

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

<i>Name</i>	<i>UIS Student/Faculty/Staff & Department (or Office)</i>	<i>UIS Email</i>	<i>Phone #</i>
Sonny Metoki	Staff (Residence Life)	Smeto2@uis.edu	217.206.8554

Organization/Affiliation:

Residence Life

Project Information:

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

Goals: Increase accessibility to recycling in Residential Spaces and increase student awareness of sustainability related issues

Brief Description: Ideally, there would be 3 parts to this project.

- 1) Increase amount of/size of recycling bins in residential spaces. Currently, we do have recycling bins located in public areas (laundry rooms, trash rooms, etc.), however, they have been prone to overflow when we have had them. There are also locations in which there are trash bins but no recycling. My ideal goal would be to have every trash bin accompanied by a recycle bin in our residential spaces.*
- 2) Provide small, personal recycle bins (3-4 gallons) in each private residential space (each residence hall room, each apartment/townhouse). Small recycling bins provide a convenient alternative to throwing everything in the trash, and are too small to be utilized as a true trash bin in a private space. These are to be used to collect plastic bottles (or other recyclable items) and can be easily transported to a larger recycle bin. These bins run anywhere from between \$5-\$6 each dependent on quantity, and there are approximately 370 residential spaces in use for the 2018-2019 academic year.*
- 3) Increase education of sustainability related issues in residential spaces. This can be achieved in a number of ways, ranging from programming, service projects, and flyers. Flyers and educational components can and should be placed on each recycle bin and will instruct students on what is recyclable and what is not, as well as the significance of sustainability. Relabeling trash bins to "Landfill" may also make students more intentional in understanding where their waste truly is going.*

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.*
- 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? 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.

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.

Residential spaces on campus. I recognize that the overall cost of implementing this in every residential spaces may be prohibitive, so I am open to implementing this in, say, the Residence Halls first, and then possibly moving this into the apartments/townhouses in future years. Approval will need to be obtained and given by the Director of the Department of Residence Life, Brian Kelley. As this is my department, I will speak with him in the coming days. We will also need to reevaluate DRL procedures as it pertains to consistency of recycling and crafting a careful schedule and adjusting our personnel needs.

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.

Department of Residence Life
Student Green Fee Committee
External companies that could supply/sponsor purchasing of recycle bins

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

No

Scope, Schedule, and Budget verification

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

- 1) Potential audit to identify areas of improvement/ survey to residents to identify behaviors (Spring '19)
- 2) Identification of areas in residential areas that already have recycling bins, and areas that only have waste bins. Identify total number of spaces open for occupation.
- 3) Determine if recycle bins should first go to only Residence Halls, or all of campus.
- 4) Find a vendor and obtain approximate cost of larger recycle bins as well as smaller personal bins. Connect with Brian Kelley, Director of DRL, for additional funds if necessary.
- 5) Begin work on educational materials
- 6) Draft final number of recycle bins as well as a final cost.
- 7) Identify change in cleaning schedules of facilities to ensure that recycle bins will be emptied in a timely manner. Connect with Ryan Hofman, AD of Facilities and Operations in DRL.
- 8) Order recycle bins from vendor
- 9) Print order for educational materials and attach to recycle bins, as well as placing larger flyers in general public areas near bins
- 10) Summer '19 roll out recycle bins and place in residential spaces.
- 11) Fall '19 (if audit is performed) track amount of recycling actually being done
- 12) Possible Spring '19 begin service projects and/or educational programming related to sustainability

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.

- Small, personal bins: 6 count 4 gallon bin: \$12.99
 - Target: https://www.target.com/p/storex-174-recycle-bin-6ct-4-gallon/-/A-52249155?ref=tgt_adv_XS000000&AFID=google_pla_df&CPNG=PLA_Storage+Organization+Shipping&adgroup=SC_Storage+Organization&LID=700000001170770pgs&network=g&device=c&location=9022633&gclid=Cj0KCQjw6fvdBRCbARIsABGZ-vRlvURdhME82h_9q7GT6CmOhRYL7fDS4TUgrZLkuOInZcDLIFMp2LAaArUhEALw_wcB&gclsrc=aw.ds
- Approx. 370 active residential spaces
- 370 spaces/6 count = approx.. 62 orders. 62 orders * \$12.99= \$805.38
 - OR only Residence Halls
 - Approx 200 spaces/6 count = 34 orders * \$12.99 = \$441.66
 - Varies dependent on occupancy levels, will also likely want to purchase extra to account for lost bins
- Large Recycle Bins
 - Most variable. Large bins can vary from \$20 to \$400.
 - Need more time to identify exactly what Residence Life has, and where/how many we can actually place.

- *Approximate Cost: Variable*
- *Educational Flyers*
 - *\$.50 per normal sized color flyer from printing services. Can vary based upon sizing needs.*

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 cost will be the most significant by far. Only potential costs are replacement of the personalized recycle bins, which can be accounted for and potentially charged to student accounts if not left in residential spaces. Residence Life inventory processes already account for Recycle bins, so no changes would need to occur to account for this.

*Every project must be publicized! Where would you like to see information about this project reported?
DRL website, Green Fee Committee website*