

Carton 2 Garden Entry Form Checklist

Please use the checklist below to assist in filling out the entry and to ensure that you have all of the necessary documentation.

Contact Information

This section requires basic information about your Carton 2 Garden contest team.

Complete contact information:

- Team leader's name, title, e-mail, and phone number (This is the number we will call to inform you if you win a prize.)
- School name and team name
- Shipping address (no PO Boxes) including street address, city, state, and zip. (This is the address of where we will ship your prize if you win.)

School Information & Demographics

This section requires information about your school.

- School or program websites (websites, social media pages, or blogs)
- School setting: urban, suburban, rural
- Grade level in which you are submitting your entry: elementary (grades K-5) or middle/high school (grades 6-12)
- Percentage of youth eligible for free/reduced lunch (This information is often available on the district and government websites.)
- School environmental clubs, green committees, and/or garden team
- Whether your school has a garden, the year it was established, and the years it has been active

Recycling & Composting Efforts

This section focuses on composting and recycling efforts at your school.

- Whether your school has a recycling program and if so, materials that you recycle
- Whether your school participates in composting

Carton Collection

This section requires basic information about your school's carton usage and how cartons were collected for the contest.

- The name of the provider of milk and/or juice at your school (Ask your food service personnel for this)
- Number and types of cartons (milk or juice) used in your creation. **Remember you need to collect a minimum of 100 cartons to participate!**
- Estimate of how many cartons from home, school, community, etc.
- Processes for obtaining cartons



Project Information

This section requires information specific to your Carton 2 Garden project and includes a long essay limited to 300 words.

- Project name
- Number of participants by school grade level: K-2, 3-5, 6-8, 9-12
- Materials used in addition to cartons (This short answer question requires 100 words or less.)
- Explanation of what makes your project unique (This short answer question requires 300 words or less.)

STEM, Sustainability, and Health & Nutrition

This section is used to determine eligibility for one of the three specialty areas: STEM, sustainability, and health & nutrition. Each question focuses on one area. These are short essay questions limited to 100 words each. If any of these three questions are not relevant to your project, type N/A for your answer.

- In what ways has this project demonstrated the use of STEM (science, technology, engineering and math education) disciplines and lessons to advance students' understanding?
- How does your project demonstrate sustainability practices?
- How did you incorporate student Health & Nutrition in this project?

Photos and Video Links

This section is for attaching photos for consideration in the general contest and providing a video link to be eligible for the grand prize and specialty prizes.

- 5 photos in .JPG or .PNG format, not to exceed 1024KB each
- Video link (5 minute maximum)

To learn more about submitting a video link, please visit our [Hints for Uploading Videos](#) tip sheet.

Release Forms

VERY IMPORTANT: It is required that you provide parental release forms for any photos, videos, or other images featuring children. You may submit digital or scanned forms in the form of a PDF file. Parental release forms are available to [download here](#).

Failure to provide release forms for photos, videos, or other images featuring students will eliminate those images from your entry.

Judging Criteria

- **All prizes:** Best use of cartons in garden. Submitted with photos and an entry form.
- **Grand prize and specialty prizes:** In addition to the general requirements, these candidates must also include submit a link to a video that tells the story of the project in its entirety from collecting the cartons to the finished product, including:
 - The collection of cartons from various sources
 - School and community involvement
 - Goals for the project and how they were achieved
 - Challenges and how they were overcome
 - Key learnings from the project

To give you an even better idea of what the judges will be looking for in your entry, download our Judging Rubric to help guide you as you fill out your entry form.

