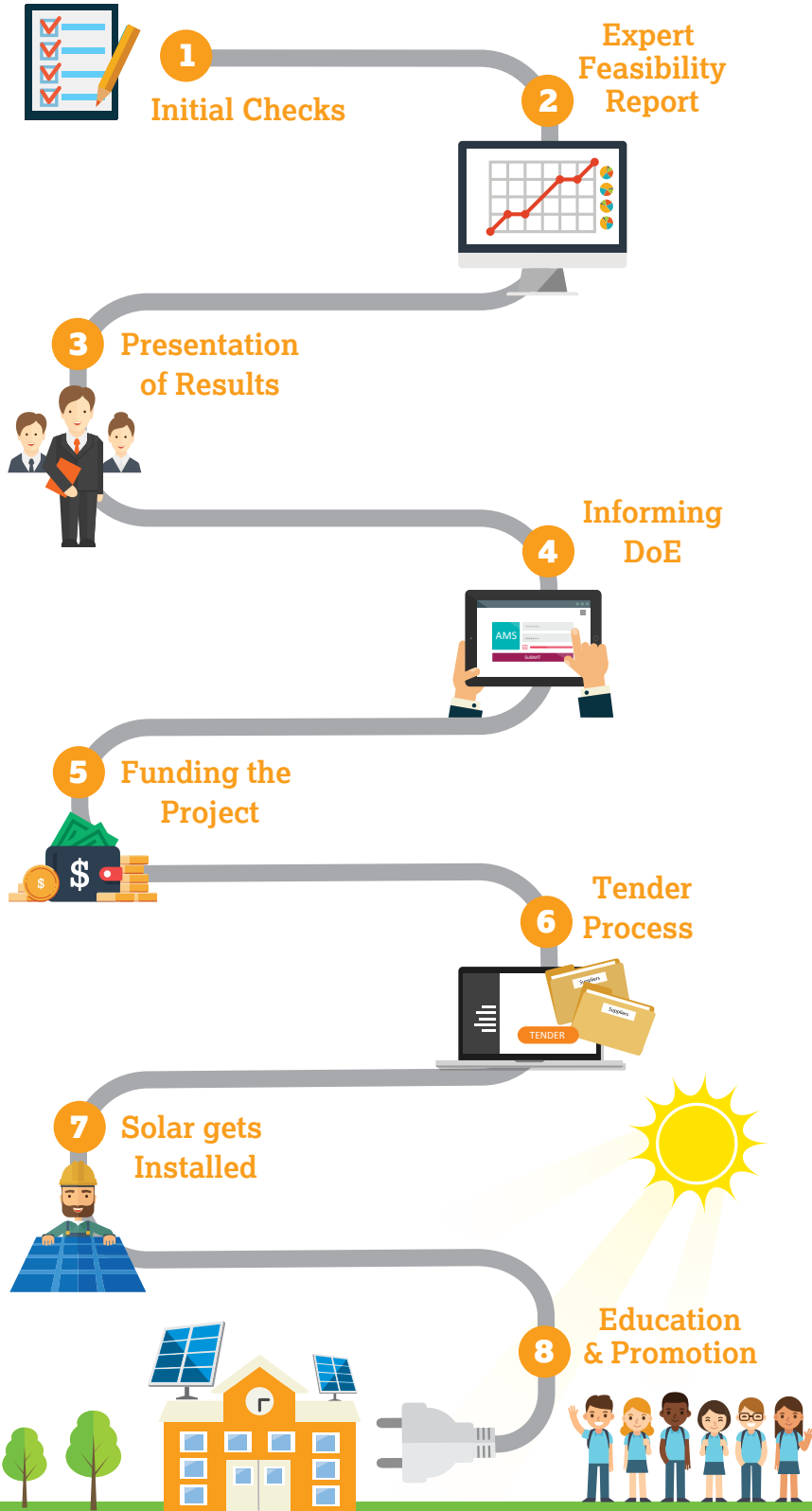


## SOLAR MY SCHOOL PATHWAY

Our Council-run team provides free independent advice and support to help your school go solar, from start to finish. The entire process usually takes between 6-12 months.



## THE STEPS

- 1 INITIAL CHECKS**  
With your help, we check a few things about your school with the Department of Education (DoE) to determine if there are any showstoppers. These simple checks look at roof replacement works, heritage considerations, planned upgrades, the Cooler Classrooms program and to obtain your electricity billing data.
- 2 EXPERT FEASIBILITY REPORT**  
Our solar consultant visits your school to assess roof suitability and electricity infrastructure. Through analysis of your school's energy use they produce a comprehensive report which recommends the optimal size and location for your solar system and provides an estimate of the cost and potential savings.
- 3 PRESENTATION OF RESULTS**  
We present the results of the feasibility report to you and other key decision-makers at the school (e.g. P&C, business manager). This is a great opportunity to ask us any questions to help you consider whether to proceed with solar.
- 4 INFORMING DoE**  
To let the DoE know your school is considering going solar and is exploring funding options the Principal submits a 1.3 AMU form via the AMS on the Web portal with the SmS Solar Feasibility Report.
- 5 FUNDING THE PROJECT**  
We can help you access funding from the DoE who provide a 50% contribution to help pay for the system. If the school requires additional funding to cover the other 50% we can help you access external grants and other funding opportunities.
- 6 TENDER PROCESS**  
Once money is secured for the project the Principal submits the 1.3 and 1.7 AMU forms and the SmS Feasibility Report to DoE which triggers the tender process. Your Asset Service Officer (ASO) seeks formal quotes from solar installers and selects one. We can attend a tender site visit and help liaise with the DoE (we don't manage this stage but can provide support).
- 7 SOLAR GETS INSTALLED**  
DoE contacts the school to schedule the works. The ASO ensures the system is installed properly. Once completed, they hand over documents to the Principal about the system's operation, and instructions on how to set up solar monitoring. The ASO or our team will arrange an independent compliance inspection to make sure the system has been installed properly and safely.
- 8 EDUCATION & PROMOTION**  
The fun bit! We help you organise a celebration event and provide promotional materials to let your students, parents and community know about your school's great project! We also offer educational activities and a curriculum-linked e-guide to help staff bring solar from the rooftop into the classroom.