



Instructions for Creating Your Climate Smart Communities Scorecard

September 2021

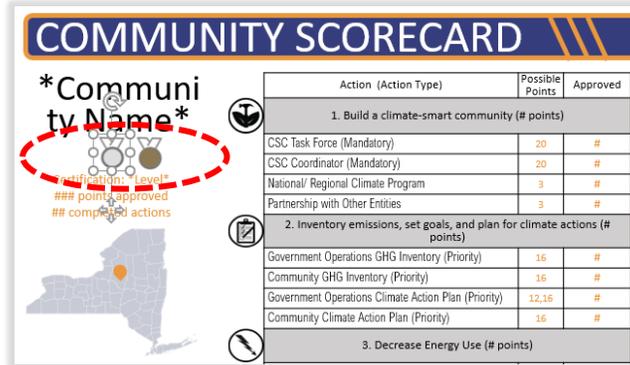
1. The file 'CSC_Scorecard_Template.pptx' contains three slides. The first slide is the template you will work with, the second slide contains an example (Saranac Lake's Scorecard), and the third is the Scorecard for a fictional community called Example County.
2. After downloading the template, create a copy of the file and rename it. Install the three included fonts (BentonSansComp Bold, BentonSansComp Medium, Arial Nova Light). Open the file in Microsoft PowerPoint version 2010 or newer.
3. Start with replacing the 'dummy' text to fill:
 - Name of your community
 - Certification level
 - Total points approved as part of the CSC Certification Program
 - Total completed actions

You can simply click on the text and use the cursor to edit it.

Action (Action Type)	Possible Points	Approved
1. Build a climate-smart community (# points)		
CSC Task Force (Mandatory)	20	#
CSC Coordinator (Mandatory)	20	#
National/ Regional Climate Program	3	#
Partnership with Other Entities	3	#
2. Inventory emissions, set goals, and plan for climate actions (# points)		
Government Operations GHG Inventory (Priority)	16	#
Community GHG Inventory (Priority)	16	#
Government Operations Climate Action Plan (Priority)	12,16	#
Community Climate Action Plan (Priority)	16	#
3. Decrease Energy Use (# points)		



- Keep the ribbon associated with your certification level (silver or bronze)—select and delete the other.



- Move the yellow pin on the map and place it on the New York State map to indicate the location of your community. You can select the pin by clicking on it, and press and drag to move it to desired location. You need to zoom in to do this accurately.



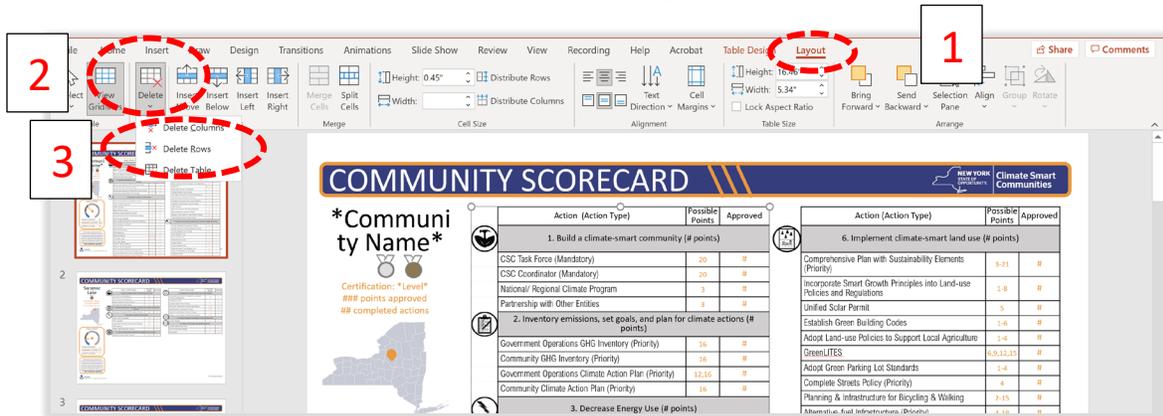
- The two tables in the template contain a list of all CSC pledge elements and actions. The first column indicates pledge element or action name and type, the second column indicates the possible points for that action, and the third column indicates the points obtained by your community.

You can edit the tables to reflect the pledge elements and actions your community is undertaking/participating in (or plans to participate in) and remove the actions that do not apply. To do this,

- Select the table by clicking on it and click on 'layout' on the upper toolbar.
- Once you click on 'layout', a 'table editor' toolbar appears.
- Click on the row or rows containing the pledge elements or action(s) you want to delete (your cursor should appear along the text) and click on 'Delete' in the table editor toolbar.
- A drop-down menu will appear. Click on 'Delete Rows', and the row or rows where you placed your cursor will be removed.



Repeat these steps for all the rows containing the actions you wish to remove.



- Once your table only has the actions your community is undertaking (or plans to undertake), indicate the points obtained for each of those actions by replacing the '#' by number of points awarded to your community. If you haven't completed an action, but intend to, you can indicate that a particular action is planned (PL) by replacing the '##' with 'PL'. The third slide provides examples of how to do this.

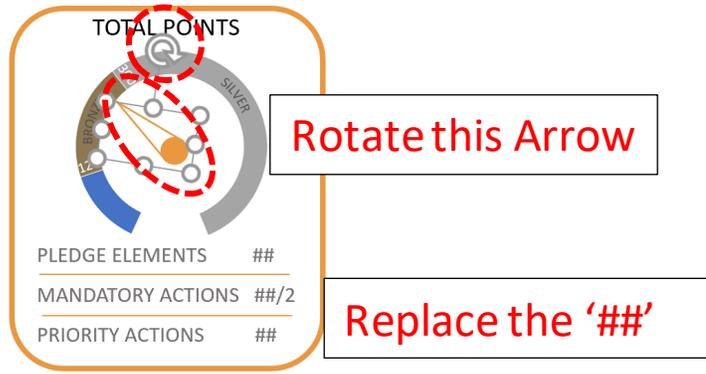
Y SCORECARD		
Action (Action Type)	Possible Points	Approved
1. Build a climate-smart community (# points)		
CSC Task Force (Mandatory)	20	#
CSC Coordinator (Mandatory)	20	#
National/ Regional Climate Program	3	#
Partnership with Other Entities	3	#

- Indicate the total points earned for the pledge elements by replacing the '#' in the grey rows with your community's totals from the 'Approved' column.

Y SCORECARD		
Action (Action Type)	Possible Points	Approved
1. Build a climate-smart community (# points)		
CSC Task Force (Mandatory)	20	#
CSC Coordinator (Mandatory)	20	#
National/ Regional Climate Program	3	#
Partnership with Other Entities	3	#



- Rotate the arrow on the 'Total Points' dial to approximately reflect the total points earned by your community by selecting the arrow, spinning it with the rotate icon called out below, and shifting the position as needed with your mouse or arrow keys. Replace the '##' in the text box below to indicate the number of pledge elements, number of mandatory actions, and number of priority actions approved.



- In the lower left corner of the slide, edit the text next to the logo to indicate the month and year in which the document was created.



- Save the file to preserve it in the editable format. Click on 'save as' to save as a JPEG or PDF file for circulation.

