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**Awards Application Checklist**

**Suggested Preparation Activities**

**□** Visit the [School IPM Recognition and Certifications](http://www2.epa.gov/managing-pests-schools/school-ipm-recognition-and-certification) webpage to determine the award for which your district qualifies.

**□** Familiarize yourself with all pest management related state or tribal laws to ensure your school district is in compliance.

**□** Review the [model school IPM policy](http://www.epa.gov/managing-pests-schools/ipm-schools-model-pesticide-safety-and-ipm-guidance-policy-school-districts) to create or update your school district’s policy plan.

**□** Review guidance on preparing a [written IPM plan](http://cals.arizona.edu/apmc/docs/az1669-08-03-15.pdf).

**□** Consider using a [sample pest management contract](https://www.epa.gov/managing-pests-schools/integrated-pest-management-tools-resources-support-ipm-implementation#sample) if your district uses outside pest management service providers.

**□** View the School IPM [webinar series](https://www.epa.gov/managing-pests-schools/webinars-about-integrated-pest-management-schools) to familiarize yourself with additional School IPM components.

**□** Create or update your school’s [pest sighting log](http://schoolipm.ifas.ufl.edu/Florida/pest%20log.pdf) to prepare for the application process.

**□** Do you have an [IPM Checklist](http://ischoolpestmanager.org/docs/328.0.pdf)?

**Steps to Complete Your Application**

**□** Identify your school district’s IPM coordinator and their contact information.

**□** Visitour [School IPM website](https://www.epa.gov/managing-pests-schools/school-ipm-recognition-and-certification) to access the appropriate application.

**□** Follow the detailed instructions for the award for which you are applying.

**□** Gather all related pest management materials (these may include pest sighting logs, IPM policy, inspection reports, etc.).

**□** Review the narrative sections before submittal. Consider soliciting feedback from IPM team members as well as non-team members, to ensure a complete and cohesive application.

**□** Submit your application by the deadline

Tier 1 & 2 (rolling admission) | Tier 3, 4 & Connector (November 1st)