

February 29, 2012

To whom it may concern:

The Green Rep program has made a considerable impact to our campus community, specifically for residence hall students, and for our environment. The program was developed three years ago from a collaborative effort between Residence Life and Housing and the campus' Physical Plant and Facilities. The original purpose was to decrease the energy consumption on the campus and to educate students on ways they can improve and impact this.

Green Reps are undergraduate students that are employed to improve the immediate environment and spread the important message about making sustainable choices and to educate our students about how they impact the campus and outside community with their decisions. Any student who has one semester experience at SUNY Cortland that is interested can apply. After an interview process, we employ 16 students and assign them to a residence hall or our apartment complex; each residence hall has a Green Rep that focuses only on that hall. The Green Reps return to campus early before the start of the semester for an orientation session that introduces the students to the history, the mission statement, and the expectations and requirements of the position.

### **The Green Rep Mission Statement:**

*As a SUNY Cortland Green Initiative Representative, it is our mission to create a program that focuses on the importance of encouraging environmentally responsible residence halls on the SUNY Cortland campus. By educating our peers on environmental issues it is possible to create positive changes that will ultimately contribute to a more eco-friendly and sustainable campus! Although we are just one campus, it only takes one to make a difference, and that one is us!*

### **The Green Rep Job Requirements and Expectations:**

#### **Meeting Attendance**

- **Attend Green Rep Meetings (Once every 3 weeks).**
- Attend Residence Hall Staff meetings—minimum one per month. (Especially the first staff meeting of the year!)
  - Go to staff meetings the week before your program is scheduled to inform the staff, and to gain word of mouth advertising.
  - Collaborate with an RA for programming!!
- Meet with your building's RHD 2 times/semester for follow up and feedback.
  - Once before the end of February, and between March and April

- Attend and ask to participate in at least 2 floor meetings/per semester (especially the first one)
- (Optional) Attend meetings held by the custodial staff and the sustainability RA in your building.
- Hold two lounge hours biweekly within your Green Rep building. (e-mail which hours for the semester you will have scheduled)
  - Use hours to promote programs and provide information about the Green Reps.
  - (Optional) Create a poster which you can display during these hours.
- Biweekly meetings with me, the Green Rep coordinator (30mins)
  - Bring program ideas/ dates, questions

### **Bulletin Boards**

- **Create 2 bulletin boards per semester** educating your assigned hall on a specific environmental issue.
- The 1<sup>st</sup> board completed by the end of **January**
- The second board completed by **March 20**
- See attached rubric

### **Programming**

**Create 2 programs per semester** educating your assigned hall on a specific environmental issue. Programs are great for doing activities, inviting speakers!

- You must plan and submit your 1st program proposal date and idea by **Jan 27**
- 1<sup>st</sup> program completed by end of **February**
- 2<sup>nd</sup> program completed by the end of **April** (NO programs in May)
- Proposals are due at least 10 days before the program date.
- Shopping is on Fridays at Wal-mart (\$100/semester) You must get a ride there to meet Central Staff at the time given (varies each week) and provide:
  - Cell Phone number for contact purposes
  - Flyer
  - Allocation form
- Your programs must have proper advertising! Submit copies of your advertisement method (i.e. Poster, word of mouth, lounge hours). Get creative!
  - Those that attend your program and/or receive prizes should “sign in” on a sheet and “Prize Give-Away” that you will turn in after your program takes place.

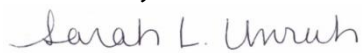
### **Campus-wide Program**

**All Green Reps will be required to participate/plan/ and advertise for a campus-wide program.**

- The week leading up to the program each Green Rep will be required to sit tabling hours to promote environmental awareness and the program.
  - Ideas: Create a poster, hand-outs, information on Green Reps, a suggestion box, email list, have a laptop on hand to play music.

Since the program's start, it has grown to allow for a bigger impact on the college community. Green Reps have assisted with campus-wide efforts including Recycle-Mania, the Cortaca Climate Challenge, promoting composting at a campus dining facility, and assisting with Sustainability Week. When looking ahead, the program will educate and inspire students to consider the environment during their everyday lives as well as during bigger life decisions. The future of the program will include more collaboration with organizations on/off campus as well as having input in the design and improvement of buildings to become more environmentally friendly. As students become aware of the program, the popularity and message grows!

Sincerely,

A handwritten signature in cursive script that reads "Sarah L. Unruh".

Sarah L. Unruh

Assistant Director of Residence Life and Housing