



PROGRAM INSTRUCTIONS

To get started, you need to figure out your household's starting carbon footprint. Your starting carbon emissions will serve as a baseline to measure your progress during the program and help you decide which actions are right for you and your family to take during the program. You'll need the Carbon Footprint Worksheet, the Resilient Neighborhoods (RN) Carbon Calculator, and you will submit your results to (RN) by completing the Carbon Footprint Survey. Then you will attend meetings, take actions and track your progress by using the RN Action Plan.

STEP 1. DETERMINE YOUR HOUSEHOLD CARBON FOOTPRINT

This is a simple three-step process. **First:** Complete the **Carbon Footprint Worksheet**. Next, input the worksheet results into **RN's online Carbon Calculator** to get your annual carbon emissions. Then complete and submit the online **Carbon Footprint Survey** before Meeting Two. A link to the survey will be emailed directly to you.

THE CARBON FOOTPRINT WORKSHEET

The Carbon Footprint Worksheet is in your Handbook binder pocket. It is designed to help you collect household emissions information to calculate your carbon footprint. Use the **tips** to complete it more efficiently. If you are in a unique situation or have a question about any of these calculations, ask your Team Coach for assistance.

USE RN'S ONLINE CARBON CALCULATOR

The next step is to calculate your household's total carbon emissions using the RN's online **Carbon Calculator**. Go to www.ResilientNeighborhoods.org and choose the EcoTeam Toolkit tab where you can download the carbon calculator. Simply enter the numbers from your completed worksheet. When finished, copy the 'Annual CO₂ Emission Totals' from the Carbon Calculator onto the back page of your worksheet.



COMPLETE THE CARBON FOOTPRINT SURVEY BEFORE MEETING 2

Click on the link that your Coach sends you to complete the **Carbon Footprint Survey** before the second-class meeting. You will need to refer to your **worksheet** to complete the process and **remember to press submit** when you are done. A copy of the **Survey** will be emailed to the email address that you provide, and a copy will be emailed to Resilient Neighborhoods. The results of the survey will help us tailor the class content to the group.

STEP 2. ATTEND MEETINGS, TAKE ACTIONS, AND FILL IN THE ACTION PLAN

The **Action Plan** is where you choose the actions to take to meet your goals of reducing 5,000 CO₂ lbs. or 25% of starting emissions and earning 2,000 Resilience Points. Since the purpose of Resilient Neighborhoods is two-fold—Less Carbon, More Community Resilience—we've added Resilience Points to recognize the importance of actions that make families, neighborhoods and communities safer and stronger. Resilience Point actions are weighted based on the difficulty of the task and the relative impact the action can have on the ability of your family and community to respond with greater flexibility and strength as local and global conditions change.



HOW TO FILL IN YOUR ACTION PLAN

1. **Fill in Your Household Name and Your Climate Action Team's Name.** Your coach will explain how to fill out the Action Plan in class and will send you an Excel version that will calculate the totals for you. You can request a Google Drive version if you do not have Excel, or use the printed copy of the Action Plan that is in your Handbook. We suggest using pencil so you can erase. You will be turning in a copy of your completed **Action Plan** before the last meeting.
2. Next, go to the last page of your **Action Plan** and find the box "**Your Household's CO₂ Reduction Score.**" Fill in your '**Starting CO₂ Emissions**' on the first line of the box using the number you got from the carbon calculator.
3. **Credit for Taking Actions.** If you have already taken an action before the program, (like purchasing an energy efficient appliance in the last few years), or are already regularly doing something (like composting all your kitchen waste), take credit for it by filling in the Carbon lbs. or Resilience Pts. associated with it in **Column 3, 'Before Program.'** For other actions that you decide to take, fill in the Carbon lbs. or Resilience Pts. in Column 4 for the actions that you take 'During the Program,' and use Column 5 for actions that you will take because of the program, within the next year. Please note that Columns 4 and 5 are for **new** actions you are taking and will count toward your program goal. You will be taking credit for most actions only in one of the 3 columns. If you have taken an action before the program and are continuing it, list it only in the 'before' column.

STEP 3. COMPLETE YOUR ACTION PLAN - Before final meeting

4. **Before the last meeting,** finalize all of the actions you can, and pledge to complete the rest by filing in columns 5 and 6. Fill in the excel version of the action plan and email it to RN before the final meeting. If you are using the printed version of the action plan, scan or photograph it to email it.

Compare your total ending carbon emissions to the average U.S. Household and RN Climate Action Team average to see if you were able to move to a level closer to Carbon Neutral.



The totals from lines A and B will be the basis for your **Household Certificate of Completion** and the **Team Photo** that will be posted on the Resilient Neighborhoods website.