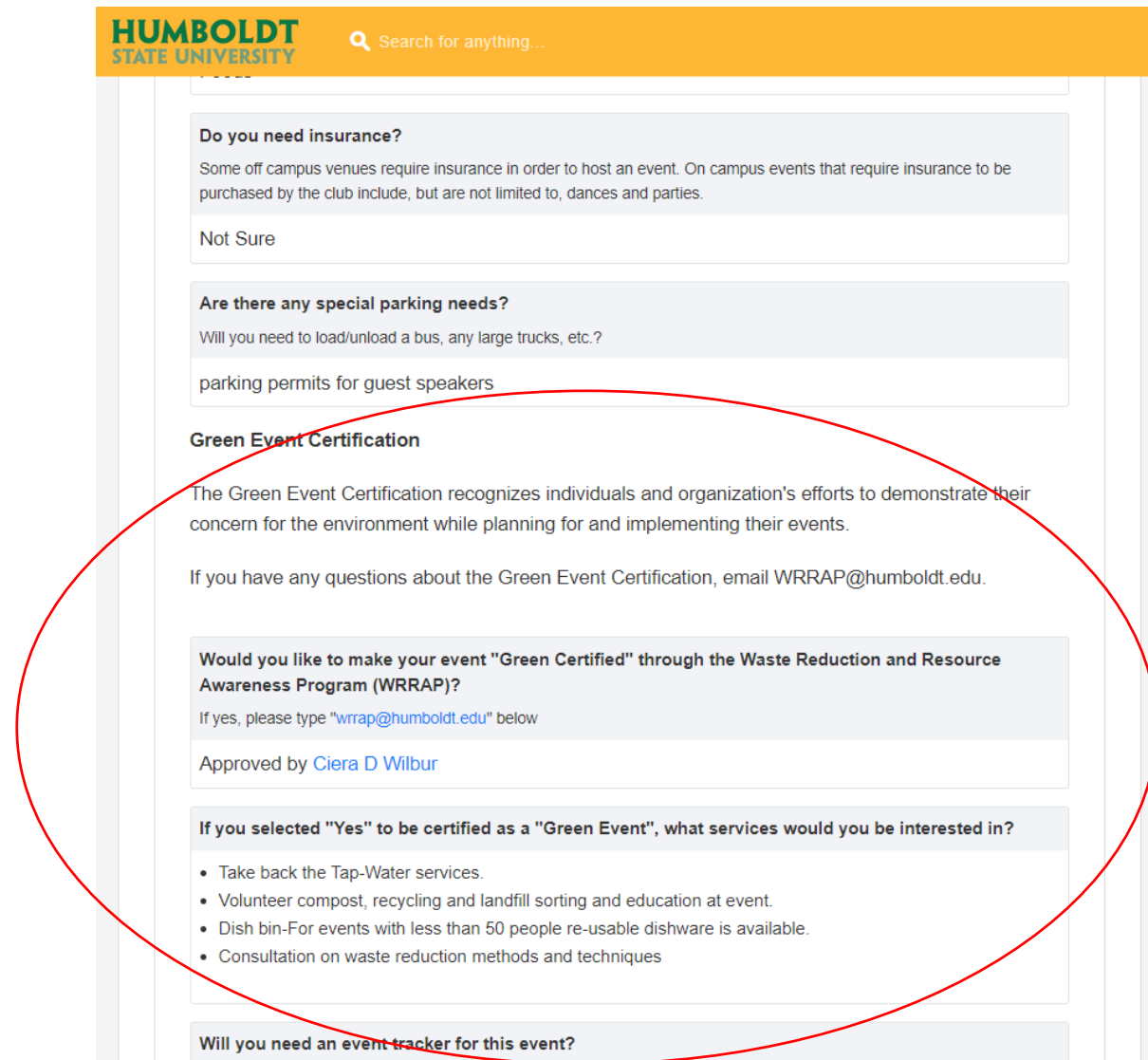


Step 1: HSU Clubs & Activities utilizes Orgsync, an online community management system, to schedule and approve student events. The Orgsync Event Request Form asks applicant if they would like to make the event "Green Certified":



HUMBOLDT STATE UNIVERSITY Search for anything...

Do you need insurance?
Some off campus venues require insurance in order to host an event. On campus events that require insurance to be purchased by the club include, but are not limited to, dances and parties.

Not Sure

Are there any special parking needs?
Will you need to load/unload a bus, any large trucks, etc.?

parking permits for guest speakers

Green Event Certification
The Green Event Certification recognizes individuals and organization's efforts to demonstrate their concern for the environment while planning for and implementing their events.

If you have any questions about the Green Event Certification, email WRRAP@humboldt.edu.

Would you like to make your event "Green Certified" through the Waste Reduction and Resource Awareness Program (WRRAP)?
If yes, please type "wrrap@humboldt.edu" below

Approved by [Ciera D Wilbur](#)

If you selected "Yes" to be certified as a "Green Event", what services would you be interested in?

- Take back the Tap-Water services.
- Volunteer compost, recycling and landfill sorting and education at event.
- Dish bin-For events with less than 50 people re-usable dishware is available.
- Consultation on waste reduction methods and techniques

Will you need an event tracker for this event?

Step 2: If an event organizer requests their event to be Green Event Certified, the Waste Reduction & Resource Awareness Program is notified:

This sheet is to track any events that are requested to be Green Event Certified. Through the OrgSync option or separate form submission, this will outline the information and status of each event request. All request will be sent to out WRRAP email and will be under subject line: Review Requested by ____ for ____, an automated email from Orgsync.

Cell 2 B-H are the questions that are presented when organizations are filling out the ZWC form. Text from cell 3 and below are the responses.

Make sure that when approving or declining events, that you are not logged into Orgsync. Administrator access can only be granted when not logged in (gotta be a ghost). Once event has been inputted on this sheet and responded, please move into "GREEN EVENT CERTIFICATION" label in the WRRAP email.

#	EVENT REQUEST	Date and place	Organization/program	Contact info	Event summary	If you selected "Yes" to be certified as a "Green Event", what services would you be	If you have any additional information you would like to share about your event, please	If you have any additional information you would like to share,	Additional notes or comments
	Student Faculty Mixer	Wednesday, Nov 14, 2018, 3:00 PM - 6:00 PM PST	Psychology Club	mac46@humboldt.edu Mason Clark 70705998586	It's a mixer: Students and faculty are invited. This is sponsored by the Psychology and Psi Chi clubs to build professional networking skills for students.	Dish bin-For events with less than 50 people re-usable dishware is available.	This is a social mixer for Psychology students and faculty	No Answer Submitted	Pending-Confirm
	Kins Club Scary Movie Night	Friday, Oct 19, 2018, 7:00 PM - 10:00 PM PDT SCIB_135 in Science B 135 - Le...	Kinesiology Club	Kins Club Scary Movie Night Christina Tenorio Event Contact Email Address cmt498@humboldt.edu Event Contact Phone Number 912-321-9487	Join the Kinesiology Club for a festive night full of fun and laughter. Along side the screening of Scary Movie 3, we will also be facilitating a pumpkin carving station 5\$ each pumpkin. So, come get connected, festive and creative with us! All students welcome :)	Consultation on waste reduction methods and techniques	No Answer Submitted	No Answer Submitted	
	Diwali Prakash	Friday, Nov 9, 2018, 5:00 PM - 8:00 PM PST KBR	ADPIC	Matilda Bunchongchitr Event Contact Email Address mb2424@humboldt.edu	Diwali is a festival of lights (Hindu festival) celebrated during autumn mainly in India, Nepal, Myanmar, Malaysia, Mauritius, Fiji, Guyana, Singapore. Sri Lanka. Suriname.	Take back the Tap-Water services. Volunteer compost, recycling and landfill sorting and education at event.	No Answer Submitted	No Answer Submitted	Pending-Confirm

Step 3: WRRAP contacts event organizer and, depending on request, schedules meeting to review and discuss the Green Event Certification Commitment. WRRAP may also attend the event to support its zero waste efforts:

Humboldt State Green Event Certification Commitment

Humboldt State is continuously striving to meet California State University Climate Action Plan and institutional Zero Waste Goals. When your event successfully adheres to the guidelines set forth here, you are helping Humboldt State achieve a more sustainable campus and prove that we can all take part in making our community waste free!

Mandated baseline actions:

- No single serving packaged condiments or individually wrapped foods, such as ketchup packets, single serving chip bags, candy bars or other snack food items that come in non-recyclable/non-compostable packaging.
- HSU has phased out sales of single use plastic water bottles on campus, therefore no plastic water bottles will be provided at events, the Take-Back-the-Tap program through the student organization Waste Reduction and Resource Awareness Program (WRRAP) can provide a number of different zero waste water provision options. Please contact them at least a week prior to the event with your request by emailing wrrap@humboldt.edu.
- Effort is made to provide food with as little packaging as possible or in bulk when possible.
- Grab-and-go meals (e.g., boxed lunches) should only be in a container that is returnable or compostable (e.g., paper bag)
- Food will be served in variable portion sizes to reduce food waste, this can be done by cutting larger items in half with self serve food options.
- Beverages are provided in refillable, reusable containers and cups.
- As much as possible, dishware, serving ware and accessories such as tablecloths should be reusable and washable.

- Provide signage near disposal receptacles informing of proper disposal techniques
- Communication prior to the event to secure a donation location for excess food
- Event was advertised electronically with less than 5 paper event signs.

When reusable options are not available or applicable:

- Paper plates and cups that are compostable or biodegradable
 - Proper measures must be taken to alert attendees of proper disposal
- #1 or #2 recyclable cups are acceptable alternatives
 - Aluminum cans acceptable single serve beverage option
- Wooden or bamboo or BPI certified compostable cutlery

Other potential sustainability objectives:

- Providing vegetarian options or full vegetarian catering
- Buffet style serving
- Confirm attendance before hand and order appropriate amount of food
- Trash sorting volunteers manning the bins to help prevent improper disposal

On campus services also available:

- Every HSU event can be provided additional recycling, trash and compost receptacle for their events by the Facilities Management team; contact them for any concerns about event size and number of bins needed
- The Waste Reduction and Resource Awareness (WRRAP) team at HSU is dedicated to helping our campus implement these appropriate changes to our status quo and are available to assist any campus organization in sustainable and zero waste event planning with any other questions that were not covered on this list. Just email wrrap@humboldt.edu with the subject title green event.

Green Events Certification

