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:**

**Personalized Recycle Bins in every Lincoln Residence Hall Room**

**Contact Information:**

Project Team

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| --- | --- | --- | --- |
| *Name* | *UIS Student/Faculty/Staff & Department (or Office)* | *UIS Email* | *Phone #* |
| Sonny Metoki | Staff (Resident Director, Residence Life) | [Smeto2@uis.edu](mailto:Smeto2@uis.edu) | 217.206.8554 |
| Brian Kelley | Staff (Director of Residence Life) | Bkell22@uis.edu |  |
| Ryan Hofman | Staff (Assistant Director Residence Life- Facilities) | Rhofm2@uis.edu |  |
| Talor Mourning | Staff (Senior Res Director, Residence Life) | Tmour2@uis.edu |  |
|  |  |  |  |

Organization/Affiliation: Residence Life. I (Sonny Metoki) will be the primary point of contact heading this project, I work directly with Brian, Ryan and Talor to gain approval for implementation in our spaces.

**Project Information:**

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

*My original proposal had 3 components, however, Green Fee has graciously offered to donate large bins to our spaces, and so this part of the proposal is now irrelevant. This leaves two parts to this project:*

1. Provide small, personal recycle bins (4-6 gallons) in each private residential space in Lincoln Residence Hall. Small recycling bins provide a convenient alternative to throwing everything in the trash, and with proper education and enforcement, not be utilized as trash. With the implementation of more large and small recycle bins in the residential spaces, students will have easy access to collect recycling in their room, and then take their personal bin to an easily accessible bin nearby. Considering UIS is single stream, we will advertise that these bins are utilized for all types of recycling. Target implementation is summer ’19, Lincoln Residence Hall will be utilized as our pilot with approximately 100 occupied spaces- if all goes well this upcoming year, then another proposal will be submitted for Founder’s Residence hall and potentially the apartments/townhouses.
2. Increase education of sustainability related issues in residential spaces. Can be achieved in a variety of ways, ranging from programming, Earth Week, incentives, student staff and professional staff encouragement, service projects, and signage. Flyers/educational components should be placed on each personalized recycle bin to educate students on what is recyclable. The Green Fee Committee and I are already planning to work on creating this signage for the larger bins that we will place, but more work needs to be done for educational programming as well as the signage for the small bins.

*How will this project improve sustainability at UIS?*

1. Increased amount of student participation in recycling. By making recycling as easy, or even easier, to access than trash bins, we can vastly increase the amount of recycling that is done on campus. With approximately 900 students on campus, even a small amount of improvement will be significant. We are specifically targeting Lincoln Residence Hall with this proposal, which will impact approximately 200 freshman students, with an eye for Founder’s Residence Hall next year provided this project’s success. This proposal increases recycling for this year and future years to come in LRH, but also assists in freshman students learning about sustainability and then practicing these behaviors both in their 4 years here, as well as after departing UIS.
2. Demonstrating that UIS is committed to sustainability will hopefully help to instill these values into our students. Furthermore, by educating our students about the importance of sustainability and how it impacts all of us, we can create students that are committed to these issues and who will go on and continue to engage in sustainable practices even after they leave UIS.

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

1. This project directly impacts every student as it relies on student behavior to be successful. Students are a crucial component of improving our overall sustainability, which is why the educational component is key. Student leaders on campus can be looked to as peer leaders- I have a dedicated team of Resident Assistants that can help with this, but it would be helpful to engage every student employee with this material. Student leaders with a passion for sustainability have already expressed interest in contributing/collaborating with promoting educational materials/programs. While myself and DRL are leading the way, this will be in conjunction with student feedback at every step.

*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.*

1. Lincoln Residence Hall. As I am professional staff in the Department of Residence Life, I’ve already obtained approval from our Assistant Director of Facilities Ryan Hofman for these to be placed in our spaces.

*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.*

These will be implemented in our spaces, and so the Department of Residence Life will hold sole stake in this project. Funding will come from Green Fee and future funding could potentially be provided by DRL. Generally speaking, all students in Lincoln Residence Hall will be impacted, as well as our facilities team (again, obtained approval from DRL AD Ryan Hofman. Hofman expressed some level of concern that previously these were implemented in spaces but were used as garbage, which caused us to throw them away. Dr. Megan Styles expressed that with strategic education and commitment, this problem will be mitigated.)

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

N/A

**Scope, Schedule, and Budget verification**

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

1. Determine location and amount of spaces available for implementation, and gain approval from DRL (already done.)
2. Begin work on educational materials in conjunction with Green Fee Committee student workers and other passionate student leaders (in progress.)
3. Find a vendor and obtain approximate cost of smaller personal bins. Identify exact amount to order (I have proposed one option, but could use some insight to explore other options. I have proposed the most expensive option I have found.)
4. Order recycle bins from vendor (Spring/Summer ’19)
5. Print educational materials and attach to small bins. Educational materials will already be in progress as they will be up in public spaces, and educational programs will be initiated in Spring ’19.
6. Waste audit likely to be performed in Spring ’19 in conjunction with DRL and Green Fee. Ideally, would be performed once in the beginning of the semester to get a baseline, once during Earth Week, and then once again in Fall ’19 to gather comparative data.
7. Roll out recycle bins and place in residential spaces in LRH in Summer ’19.
8. At end of Spring ’20, inventory all recycle bins (inventory process already in place) and determine if more need to be ordered.
9. \*Educational materials and programs will be implemented starting in Spring ’19 but will be continued and hopefully become core to DRL’s processes moving forward. Will include flyers, programs, education of student staff, etc.

*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.*

1. As I said earlier, I would like to discuss further what option would be the best as this is critical to this project’s success. A cursory search provided me with a few different options- I have proposed the best and most expensive option for this proposal’s sake, but would like to see if you were of any similar but potentially cheaper options. As per Dr. Styles’ recommendation, I moved away from the significantly cheaper 3 gallon bins as they were too small.
   1. Amazon: 21 Count, 6-gallon recycling bin with handle: $209.79
      1. Cost Calculations: Requesting 7 orders, 21 count each order for a total of 147 bins to fill 100 spaces. 7\*$209.79= **$1468.53**
      2. Would be open to 6 orders: 6 orders, 21 count each order for a total of 126 bins to fill 100 spaces. 6\*$209.79= **$1258.74**
      3. \*Cannot do 5 orders as that leaves us no room for replacements\*
      4. I am requesting so many because 1) if this goes well we would like to order more for Founders next year, and 2) we need replacements available when they inevitably get damaged and/or taken.
      5. URL: https://www.amazon.com/gp/product/B00843I6LU/ref=ox\_sc\_act\_title\_1?smid=A1HD6ZYWI1T0E7&psc=1

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

Upfront costs are byfar the most significant. The only potential reoccurring costs would be for the replacement of the personalized bins. However, DRL inventory sheets already account for these recycle bins and students will be charged for damaging/taking the bins. We can fund long term replacement if this project is successful, we just cannot do the upfront cost. The other cost will be if we choose to implement in Founders, at which point another proposal will be submitted in Fall ’19.

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

Social media, DRL website, UIS website, programs, etc.