
Green, Healthy, Smart Challenge (GHSC)
Protocol for depositing and spending funds from the
Baltimore Office of Sustainability, School Year 2024-25 (SY25)

School Name: Charles Carroll Barrister #34

Point Person: Shana Bainbridge

Date placed in interoffice mail: _____ **Amount:** \$ 2,500

Steps

1. Baltimore Office of Sustainability (BoS) requests that their fiscal agent, the Baltimore Civic Fund, cut checks for the Green Healthy Smart Challenge (GHSC) payable to each school or their approved partner.
2. Baltimore City Public Schools (City Schools) Sustainability Manager sends the GHSC check via interoffice mail to the project point person.
3. Project point person confirms via text (667-434-3499) or email (jpi-sunyer@bcps.k12.md.us) that they have received the check.
4. Schools deposit checks into their School Activity Fund (SAF) account and set up a dedicated line item using a descriptive name (i.e., "Green Healthy Smart Challenge SY24") or deposits it with their approved partner.
5. Funds can be used for "green" expenses.
6. The project leader (the point of contact for the grant) either:
 - Spends their own money and provides receipts to the school bank account manager, who writes a reimbursement check to the project leader.
 - Provides an invoice to the school bank account manager, who writes a check to the vendor.
7. Project leader keeps track of all invoices and receipts.

Direct questions to:

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