UIS Green Projects Application

Full Project Proposal- **Step 2**

To complete your Full Project Proposal, **download this word document and type all answers** to the questions below. Save your completed word document along with any supporting documentation (excel spreadsheet of budgeted itemized items, letters of support, and so on) as new files. Supporting files in Word (.docx) format should be attached to the end of this application in order to create only one Word document. Supporting files in all other formats (pdf, excel, PP) may be submitted as separate documents.

Once completed and saved to your device, return to the Green Projects website at <http://www.uis.edu/greenprojects/get-involved/>

Click the hyperlink titled, *“****Submit your completed UIS Green Project Proposal****”*

This can be found under **Step 2** of the “Submit a Green Project Proposal” section.

You will be redirected to an external WebQ. Upload your completed application along with any supporting documentation by the deadline found in the “**Timeline**” section of the Green Projects website.

**NOTE: Please do not submit this application unless you have been formally invited to do so by the UIS Green Fee Committee.**

If you have any questions regarding the application or submission process, please contact us at [greenprojects@uis.edu](mailto:greenprojects@uis.edu).

**Project Name: Reusable Bag Program at the UIS Bookstore**

**Contact Information:**

Project Team

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| --- | --- | --- | --- |
| *Name* | *UIS Student/Faculty/Staff & Department (or Office)* | *UIS Email* | *Phone #* |
| Emily Jones | UIS Student, ENS | Ejone22@uis.edu | 217-491-4444 |
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Organization/Affiliation: UIS Green Fee Committee

**Project Information:**

*Provide a brief description of the project, its goals, and the desired outcomes:*

In the midst of a pandemic, it is difficult to implement the more obvious sustainability options because reusable items can carry bacteria and viruses. There are still ways in which we can implement sustainability projects that lessen the amount of waste generated on our campus without risking the health and safety of faculty, students, and staff members. This project proposes the implementation of a reusable bag program in collaboration with the UIS Bookstore. While the current bags in the bookstore are recyclable, it cannot be assumed everyone knows this and will recycle them willingly after purchases. Switching to reusable bags will eliminate the possibility of recyclable materials being thrown away in the garbage and will promote the strategy of reusing items into the lifestyles of those living and working on campus. If the bookstore would like to work with the Green Fee Committee on this project, the following would occur pending suggestions. The bookstore will provide one free reusable bag to every student that makes a purchase until the bags run out. The UIS Bookstore will have the information necessary to know which students have received their reusable bags and which have not in order to ensure each student only gets one reusable bag. There may be other options in which the director of the UIS Bookstore deems more feasible, but the general idea of giving each student one reusable bag should remain the goal. If switching to reusable bags does not seem likely in the event that the coordinator of the UIS Bookstore does not give approval for the project, I suggest switching to compostable bags. This would ensure that even in the chance that the bags are thrown in the trash, they will decompose in the environment should they end up on land or in waterways without leaving behind harmful residue.

The goals and desired outcomes for this project include:

* Eliminating plastic bag use in the UIS Bookstore
* Spreading awareness among students, faculty, and staff that reusable/compostable items are an option
* Spreading green projects to new locations on campus
* Establishing a relationship between the Green Fee Committee and the UIS Bookstore for future projects
* Reducing the amount of plastic used and discarded on campus
* Proving that green projects including reusable items can still be implemented on campus during the COVID-19 Pandemic while continuing safety and health precautions
* Changing the attitude and behavior of students, faculty, and staff surrounding the use of plastic versus reusable/compostable materials

*How will this project improve sustainability at UIS?*

One of the biggest challenges we face as a society is the copious amounts of plastic waste that accumulates on land and in waterways. Our university prides itself on the various measures that faculty, students, and staff take to ensure a more sustainable future for our campus and community. Currently, the bags distributed at the UIS Bookstore are recyclable which is great in theory. If everyone were to recycle the bags they receive when purchasing items at the bookstore, there would be less of a desire to implement a reusable bag program in collaboration with the UIS Bookstore. It is not realistic to assume however, that every student, faculty, and staff member are aware that the bags are recyclable or will choose to recycle them instead of throwing them away. Implementing a reusable bag program at the UIS Bookstore or switching to compostable bags rather than recyclable bags will ensure less harmful waste is generated from our campus.

*Please indicate how this project will involve or impact students. What role will students play in the project?*

In courses that cover materials such as reusables, recycling, or sustainability efforts, professors can educate students on the uses and benefits of these reusable bags. These bags can be used as bookbags, to carry their textbooks to and from the bookstore, to carry other purchases made from the bookstore, and even to transport food from the Union if they wish. This will impact the students by making it easier to incorporate sustainability into their lifestyles when on campus. It will improve the lives of students by bringing awareness towards their involvement with sustainability projects and allowing them to understand how the Green Fee Committee uses their money to make the campus a better place. By incorporating an interactive project like this one with the student body, it may pique some interest in the Green Fee Committee and sustainability projects on campus. Students will benefit from having a reusable bag for the four or more years they attend this university and the Green Fee Committee will benefit from the attention this project can gain them.

*Where will the project be located? Do you need special permissions to enact the project at this site? If so, please explain and attach a letter of support to your application. If you are not sure, let us know! We can help.*

This project will be located and in cooperation with the UIS Bookstore. I do need special permissions from whomever is in charge of the UIS Bookstore that they approve of this project and will work with the GFC to implement it in the bookstore. Sustainability Coordinator, Salomé Wortman, has sent an email to Mark Dochterman to bring attention to them that my proposal has been made. I have not heard anything back from Mr. Dochterman, but will get in touch with the sustainability coordinators to decide if a follow-up email is necessary.

*Other than the project team, who will hold stake in the project? Please list other individuals, groups, or departments indirectly or directly affected by this project. This includes any funding entities (immediate, future, ongoing, etc.) and any entities that will be benefiting from this project. Communication with affected departments is encouraged ahead of time. List the names of who you spoke with and their comments.*

The Green Fee Committee, of course, would be affected by this project seeing as it is their funds that will be used to incorporate this project on campus. The UIS Bookstore would also be directly affected if they wished to collaborate with the GFC for this project because they would be keeping track of the students who have and have not received their reusable bags as well as the advertising inside or outside the bookstore. We have contacted Mr. Dochterman in regards to this project, but have not received a response yet. The students, faculty, and staff that chooses to use their eligibility for a reusable bag will benefit as well as the GFC from the awareness it would bring them.

*Have you applied for funding from the Student Green Fee previously? If so, for what project?*

No, this is my first application for funding.

**Scope, Schedule, and Budget verification**

*Do you have a plan for project implementation? Describe the key steps of the project.*

The first key step of this project is getting approval from those in charge of the UIS Bookstore. If the project is approved, the next step would be to begin the process of creating a design for and ordering the reusable bags. Ideally, the design would include affiliation with the UIS Bookstore and the GFC to gain both more attention. Once the bags have been designed and ordered, we will wait for them to arrive. Once we have received the shipment, another important step is setting up a database including students who are enrolled so that the workers at the UIS Bookstore can ensure that each student only receives one free reusable bag. Once the database is set up, the next step will be advertising in various places and settings to spread the word of the new project while we begin distributing the reusable bags to those purchasing items at the bookstore.

*List all budget items for which funding will be required. Include the cost for each item requested. Please be as detailed as possible, to the best of your ability. If you know where you would like to purchase materials from, please list the contact information of the retailer(s) below, along with the URL addresses to each item you will be requiring. If you need suggestions for how and where to purchase materials, please contact the Student Sustainability Projects Coordinators by email.*

Wholesale Green Reusable Custom Bags - $0.89 per bag at 5,000 bags = $4,450 + setup fee of $50 per color = $4,500 for the first shipment

<https://www.customearthpromos.com/wholesale-green-reusable-custom-bags.html>

Number: 1-866-454-6949

*Will this project require ongoing funding? Do you have a plan for supporting the project in order to cover replacement, operation, or renewal costs?*

This project will require ongoing funding every year or every semester depending on the outcome of the project. If many students decide to use their reusable bags then more will have to be ordered for future first year and transfer students. If the project is successful, a new Green Fee request will be submitted each year or semester to ask for the funds to continue this project.

*Every project must be publicized! Where would you like to see information about this project reported?*

I would enjoy seeing this project promoted in the UIS Journal, on the UIS Website, and inside and outside of the UIS Bookstore. Those working in the UIS Bookstore could inform students that reusable bags are an option and reminding them at the time of purchase that if they have not received their free reusable bag they are eligible to do so. Posting an informative sign outside or inside the bookstore informing students of this new project would also be a great way to publicize this project seeing as students pass the bookstore to get COVID tested. An email sent out to currently enrolled students informing them of the project and their eligibility for a free reusable bag would spread the word to students on campus of the opportunity. I also think that it would be useful to mention this project to new students whether they are first time freshmen or transfer students during tours and at orientation.