

UIS Green Project Letter of Intent- Step 1

To complete your Green Project Letter of Intent, download this word document and type all answers to the questions below. Save your completed word document as a new file.

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 LOI”**
This can be found under **Step 1** of the “Submit a Green Project Proposal” section.

You will be redirected to an external WebQ. Upload your completed application by the deadline which can be found in the **“Timeline”** section of the Green Projects website.

If you have any questions regarding the application or submission process, please contact us at greenprojects@uis.edu.

Project Name: Bottle Filling Station, Enrollment Management

Contact Information:

Project Team

<i>Name</i>	<i>UIS Student/Faculty/Staff & Department (or Office)</i>	<i>UIS Email</i>	<i>Phone #</i>
Leigh Brannan	Enrollment Management	Lbran3@uis.edu	217-206-4847
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Organization/Affiliation:

Project Information:

Please provide a brief description of the project. What are the goals and the desired outcomes of the project?

Enrollment Management aims to upgrade our water facilities by installing a water bottle filling station. Our objective is to promote the use of reusable bottles and reduce plastic waste. Additionally, we plan to discontinue the distribution of single-use, pre-filled water bottles to visitors. Instead, we aspire to provide visitors with branded metal water bottles sourced sustainably. These bottles can be refilled at the stations before tours and information sessions.

Please describe why this project matters to you and how it relates to sustainability.

How will it aid in promoting the sustainability culture on campus? Describe your long-term vision.

This initiative will foster a culture of reducing plastic bottle consumption by encouraging employees, current students, and visitors to utilize refillable bottles instead of buying from vending machines.

Where will the project be located?

Enrollment Management plans to set up a water bottle filling station in the main hallway of the EM Suite, conveniently located next to the two gender-neutral restrooms on the first floor of the University Hall Building.

Please provide a brief summary of how students will be involved in or affected by the project:

Prospective students and families, along with staff, which includes student workers, will be the most affected by the installation of the water refill stations.

Please provide a brief summary of the project timeline (Most approved projects are proposed in the Fall and implemented in the Spring)

A brief summary of total project timeline and key milestones

Once the project receives approval, Admissions will procure the water filling stations and collaborate with Facilities for installation. Our goal is to secure approval, complete installation, and have the stations operational by the beginning of the Spring 2025 semester.

Please provide a brief itemized breakdown of the funds needed.

We will help you factor in the cost of labor and installation. If you have a plan for where you would like to purchase supplies from, provide it here and include a URL link to each item on the desired retailer's website.

Given the positive reviews of this model, particularly noting the inclusion of a chiller and lead reduction filter, we are interested in acquiring this model or something similar:

<https://www.elkay.com/products/details/LZS8WSSP>

Do you have any suggestions for how we could measure the success of this project?

This model features a Green Ticker™, which informs users of the number of 20 oz. plastic water bottles saved from waste, we will have the capability to track the quantity of bottles saved.

Additional comments:

Any additional comments/relevant information about the project proposal