle, go outside, or use talking objects.

Make it clear: all voices matter, and feedback is a gift.

You might want to start with a karakia or whakataukī to ground the group, such as:

Ki a koe tētahi kiwai, ki ahau tētahi kiwai

For you one handle of the basket and for me the other.

Each makes a valuable contribution, and we carry the weight together.



Sharing Your Progress

Let others know what you've achieved; it helps embed environmental leadership in your school culture and motivates others to join.

Ways to share:

- Present your impact at assembly
- Create a hallway display with photos and data
- Submit a story to the school newsletter or your regional EnviroSchools team
- Create a short video of your journey
- Host a "project wrap-up" event or celebration.

Tip: Make it visual and show people in action. Highlight quotes, student voices, and moments of joy.



Turning Reflection into Future Action

What comes next?

Use your reflections to refine your mahi, write a new proposal, or mentor a younger group. Good monitoring and reflection can build momentum for:

- Your next project
- Long-term impact tracking
- Applying for funding
- Inspiring future generations to care for taiao

Monitoring and reflection aren't just about ticking boxes, they're how we deepen our relationship with taiao, celebrate our journey, and grow stronger as leaders.

Take time to pause, look back, and look forward.

Your voices matter. Your mahi matters.

And your reflection helps shape the future.



4. Stay on the Journey

By forming an Envirogroup and stepping into this kaupapa, you've already shown the courage to lead, learn, and care.

This action guide has given you tools – but your real strength comes from the values you carry, the relationships you build, and the energy you bring to working as part of the taiao.

Whether you're restoring native ecosystems, leading waste-free events, monitoring waterways, or inspiring your peers — you are already making a difference.

You don't need to have all the answers.

You just need to stay curious, keep learning, and lead with heart.

Every action matters.

Every student voice adds strength.

Every bit of progress helps create the future we all hope for.

Kia kaha, kia māia, kia manawanui

Be strong, be brave, be steadfast in your mahi.

The earth needs young leaders like you.

And the legacy of the seed that you have planted has already begun to take root.



5. Glossary

This glossary provides kupu Māori – Māori words alongside an English meaning to support understanding of this resource and encourage the use of Te Reo Māori.

Atua - Spiritual entities, ancestors, guardians of all aspects of the universe

Hapori – Community

Hapū – A group of whānau from a certain area, descended from a common ancestor

Hauora – Health and wellbeing

Hīkoi - Walk

Iwi – Tribe of people, from a group of related hapū

Kai – Food

Kaitiakitanga – The practice of looking over the spiritual and physical well-being of people, places or things

Kaumātua - respected elders who are the keepers of knowledge and traditions

Kaupapa – Purpose, philosophy, guiding principles, also focus topic or project

Kia ora – Greeting: May you be well

Kōrero - Speech, discussion, what is said

Kura – School

Māra kai – Food garden

Mahi – Work, actions

Mana – Status or standing, prestige, authority, powers

Manaakitanga – Caring, kindness and generosity

Mātauranga – Knowledge

Mauri – Life force; the essence of a thing or life form that defines it and makes it what it is

Pūrākau – Traditional stories

Rangatahi – Youth, young people

Rangatiratanga – Self-determination and self-management, also qualities of leadership

Rohe – Region or area

Rongoā - Healing or curative agent (e.g. medicinal plants)

Taiao – Environment

Tangata whenua – People who are of the land through their ancestral connections to it

Taonga – Things held dear, treasures

Te Ao Māori - The Māori World

Te Reo Māori – The Māori Language

Tēina - Those who are younger or less experienced

Tikanga – Correct practices, the right way to do things

Tuākana - Those who are older or more experienced

Whakataukī – Proverbs

Whakapapa – Family connections, genealogy, ancestry

Whanaungatanga – Relationships, inter-relatedness

Whānau – Family

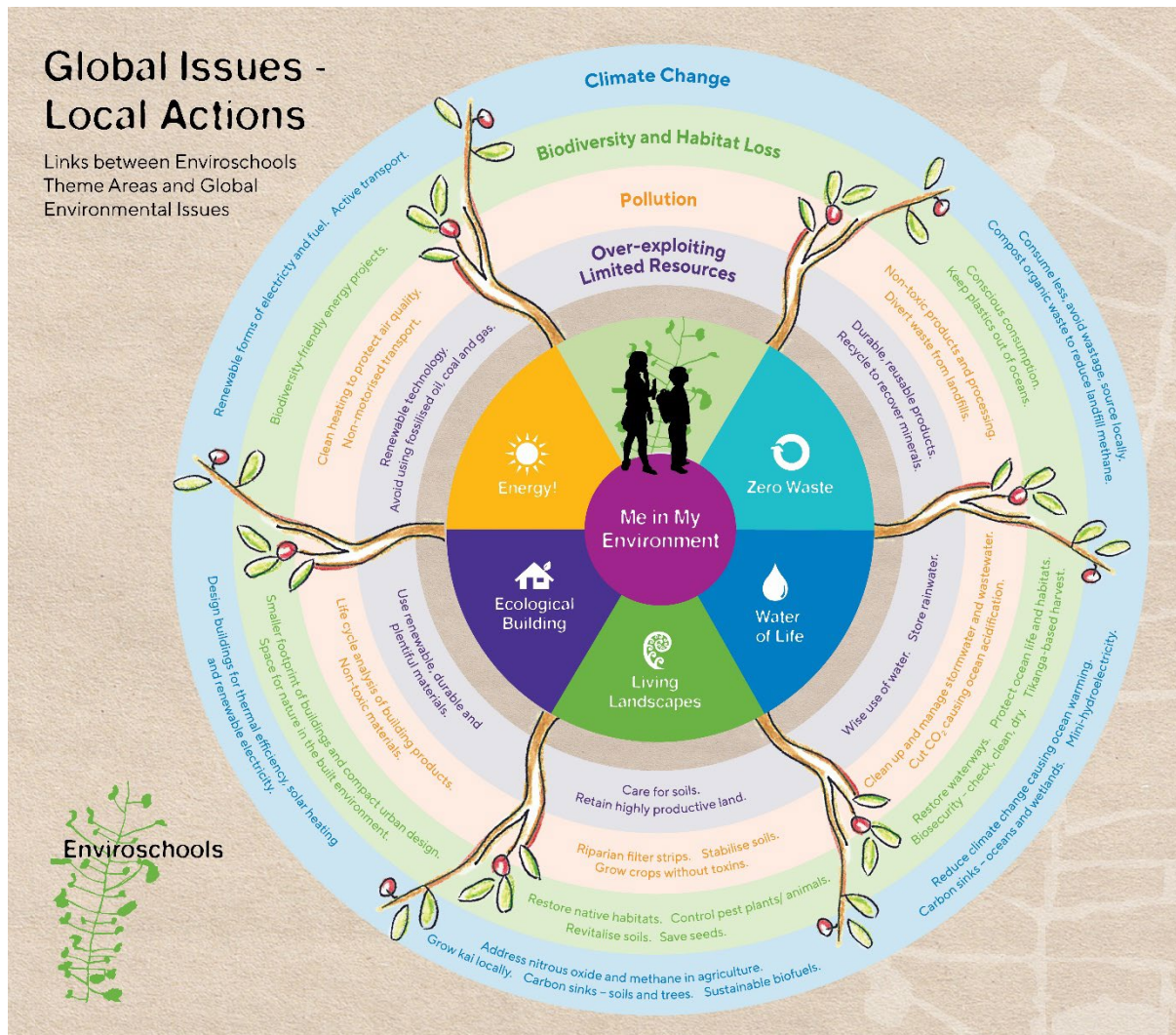
Whenua – Land

Envirogroup Templates

Enviroschools Action Learning Cycle



Enviroschools Global Issues - Local Action poster



Student Envirogroup/ Committee Member - Role Purpose and Expectations

Purpose of the Role

To support environmental activities and initiatives in the school, help organise and take part in projects and contribute to creating a more sustainable school community.

What You'll Do:

Be Involved

- Attend Envirogroup/ Committee meetings to share ideas and stay updated.
- Take part in environmental projects like planting days, waste reduction campaigns, and school clean-ups.
- Help maintain school gardens, compost areas, and recycling systems.

Support Events & Activities

- Assist with setting up and running events such as Earth Day, Conservation Week, or local clean-ups.
- Help promote environmental initiatives through posters, notices, or word of mouth.

Encourage Others

- Be a positive example by making sustainable choices at school.
- Encourage friends and classmates to get involved in environmental projects.

What's Expected of You:

- **Commitment:** Attend meetings and participate in activities when you can.
- **Reliability:** Do your part in group projects and tasks.
- **Teamwork:** Work well with others and support the group's efforts.
- **Enthusiasm:** Bring a positive attitude and willingness to help.

What You'll Gain:

- Opportunities to contribute to real environmental improvements in your school.
- Experience in teamwork, problem-solving, and event support.
- The satisfaction of knowing you've helped create a more sustainable school.

Student Enviro Prefect - Leadership Role

Purpose and Expectations

Purpose of the Role

To lead and inspire sustainability initiatives across the school, represent student voice on environmental matters, and encourage others to take action for a healthier, more sustainable future.

What You'll Do:

Lead & Represent

- Act as a leader for environmental and sustainability projects within the school.
- Represent the student body on environmental issues to school leadership and community partners.
- Chair or co-chair the school Envirogroup/ Committee.

Take Action

- Organise and lead projects and events eg waste reduction campaigns, biodiversity initiatives, and climate action events.
- Coordinate school participation in key environmental events like Earth Day, Conservation Week, or local clean-ups.
- Help maintain and promote school environmental spaces

Raise Awareness & Inspire Others

- Share updates and promote environmental initiatives at assemblies, through newsletters, and on social media.
- Encourage other students to get involved and support their participation.
- Act as a visible role model for sustainable behaviour across the school.

Work as Part of a Team


- Collaborate with teachers, other prefects, and the Lead Enviro Teacher.
- Build connections with local organisations and community groups to strengthen environmental efforts.

What's Expected of You:

- **Commitment:** Attend Envirogroup meetings regularly and be active in projects throughout the year.
- **Reliability:** Follow through on tasks and responsibilities.
- **Initiative:** Bring ideas, solutions, and enthusiasm to the role.
- **Leadership:** Set an example for peers and encourage positive change.

What You'll Gain:

- Leadership, public speaking, and project management experience.
- Opportunities to make real, visible change in your school and community.
- Skills and achievements that strengthen your CV, references, and applications for future opportunities.
- The chance to leave a lasting legacy of sustainability at your school.



Waitaki Boys' High School
11 September 2020 · 🌐

...

PREFECT PROFILE:
[REDACTED]

Prefect Role: Environmental Prefect

My role involves running the Enviro Club and helping to improve and sustain the environment in and around the school, I will also help with events around the Waitaki area.

My goals for this year are to restore the creek out the front of the school and to help set up the Enviro Club for future environmental prefects. One thing I want to leave behind once I leave school is a culture of hard work and striving to be the best you can be.

The main reason I wanted to be a prefect is a good role model for the younger students in the school and to also be someone that people can come to for help or guidance, that's why I enjoy being a prefect because I get to help and hopefully inspire students at Waitaki Boys.

The person that is my source of inspiration on a day to day bases is [REDACTED] - he has taught me to be respectful, hardworking and to always have confidence in yourself.

I would really want some more people to join the Enviro Club so if your keen to get involved in it you can email me, my email is [REDACTED]

Lead Enviro Teacher- Role Purpose and Expectations

Purpose of the Role

To support the school's environmental initiatives by coordinating activities, guiding students and staff, and helping the school become more sustainable.

What You'll Do:

Coordinate & Support

- Organise and oversee environmental activities and projects within the school.
- Support the Envirogroup/ Committee and Enviro Prefects in their roles.
- Work with school leadership to include sustainability in school planning and policies.
- Teach and promote sustainability.
- Integrate environmental topics into classroom teaching where possible.
- Provide opportunities for students to learn through practical, hands-on environmental projects.
- Share information about the school's environmental initiatives with students, staff, and the wider community.

Connect with the Community

- Help build relationships with local hapū and iwi as part of a partnership approach to caring for taiao.
- Build and maintain links with local organisations, council, and community groups to support environmental projects.
- Encourage whānau involvement in school sustainability initiatives.

What's Expected of You:

- **Commitment:** Be an active driver of sustainability in the school.
- **Organisation:** Help plan and manage projects throughout the year.
- **Collaboration:** Work with students, staff, and tangata whenua & community partners.
- **Encouragement:** Inspire and support others to take part in environmental action.

What You'll Gain:

- Opportunities to help create meaningful environmental change in your school.
- Stronger connections with students, colleagues, and community partners.
- Skills in project coordination, communication, and education for sustainability.

Envirogroup Project Planning Template

1. Our Vision

What's the big picture change we want to see?

Project Title & SMART Goal

Project Name:

SMART Goal: (Specific, Measurable, Achievable, Relevant, Time-bound)

2. Steps & Timeline

What are the key actions and when will they happen?

Step 1: _____ Due by: _____

Step 2: _____ Due by: _____

Step 3: _____ Due by: _____

Step 4: _____ Due by: _____

3. Roles & Responsibilities

Who is doing what in the group?

4. Materials & Resources Needed

What do we need to complete our project?

5. Support & Partnerships

Who can we work with? (e.g. staff, Enviroschools, hapū/ iwi, community groups, local businesses)

6. How We'll Measure Success

How will we know if our project worked?

Your vision is the seed — your goals and teamwork are what help it grow.

School Environment Observation Sheet

Observation Area:

Where are you observing? (e.g., school field, garden, stream, bush area)

1. What Do You Notice?

First things I noticed...

2. Use Your Senses

What can you observe using each of your senses?

- I see:

- I hear:

- I smell:

- I feel (touch):

3. Signs of Life

What birds, bugs, plants, fungi, or other living things do you see?

4. Signs of Human Impact

Are there signs of people in this area (good or bad)?

(e.g. litter, damage, footpaths, art, planting, equipment)

5. Feelings, connections and qualities

What feelings arise for you from your observations, and experience of this place?

What do you connect to in this place?

How would you describe the qualities of the place you observed? (e.g. peaceful/ bustling, dead/ alive, untouched/ modified...)

6. Well-Cared For vs. Needs Attention

- Spaces that are well cared for:

- Spaces that need more attention or restoration:

7. Action Ideas

What could your Envirogroup do to help care for or improve this area?

SMART Goal Planner

Use this template to help your Envirogroup set a clear, focused goal to guide your mahi. Work through each part together and write your answers below.

SMART Goal Breakdown

S – Specific

What exactly do we want to achieve?

Answer:

M – Measurable

How will we know if we've succeeded?

Answer:

A – Achievable

Is this realistic with the time, people, and resources we have?

Answer:

R – Relevant

How does this goal connect to our kaupapa and group vision?

Answer:

T – Time-bound

When do we want to complete this by?

Answer:

Our SMART Goal:

Write your final goal in a clear, single sentence.

Envirogroup Meeting Agenda Template

Use this template to help guide your Envirogroup meetings and stay organised, focused, and collaborative.

Meeting Details

Date: _____ Time: _____

Location: _____

Facilitator: _____

Note Taker: _____

Agenda/Wātaka

1. Karakia / Welcome

Begin with a karakia or brief welcome to open the hui.

2. Check-In, Icebreaker or Nature Connection Activity

Who's here today? What's on top for each of us today? What element of taiao are we appreciating today?

3. Review of Previous Actions

Go over notes from the last meeting. What was done? What's still in progress?

4. Project Updates

Share progress on current projects. What's going well? Any challenges?

5. Planning & Task Setting

What's coming up? What needs to happen next? Who is doing what?

6. Ideas & General Discussion

Space for new ideas, opportunities, or kaupapa.

7. Celebrating Wins

Shout-outs, successes, and acknowledging awesome mahi!

8. Next Meeting Details

Confirm the date, time, and place for next hui.

9. Karakia / Closing

End with a closing karakia or reflection e.g. one-word check-out from each person.

Envirogroup Charter

This charter outlines the shared values, goals, and expectations that guide our Envirogroup and the way we work together.

Group Vision

What are we working towards as a team?

Our Shared Kaupapa (Focus Areas)

What environmental issues or goals are we focusing on?

Our Values

What values guide the way we work and lead? (e.g. Respect, Inclusion, Manaakitanga, Teamwork)

Our Group Roles

Chairperson:

Secretary:

Communications Lead:

Project Lead(s):

Our Meeting Agreement

We agree to:

- Meet regularly
- Communicate openly and respectfully
- Support each other's ideas and efforts
- Make decisions together as a team

Signed By

Chairperson: _____ Date: _____

Group Member: _____ Date: _____

Group Member: _____ Date: _____

Group Member: _____ Date: _____

Envirogroup Term-by-Term Planner

Use this planner to map out your group's focus, goals, and actions each term. It's a helpful tool for staying organised, reflecting as a team, and building momentum throughout the year.

Term 1: Foundations & Vision

Key Kaupapa (Focus Area):

Main Goal / SMART Goal:

Key Actions:

1.

2.

3.

Important Dates / Events:

Who's Responsible:

How We'll Measure Success:

Reflection:

What worked well? What could we improve next term?

Term 2: Action & Awareness

Key Kaupapa (Focus Area):

Main Goal / SMART Goal:

Key Actions:

1.

2.

3.

Important Dates / Events:

Who's Responsible:

How We'll Measure Success:

Reflection:

What worked well? What could we improve next term?

Term 3: Growth & Collaboration

Key Kaupapa (Focus Area):

Main Goal / SMART Goal:

Key Actions:

1.

2.

3.

Important Dates / Events:

Who's Responsible:

How We'll Measure Success:

Reflection:

What worked well? What could we improve next term?

Term 4: Reflection & Celebration

Key Kaupapa (Focus Area):

Main Goal / SMART Goal:

Key Actions:

- 1. _____
- 2. _____
- 3. _____

Important Dates / Events:

Who's Responsible:

How We'll Measure Success:

Reflection:

What did we achieve this year? What are we proud of? What would we change?

Envirogroup Project Budget Planner

Use this template to plan and keep track of your project's costs. Estimate your expenses, record actual spending, and stay organised with your budget. This is especially helpful when applying for funding or reporting back to your kura or supporters.

Item / Service	Description	Estimated Cost (\$)	Actual Cost (\$)	Notes

Total Estimated Cost: \$ _____

Total Actual Cost: \$ _____

Additional Notes:

(e.g. where funding came from, in-kind support, changes to original budget, etc.)

Envirogroup Monitoring Templates

Use these templates to help your group track environmental data, monitor progress, and gather evidence of your mahi. Record your observations clearly and consistently — this will help with reflection, reporting, and planning your next steps.

Waste Audit Record Sheet

Date: _____

Location: _____

Duration of Audit: _____

Number of People Involved: _____

Waste Category	Amount (kg or # items)	Notes/Observations	Could be Reduced/Recycled?
Landfill Waste			
Recycling			
Compostable			
Soft Plastics			
Other			

Biodiversity Count Log

Date: _____

Location: _____

Time Spent Observing: _____

Weather Conditions: _____

Species Observed	Number Seen	Native or Introduced?	Notes

SHMAK Water Testing Log

Date: _____

Stream Name: _____

Location Coordinates (if known): _____

Weather Conditions: _____

Parameter	Result / Reading	Comments / Observations
Water Clarity (cm)		
Flow Rate (m/s)		
Water Temperature (°C)		
pH Level		
Nitrate Level		
Macroinvertebrates Observed		

Envirogroup Reflection / Legacy Planning Template

Use this template to reflect on your mahi, capture what you've learned, and support the next group of students caring for taiao. Completing this handover will help protect your kaupapa, keep projects going, and build momentum for the future.

1. Project Summary

Briefly describe the main projects and activities your group worked on this year:

2. Group Members and Roles

List the names of your team and the roles or responsibilities they held.

- Chairperson: _____
- Secretary: _____
- Communications Lead: _____
- Project Leads: _____

Other roles (if any):

3. Useful Contacts

List any teachers, Enviroschools staff, tangata whenua/ community partners, or businesses who supported your mahi:

4. Resources and Tools

Where can next year's group find useful tools, documents, or materials (e.g., Google Drive folder, toolkit, planting gear)?

5. Unfinished Work or Next Steps

Are there any projects that are still underway, or ideas you'd recommend continuing next year?

6. Reflections and Advice

What did your group learn this year? What worked well, and what advice would you give to the next group?

Your reflections and knowledge will help the next group of students start strong. Thank you for the mahi you've done and for setting others up to succeed.

Kia kaha, kia māia, kia manawanui
Be strong, be brave, be steadfast.

