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:**

**Contact Information:**

Project Team

|  |  |  |  |
| --- | --- | --- | --- |
| *Name* | *UIS Student/Faculty/Staff & Department (or Office)* | *UIS Email* | *Phone #* |
| Ashley Hall | Staff | Ahall53@uis.edu  | 217206-8611 |
| Katie Pavelko | Staff | kpave@uis.edu | 217206-8038 |

Organization/Affiliation: Student Union

**Project Information:**

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

The Student Union’s toilets are currently equipped with battery operated flushes. Challenges that we have seen is that users do not know how to properly operate the flushing system. Batteries continue to fail, which leads to multiple flushes and waste of water and batteries.

*How will this project improve sustainability at UIS?*

The Student Union was built with the concept of being sustainable. The battery operating flushes are failing to meet this concept and is using excess water and the recyclability of batteries is nonexistent. Which then adds to the landfills.

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

Student users of the Student Union will be able to operate the flushing mechanism effectively and in doing so will save gallons of water and battery waste.

*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.*

Student Union Restrooms. I oversee the space, so we do not need special permissions. Facilities have already been communicated with and are on board.

*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.*

n/a

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

No, this is the first time.

**Scope, Schedule, and Budget verification**

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

*There are 4 general restrooms, 2 gender neutral restrooms and 2 back of the house restrooms. The plumber shared with me it would take 15-20 minutes per toilet to change out the current flushing mechanism to the handles. We would try to organize a time in which the Union was not as busy. Maybe over a break period or on a week where there are not many events.*

*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.*

*Please see the attached PDF from Facilities.*

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

*No it will not need on going funding.*

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

*We are happy to post on social media about the project once completed.*