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.

**Project Name: UIS Improved Recycling Bin Labeling**

**Contact Information:**

Project Team

|  |  |  |  |
| --- | --- | --- | --- |
| *Name* | *UIS Student/Faculty/Staff & Department (or Office)* | *UIS Email* | *Phone #* |
| Tyler Pasley | Sust. Projects Coordinator, Student, ENS  | Tpasl2@uis.edu | 2178533920 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Organization/Affiliation: **UIS Green Fee Committee, Sustainable Projects Coordinator**

**Project Information:**

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

**This is a fairly simple project, but it could have a large impact on the efficacy of recycling at UIS. I am requesting funds to purchase clearly labeled stickers to be placed on recycling bins across campus. These labels will define what can and can’t be placed into recycling bins, and this will help students and campus community members to make the correct decisions about what to recycle. The goal of the project is to improve the efficacy of recycling and lower the amount of contamination in the bins. Overall, my desired outcome is a more educated campus population on the topic of recycling. Ideally, students will take what they remember from these labels into their lives when they leave UIS. I would like to label bins in residential areas and campus buildings as well.**

*How will this project improve sustainability at UIS?*

**Recycling is one of the most recognizable activities when it comes to sustainability, and this project will serve to make it better here at UIS. When done properly, recycling will help to reduce the waste in the Springfield area and the impact that our campus has on the global climate. Less recyclable waste in landfills means that it is being repurposed into “new to you” products for consumers. I believe these labels will help the campus community become all around better recyclers, and as I have said before, this can be carried on after people leave UIS.**

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

**Students make up the largest portion of the campus population, so it follows that they produce a large portion of the waste on campus. In the past, the GFC has labeled the outdoor recycling dumpsters so that students know where to empty their bins once they are full. With a status as producers of so much waste on campus, students have the responsibility to ensure their recyclables are handled properly. UIS provides bins for this kind of waste, and the labels I am proposing will help to guide students in their decisions. Clearly marked bins make recycling easier for students to participate in, and being easy will ideally make students more likely to recycle. Students who recycle help create a cleaner campus, and these labels will aid students in doing so.**

*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.*

**The project will be located in the laundry rooms of each residential area. I have included my list along with a couple of estimates for the buildings not included in a previous recycling bin census on campus. Estimates are given what can currently be observed, although these numbers can sometimes change. As far as permissions go, I do not believe we will need any special permission to enact this project. The GFC is responsible for many of the recycling bins, and the labels should not be an issue. Special permission will be needed from residence life during the actual implementation of this project, but that can be obtained on the day when the labels are put onto the bins.**

**Lincoln Residence Hall laundry rooms (2/floor, 3 floors, 6 total)**

**Founders Residence Hall laundry rooms (1-2/floor, 3 floors, 5 total)**

**West Campus Townhouses (2/laundry room, 4 laundry rooms, 8 total)**

**East Campus Apartments (2/laundry room, 3 laundry rooms, 6 total)**

**BSB (19 total)**

**HRB (17 total)**

**SAB (6 total)**

**SLB (8 total)**

**TRAC (6 total)**

**VPA (7 total)**

**WUIS (14 total)**

**UHB (35 estimated)**

**PAC (25 estimated)**

**BRK (25 estimated)**

**Union (15 estimated)**

**Total Recycling Bins (Labels needed): 202, 225 purchased**

*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.*

**I have primarily spoken with members of the Green Fee Committee about this project. The consensus is that this is a valuable project that can enhance the level of recycling on campus at UIS. I have consulted with my fellow members Dr. Megan Styles, Claire Eaton, Francesca Butler, and Sarah Porcayo about this project. They have provided feedback on the graphic which will be printed on the labels, and those comments have all been included into the current edition. The graphic is included at the end of this proposal.**

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

**I have not previously received funding from the Green Fee for any projects.**

**Scope, Schedule, and Budget verification**

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

**Project implementation is relatively simple. The detailed steps are listed below:**

1. **The labels are approved by the Green Fee Committee. Assuming the last date is used on the schedule, this will be on February 12.**
2. **Funds are released for the labels. They are purchased, created, and shipped within 3 – 5 business days from the time of purchase.**
3. **Once received, I can personally pick up the labels and begin putting them out across campus. I will go to each bin and place the label in a clear spot where it is visible for the campus community to see.**
4. **Once the labels are in place, it is up to the students, faculty, and staff to read the new labels and improve their recycling habits to make our campus a better place!**

*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.*

**SmartPress Labels – Crack ‘n Peel Label 60# Matte White, 8 x 8 Inches, 225 Count**

 **$0.68 / label, Total: $152.98 (Received in quote from SmartPress)**

 **Shipping: Estimated at $15.00 for Standard USPS Ground Shipping (From SmartPress webpage)**

[**https://smartpress.com/offering/label-printing#c=5776&cp=1**](https://smartpress.com/offering/label-printing#c=5776&cp=1)

**Overall, I am requesting $200 to cover any extra fees or additional labels that may need to be purchased. I have given my most accurate count and estimate in this proposal.**

*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 not require ongoing funding. As long as the labels stick to the bins, which they should, there will be no need for additional funds. As technologies change or the bins need to be replaced, the extra labels purchased can be used on them, or new funds will need to be designated for different labels. I expect that these labels will serve their purpose for multiple years, and they should make quite the impact on recycling on campus at UIS.**

*Every project must be publicized! Where would you like to see information about this project reported?* **Information about this project can be displayed on the UIS Green Projects website. If implemented, this project will be added to the successful projects page. Additionally, the GFC can do a Snapchat takeover in order to spread the word about the new labels. Once people start to notice them around campus, I believe the project will be taking care of its own publicizing.**  **