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](mailto:greenprojects@uis.edu).

**Project Name:**

**Contact Information:**

Project Team

|  |  |  |  |
| --- | --- | --- | --- |
| *Name* | *UIS Student/Faculty/Staff & Department (or Office)* | *UIS Email* | *Phone #* |
| Salome Wortman | Sustainability Coordinator + Student | swort2@uis.edu |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

NOTE: Almost all the content in this LOI is copied from Tyler Pasley’s original proposal. The only edits that have been made are towards making the context fit the repurchase of labels.

**Project Information:**

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

**I am requesting funds to repurchase clearly labeled stickers so any worn labels can be replaced or to correct old labels. 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.**

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

**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.**

Where will the project be located?

**All available recycling bins on campus.**

Please provide a brief summary of how students will be involved in or affected by 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.**

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

**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!**

Please provide a brief itemized breakdown of the funds needed.

**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.**

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

**Whatever is currently being used to measure success now.**

Additional comments:

Any additional comments/relevant information about the project proposal