



SPF Application Form Section A - Cover Page

Fill out this Cover Page and save it to your files for future reference before uploading it on the SPF website.

Project Title Sustainable Orientation

In one to three sentence(s), explain what your project is about:

Improve the sustainability of 2017-2018 student orientation in order to normalize such practices for students as they enter the University. In particular, we want to raise awareness and create demand for future years through the SSMU student handbook and key components of the Faculty Frosh events (both in terms of materials and programming).

Indicate the McGill campus(es) where your project will be implemented:

Macdonald **Downtown** **Gault Reserve** **Bellairs Research Institute** **Other (Specify):** _____

Approximate Budget Requested to the SPF (\$): 87,591

Approximate Total Project Budget (incl. other sources of funding if applicable) (\$): 158,442.5

List 1 to 3 main item(s)/expense(s) for your project that SPF money will be used for (incl. approx. % of total budget):

Frosh and Handbook materials 93%

Indicate which of the following team members...

... will be in charge of monitoring the project's budget (maximum 1 person): Sacha Magder

... will be the Project Lead (Project Lead will be the contact person for the SPF Staff): Sacha Magder

The Project Lead stays for the entire duration of the project: **Y** **N**

If no, explain in a few sentences your leadership transition plan for one or both of the Project Lead for sustainable continuation of the project:

The SSMU executive spends the entire month of May transitioning in the new team, which gives us ample time to transfer any knowledge necessary to allow the continuity of this project.

PROJECT TEAM MEMBERS (read details about [SPF Evaluation Criteria #5](#) for more information)

The SPF encourages your team to be inclusive of individuals who voluntarily self-identify as members of marginalized communities (e.g. women, Indigenous people, people of colour, LGBTTQI, student parents, members of ethnic minorities, immigrants, people with disabilities).

1. Project Team Member

First Name & Last Name <u>Sacha Magder</u>	Affiliation (select one) <u>Undergraduate (UG)</u>
Phone (daytime; only put #) <u>+1 (514) 398-6802</u>	Specify if Other _____
Email <u>operations@ssmu.ca</u>	Faculty/Unit/Organization <u>SSMU</u>

2. Additional Project Team Member

First Name & Last Name <u>Daniel Lawrie</u>	Affiliation (select one) <u>Undergraduate (UG)</u>
Phone (daytime; only put #s) <u>+1 (514) 398-6799</u>	Specify if Other _____
Email <u>internal@ssmu.mcgill.ca</u>	Faculty/Unit/Organization <u>SSMU</u>

3. Additional Project Team Member

First Name & Last Name <u>Wendy Gamboa</u>	Affiliation (select one) <u>Administrative Staff (ST)</u>
Phone (daytime; only put #s) <u>+1 (514) 398-6835</u>	Specify if Other _____
Email <u>cpm@ssmu.mcgill.ca</u>	Faculty/Unit/Organization <u>SSMU</u>

4. Additional Project Team Member

First Name & Last Name <u>Toby Davine</u>	Affiliation (select one) <u>Administrative Staff (ST)</u>
Phone (daytime; only put #s) <u>+1 (514) 398-5338</u>	Specify if Other _____
Email <u>toby.davine@mcgill.ca</u>	Faculty/Unit/Organization <u>MOOS</u>



SPF Application Form
Section A - Cover Page

PROJECT TEAM MEMBERS (CONT'D)

5. Additional Project Team Member

First Name & Last Name ...Shona.Watt	Affiliation (<i>select one</i>)	Administration
Phone (<i>daytime; only put #s</i>) 514-398-5247	Specify if Other	_____
Emailshona.watt@mcgill.ca	Faculty/Unit/Organization ...	Office.of.Sustainability

6. Additional Project Team Member

First Name & Last Name	Affiliation (<i>select one</i>)	_____
Phone (<i>daytime; only put #s</i>)	Specify if Other	_____
Email	Faculty/Unit/Organization	_____

7. Additional Project Team Member

First Name & Last Name	Affiliation (<i>select one</i>)	_____
Phone (<i>daytime; only put #s</i>)	Specify if Other	_____
Email	Faculty/Unit/Organization	_____

8. Additional Project Team Member

First Name & Last Name	Affiliation (<i>select one</i>)	_____
Phone (<i>daytime; only put #s</i>)	Specify if Other	_____
Email	Faculty/Unit/Organization	_____

To list more members, fill a 2nd Cover Page form and save it separately. You may then e-mail it to [SPF Staff](#) directly, also specifying your project title.

OPTIONAL:

If applicable, total number of team members voluntarily self-identifying as members of marginalized communities: _____

Represented marginalized communities: _____

Specify if Other(s) and/or add more: _____

Relevant link(s): (*to website(s) or social media*)

How did you learn about the SPF? (*select one*) SPF Staff **Specify if Other** _____

Have you already been part of an SPF project in the past? Y N **If yes, specify project(s):** SSMU courtyard garden

Please check the boxes to confirm that you have read and agree to the following information:

All of our project team members understand that the SPF is publicly funded and therefore, by default SPF projects are not confidential. We agree that if needed, the SPF Steward, the SPF Administrator and/or the SPF Working Group members read and/or share the application and/or communicate part of its content in the case where they would need to (e.g. to receive professional advice, connect our team to stakeholders, etc.).

If our project is approved, all our project team members agree that their name, email, and phone number as well as their participation to the project be disclosed (e.g. for contact information or through our application and progress/final reports published on the SPF website).
If you do not check this box, the SPF staff will communicate with you to know whose information to remove before sharing your project online.

All our project team members have read and understood the [SPF Terms & Conditions](#), and we confirm that we agree to respect them.
If any aspect of the [SPF Terms & Conditions](#) are unclear to you, contact the [SPF Staff](#) before you submit your application so that you can check this box in confidence. Also note that, if your project is approved, the Project Lead and the person monitoring the project's budget will have to confirm in writing (through email or signing the document) that they agree to the [SPF Terms & Conditions](#) before officially starting the project.



Sustainability Projects Fund (SPF)
McGill Office of Sustainability (MOOS)
1010 Sherbrooke St West, Suite 1200
Montreal, Quebec H3A 2R7



Fonds des projets durables
Bureau du développement durable
1010, rue Sherbrooke Ouest, bur. 1200
Montréal (Québec) H3A 2R7

SPF Application Form

Section B - Project Overview

Answer the following questions and save this form to your files for future reference before uploading it on the SPF website with Section A - Cover Page.

Project Title Sustainable Orientation

Project Lead Sacha Magder
First & Last Name
Phone +1 (514) 398-6802
(daytime)
Email operations@ssmu.ca

Before you fill out this Project Overview, make sure you have consulted all related application documents online, including the [SPF Evaluation Criteria](#), the [SPF Glossary](#), the [SPF Project Flow Diagram](#), and the [SPF Sustainability Brief](#). Read all questions first before starting answering them. Answer **exactly** what is being asked: go straight to the point and stay clear and succinct. If need be, you will have a chance to include additional information in appendices at a later stage of the application process. The characters' limit (including spaces) is indicated for each question so that you can draft your answers in Word first if you want to (you will have to remove all formatting in Word before pasting here). Note that any skipped line will make you lose the line's characters (approx. 140 characters). Once you successfully pass this first stage of the application process, the SPF Staff will ask you to fill a Project Plan, in which you will specify your expected impacts, S.M.A.R.T. objectives and main activities, outputs, success indicators, stakeholders, main risks and mitigation measures, preliminary timeline, and costs. Although it is OK for you not to have all these details ready at this stage, having thought about them in advance will help you succeed in responding to the following questions.

Project Vision McGill orientation is fully sustainable and engages students in the sustainability movement as soon as they enter McGill

A vision depicts the ideal future that someone is hoping for. Thus, a vision is a dreamed aspiration that someone intends to lead or contribute to, and it does not necessarily need to currently seem realistic. As such, tell us how you see McGill campuses in an ideal world once your project is completed successfully. The vision does not need to be completed within the timeline of the SPF funding.

Project Goal Mainstream sustainability for new students by raising awareness and modelling best practices during orientation through more sustainable programming and materials (SSMU handbook, Frosh T-shirts, tote-bags, and planning).

A goal is the overarching desired tangible realization (and thus change) to be achieved within the project's lifespan. The goal contributes to the project's vision in a palpable and realistic manner. The project's goal may last longer than the SPF funding lifespan. In line with the SPF mandate, when achieved, your project's goal should result in a culture shift (e.g. change in ideas, habits, behavior).

1. What is the specific sustainability-related issue/challenge that you see on McGill campus(es) that you want to address?
(530 char. max. ~80 words)

Orientation at McGill normalizes a culture of 1) throw-away consumerism that is replicated throughout students' university careers. The same practices, products, and vendors are used because they are cheap and easy options passed down to organizers each year; meanwhile, more responsible and sustainable practices are ignored due to 2) lack of knowledge and 3) higher costs.

2. What is your project idea and how will it help address the above issue/challenge? (2000 char. max. ~300 words)

This SPF project intends to start addressing above challenges 1) and 2) through targeting three key elements of orientation: a) SSMU handbook (distributed to about 8,000 students), b) Frosh T-shirts and tote-bags (distributed to about 5,000 students), c) Frosh activities. Elements a) and b) are very popular among students, and have high visibility and impact potential. Element c) provides another perfect opportunity to raise awareness about sustainability for incoming students, through non-material means. SSMU handbook: We will replace non-recycled paper and conventional petroleum-based inks with recycled paper and low-impact inks. With the help of MOOS, we will also make 2017-2018 handbook sustainability-themed, integrating more information on living and promoting sustainability at McGill into the handbook (including a page on Vision 2020 and the SPF). To increase the number of handbooks that are recycled, we will implement a "Handbook Recycling Week" at the end of the year (shredded on-site to maintain confidentiality). Frosh T-shirts and tote-bags: We will work with all Faculties to use sustainable producers for their T-shirts and tote-bags, as a first step to hopefully making the full Frosh package sustainable in future years. Frosh events: A Sustainability Coordinator (under MOOS supervision with support from SSMU) will complement and support the Inclusivity Coordinators already hired by all Faculty Frosh committees to incorporate sustainability into Frosh programming. The Sustainability Coordinator will help Frosh oversee purchasing and event planning to create more equitable, accessible, and earth-friendly events. For strong awareness-raising and to monitor and report on students' appreciation of this initiative, MOOS will support us in concretely communicating our efforts to students through the SSMU handbook and with an SPF flyer in the Frosh package calling for action with a trackable url. We will also conduct in-person and email survey for feedback.

3. What impacts do you want your project to have on McGill structures, processes and/or systems? Also specify how this should positively transform peoples' behaviors/perspectives/habits on McGill campus(es). (935 char. max. ~135 words)

With this pilot and the increased attention/communications around sustainability next Fall (the launch of the next Vision 2020 Sustainability and Climate Action Plan and the SPF referendum), we hope to create a demand from students for similar (and hopefully even better) orientation practices in subsequent years and to empower SSMU and the Faculty Frosh committees with concrete resources and arguments (e.g. list of sustainable suppliers, tips to sustainable events, survey results, extension of the Inclusivity Coordinator into a Sustainability Coordinator) to maintain those practices and a sustainability culture moving forward.

SPF Application Form

Section B - Project Overview

4. What institutional and financial arrangements will make these impacts continue after SPF funding? (530 char.max. ~80 words)

While we cannot control the decisions of next SSMU executives and Frosh committees, since orientation will be organized before they officially come in, this pilot will provide the basic experience and information needed to make it easier for future orientation organizers to advocate for and build in additional costs related to sustainable products into their annual budgets, and thus, address challenge 3). The Inclusivity Coordinator role should also expand to include sustainability and maintain practices moving forward.

- ABOUT SUSTAINABILITY -

5. How do you intend to address social, environmental, and/or economic dimensions of sustainability in your project's objectives? (1350 char. max. ~200 words)

We hope to reduce the waste and the social impact that results from orientation week supplies and activities and promote sustainable alternatives. T-shirts and tote bags will be purchased from equitable and sustainable producers, i.e. local companies that pay workers fair wages and utilize low-impact materials (e.g. organic cottons, bamboo, or linen). We will also encourage students to reuse their T-shirts and tote-bags after the event. Finally, we will ask the Inclusivity and Sustainability Coordinators to ensure that the culture of sustainability is implemented throughout Frosh, by coordinating as zero-waste, accessible, and low-impact as possible events. The handbook will be produced using recycled paper and low-impact inks (e.g. vegetable or soy-based). We will create systems to recycle the handbooks while maintaining the confidentiality of the contents. The handbook will also include numerous resources to inform students how to get involved in sustainability initiatives on campus, including a section on utilizing the SPF.

6. In addition to having sustainability-related objectives (Q5), how will you ensure that your project is also executed/ managed sustainably (e.g. material local sourcing; accessibility - see the [SPF Sustainability Brief](#))? (530 char.max. ~80 words)

Inclusivity and Sustainability Coordinators will promote eco-friendly, ethically-produced products. They will also make efforts to implement sustainability in all possible Frosh events (i.e., create accessible spaces, prioritize equity), with support from MOOS Sustainability Programs Coordinator. SSMU Communications and Publications Manager will find a publisher that will use recycled paper and low-impact ink, and will collaborate with MOOS Comms Officer and the SSMU Environment Committee to generate content.

Beside appear the five categories in which the McGill students, faculty, and staff think the University can make a positive difference within society. The [McGill Sustainability Strategy. Vision 2020](#), describes a specific vision and goals for each of these categories, as they were defined by the McGill direct stakeholders through a comprehensive consultation process.

7a. In the figure, check all the categories under which your project falls (you can select only one if no others apply to your project).

7b. Among the categories that you checked, select the one that you think is most relevant to your project:

Dominant Category: Operations

7c. How does your project concretely contribute to advancing the vision and goals described under the [Vision 2020](#) category that is most relevant to your project? (800 char. max. ~115 words)

We are using environmentally and socially sustainable materials, increasing the awareness of the social and environmental impact of large-scale orientation events and materials, and we are implementing a culture of sustainability in these events.

Vision 2020 Categories

- Finance & Investment
- Diversity & Equity
- Transparency
- Inclusiveness
- Accessibility
- Experimentation
- Accountability
- Leadership
- Human Resources

- Materials
- Energy
- Food
- Water
- Transportation
- Land
- Living Lab



- Exploring Sustainability
- Collaborative
- Community-Engaged
- Social-Ecological Footprint
- Interdisciplinary
- Applied Student Research

- Citizenship
- Leadership
- Lifelong Learning
- Experiential Learning
- Sustainability Knowledge & Skills

- Wellness & Health
- Community Engagement
- Sense of Belonging
- Accessibility
- Community Spaces
- Knowledge Sharing

SPF Application Form

Section B - Project Overview

8. How does your project relate to any current/past initiative(s) on McGill campus(es) (e.g. other SPF projects)? If applicable, also indicate: 1) how your project complements the initiative(s), and 2) how you will partner with them in implementing your project (e.g. working together on some activities, sharing material/resources/costs). (2000 char. max. ~300 words)

With this project, we intend to help feature the SPF in Frosh materials as well as more detailed information about the SPF in the student handbook. In addition, MOOS recently released a Sustainable Events Guide. We will use both the guide and MOOS staff as key resources in the planning & implementation of the project.

Two prior projects have targeted the larger issue of sustainability at Frosh and sustainability in SSMU separately, however the sustainability of the Faculty Frosh activities and the SSMU handbook have never been explored. SP0020 (Outdoor Frosh) created a non-faculty Frosh event involving a 3-day outdoor experiential education program as an alternative to Faculty Froshes. While this is a great event, it engages students who are mostly already "tuned-in" to sustainability. Our sustainable orientation project will target the Faculty Frosh events, which engages ~6000 students from a wide variety of backgrounds. Separately, SP0019 (Sustainability Coordinator Research position) developed a website of sustainability resources, including past projects and a forum for questions, as well as a set of recommendations to be adapted by SSMU. These recommendations were formally adopted by SSMU council in the form of an official Sustainability Policy. This policy gives us a mandate to pursue initiatives such as this one and more broad expectations for how sustainability will be pursued by SSMU executives and departments.

9. List the other stakeholders on/off of McGill campus(es) that you will partner with for your project. (530 char. max. ~80 words)

Note: Under Stage 2 of the SPF application process, in the Project Plan, you will be asked to indicate your final key partners and specify how they will participate in your project. You will also be able to submit any documents that you want in appendices to demonstrate your communications and agreements with these key partners (e.g. support letters, emails).

Arts Undergraduate Society (AUS), Science Undergraduate Society (SUS), Management Undergraduate Society (MUS), Engineering Undergraduate Society (EUS), Education Undergraduate Society (EdUS), Music Undergraduate Society (MUSA), Bachelor of Arts & Science Integrative Council (BASIC), Macdonald Campus Students Society (MCSS), Campus Life & Engagement (CL&E), McGill Office of Sustainability (MOOS)

10. What key recommendations and/or lessons learned from current or past initiative(s) do you plan to build your project upon? (800 char. max. ~115 words)

We've learned to preach beyond the choir. Outdoor Frosh only addresses a small portion of incoming students who already have decided to explore nature rather than remain in the city for Faculty Frosh. This new initiative targets a much larger demographic of incoming students, providing a larger audience to educate about sustainability. We've also learned to integrate sustainability into programming, not just purchases. This project will influence how Frosh itself operates (e.g. planning, waste management, and communications), which will be more successful in our hopes to shift student culture. Moreover, the resources and information we provide in the SSMU handbook will allow students to integrate sustainability into daily life after orientation ends.

- ABOUT SPF FUNDING -

11. Why do you think that your project should be funded by the SPF rather than by, or in addition to, another source of funding - i.e. what aspects of your project make it specifically relevant to the SPF mandate? (530 char. max. ~80 words)

Currently, faculties have no flexibility to make their events more sustainable as their budgets are tightly managed. A catalyst is thus needed for this to happen. The SPF is the perfect funding source to help address the added costs of a pilot that would showcase the possibilities and impact of making these orientation week materials more sustainable and that would then encourage further steps to be taken.

12. What other sources of funding have you approached for your project? If applicable, also provide the relevant details on these sources (e.g. responses given, amounts already committed, what these amounts will pay). (530 char. max. ~80 words)

Each Frosh committee collects fees for their events through the sale of bracelets which covers all activities, and SSMU uses sponsorship to pay for the annual First-Year Handbook. The funding provided by the SPF will cover the added expenses for using sustainable producers for the first year while groups adapt their budgets to accommodate for the additional expenses for future years.

Thank you! After you save it to your files, you can now upload this form and Section A - Cover Page on the SPF website to complete this first stage of the application process. The SPF staff will contact your team within two weeks to provide feedback and accompany you towards next stage - Project Plan. Congratulations for applying to the SPF!

SPF Application Form

Section C - Project Plan

Answer the following questions and save this form to your files for future reference before uploading it on the SPF website.

Project Title Sustainable Orientation

Project Lead Sacha Magder **Phone** +1 (514) 398-6802 **Email** operations@ssmu.mcgill.ca

First & Last Name _____ **(daytime)** _____

Before you fill out this Project Plan, make sure you have consulted all related application documents online, including the [SPF Evaluation Criteria](#) and the [Project Plan Flowchart](#). Also make sure to consult the [SPF Glossary](#), as it clearly defines each term underlined in this form, as well as the [Sample Project Plan](#), which gives some concrete examples for each term. Last, also do not forget to refer back to your 'Section B - Project Overview' to make sure that all the details you specify here align with it. For more support, consult the SPF website and the SPF staff.

Project Vision McGill orientation is fully sustainable and engages students in the sustainability movement as soon as they enter McGill

As indicated in your Section B - Project Overview.

Project Goal Mainstream sustainability for new students by raising awareness and modeling best practices during orientation through more sustainable programming and materials (SSMU handbook, Frosh T-shirts, tote bags, and planning).

As indicated in your Section B - Project Overview.

1. List 1 to 3 main impacts you expect/wish to have with your project - these must relate to the above Vision and Goal:

As per question #3 of your Project Overview. If you think of more than 3 impacts, only indicate the ones you think are the most relevant to sustainability at McGill.

Expected/Desired Impact (200 char. max. ~30 words)	
A	Make students aware of the importance of sustainability in daily life and for university events.
B	Set sustainable precedent for future Frosh events to be carried out in perpetuity.
C	Reduce the environmental impact of Orientation Week activities.

2. List 4 to 7 of your objectives to reach the above impacts with your project. Make your objectives as S.M.A.R.T. as possible.

For each objective, indicate one key Success Indicator. (see [SPF Glossary](#), [Sample Project Plan](#), and [Sample Indicators](#))

Of your 4-7 objectives, you should have a minimum of one "monitoring" objective, one "outreach" objective, and two "other" objectives. A monitoring objective ensures or verifies the progress and effectiveness of your project, thus allowing you to learn from it. An outreach objective ensures that your project is adequately communicated to the McGill community to increase stakeholders' awareness of and/or participation in your initiative. These two types of objectives might lead to project monitoring and outreach activities (next question). The nature of the 2-5 other objectives is for you to decide and tailor to your project. If you have more than 7 objectives, only indicate the ones that relate best to the above impacts and thus to sustainability at McGill. For each objective, specify the key success indicator(s) that you think should be used to assess the objective's degree of achievement/completion. Your indicators can be qualitative or quantitative (e.g. number of participants, participant testimonials, website analytics, quantity of energy saved, etc.). See the document [Sample Indicators](#) for inspiration.

#	Type of Objective	S.M.A.R.T. Objectives (125 char. max. ~20 words)	Related Impact(s) (A, B, C)	Related Key Success Indicator(s) - also indicate targeted numbers for each (85 char. max. ~15 words) (ignore the circles for now)	
1	Other	By April 2017, a list of sustainable clothing and equipment producers is available for SSMU VP Internal and Frosh Supplier.	B, C	1 list of suppliers as a reference for future years	<input type="radio"/>
2	Other	By July 2017, the Integrated Orientation Committee (IOC) has adopted MOOS' Sustainable Events Guide for future Frosh	A, B, C	Sust. Events Guide appears on Orientation websites (e.g. orientation.ssmu.mcgill.ca)	<input type="radio"/>
3	Outreach	By August 2017, the Inclusivity Coordinators (ICs) are trained in sustainability and able to transfer knowledge to next ICs	B, C	1 Inclusivity & Sustainability Orient. Coord. Toolbox developed; 1 Sust. Frosh Report	<input checked="" type="radio"/>
4	Other	By mid-Sept. 2017, all new students know about orientation efforts towards sustainability + related McGill sust. initiatives	A, B, C	Sustainability info in Frosh package; 100% of 250 students surveyed noticed sustain.	<input checked="" type="radio"/>
5	Monitoring	By the end of Sept. 2017, SSMU and IOC know appreciation and demand of students for sust. initiatives to be pursued in future	B, C	250 students surveyed on sust. initiative post Frosh and through handbook	<input checked="" type="radio"/>
6					<input type="radio"/>
7					<input type="radio"/>

3. List the 4 to 7 most important activities that you need to conduct to reach the objectives you listed before. Make these as S.M.A.R.T. as possible. Also indicate at least one output and a key success indicator per activity. ([Sample Project Plan](#))

Your main activities should relate to the objectives you listed. As such, if you consider this crucial to your project, you may end up having an activity that relates to your monitoring objective(s) (e.g. developing a survey, any other activity that will help you and other stakeholders learn through your project) or to your outreach objective(s) (e.g. producing and promoting a video about the project). For each activity, indicate the output(s) that will be created as a result, such as a deliverable (e.g. video, report), training, website, network, design plan, or any other output adding value to the project and helping reach objectives/impacts.

S.M.A.R.T. Main Activities (125 char. max. ~20 words)	Related Objective #(s)	Resulting Output(s)	Related Key Success Indicator(s) - also indicate targeted numbers for each (85 char. max. ~15 words) (ignore the circles for now)	
By end April 2017, hiring of Sustainability Coordinator by MOOS	all	Hired Sust. Coordinator	The Sust. Coordinator knows and work with all Inclusivity Coordinators by mid-May	<input type="radio"/>
By mid-May 2017, compile a list of sustainable producers for T-shirt, Tote-bags, and other Frosh essential resources	1	Suppliers List	1 list developed before purchases in June, maintained/communicated for future years	<input type="radio"/>
By end May, Faculty Frosh Organizers coord. with Shona Watt + SP161 for getting Frosh Sust. certified with Sust. Events Guide	2, 3	Sust. Certification	all 7 main faculty Froshes are sust. certified	<input type="radio"/>
By end May, SSMU and MOOS develop handbook content (SSMU to then coordinate with printers)	4	Sust. theme Handbook	Handbook distributed to 8,000 students	<input type="radio"/>
By end July, MOOS+SSMU develop sust. comms for Frosh events (orientation websites, tabling displays, other comms)	4	Graphics + messaging	at least 4 different resources developed to communicate sustainability during Frosh	<input type="radio"/>
By end Aug., MOOS + SSMU develop + distribute survey (unique url for Frosh package, in person during Frosh, and SSMU email)	4, 5	Student Survey	250 students reply survey	<input type="radio"/>
By end Sept., SSMU and IOC develop Sustainable Frosh Report to guide future organizers	1, 3	Sust. Frosh Report	1 Sustainable Frosh Report developed	<input type="radio"/>

Provide any additional qualitative details that you would like to share with the SPF about your activities.(800 char.max.~115 w.)

(See Appendix for more context)

4. Now, about the circles...: Select a total of 3 success indicators that you wish to track more seriously and report on during your project out of all those you indicated for your objectives and activities. These 3 indicators should be the most relevant to your goal and to creating a culture of sustainability at McGill and they should be relatively easy to monitor.

When selecting your indicators, make sure that you will have/plan the time and resources you will need to allocate to monitor them throughout the course of your project. Before you start your project, the SPF may ask you to change a chosen indicator for another that seems more pertinent to the SPF or to the University sustainability reporting. Note that, in addition to these three indicators, you will be asked to track four other generic ones that will be specified in the Award Letter. You will be required to indicate progress towards your final 7 indicators in your progress and final reports to the SPF. Because the SPF values the experiences and learning that occurs during your project (not only results), these reports will also gather related information through open-ended questions.

We have selected the 3 Success Indicators that we wish to monitor during the project:

5. For all projects, there exist various risks, i.e. factors or preconditions whose probable presence or absence could negatively influence the successful achievement of the project's objectives. Please indicate 2 to 4 main risks for your project and the mitigation measures you intend to use/implement to reduce their likelihood. (advise if you have more to list)

It is particularly important that you list all risks to health and safety of the project's team members, direct and indirect stakeholders, and/or the environment.

Main Risks (65 charac. max. ~9 words)	Preventative Measures (65 char. max. ~9 words)
Faculties don't use sustainable producers after year #1	Help Faculties develop new budgets + resources during SPF project
Students do not notice sustainability efforts of orientation	Make sure sustainability mentioned before, during and after event

If needed, list additional Main Risks in a separate appendix.

- 6. List the 3 to 10 stakeholders/partners on/off McGill campus(es) that will be involved with and/or impacted by your project, and indicate their respective role in your project.** *If your project team (as presented on Section A - Cover Page) does not include a student member or a faculty or administrative staff member, please make sure to have this group represented as part of your stakeholders/partners to better align with [SPF Evaluation Criterion #5](#).*

Stakeholder's Name(s)	Affiliation	Role in the project	Confirmed support/participation
SSMU	Umbrella Student Organization	High-level coordination of orientation and IOC	Yes
MOOS	McGill Administrative Unit	Comms + Sust. training and monitoring	Yes
IOC-regroups Facult. Frosh Coord.	Affiliated Frosh Committees	Faculty-level orientation planning	No

- PRELIMINARY TIMELINE ASSUMING THAT PROJECT STARTS IN 3 MONTHS -

Note: *If your project is approved, you will be asked by the SPF staff to fill out a more detailed timeline before any funding can be allocated.*

Key Tasks and/or sub-tasks	Related Output(s)	Responsible Team Member(s) and Time <i>(initials + if paid, estimated # of hours to do task)</i>	Start Date	End Date
Present sust. orientation case to IOC	Business Case	MOOS staff with SSMU's support	Mar 5, 2017	Mar 31, 2017
Hire + Train Sust. Orientation Coordinator	Job descr.	Shona Watt, with SSMU's support	Apr 3, 2017	Apr 28, 2017
Develop SSMU Handbook sust. information	Sust. handbook	T. D. (MOOS Comms), Wendy (SSMU)	Apr 3, 2017	Jun 8, 2017
Train Inclusivity Coordinators	Incl.Sust. Toolbox	Sust. Orient. Coord. - 35 hrs	May 1, 2017	Jun 30, 2017
Confirm sust. suppliers with Frosh Supplier	Sust. suppliers list	SSMU VP Internal with MOOS' support	May 1, 2017	Jun 15, 2017
Coord. with Frosh Coordinators for sust. events	Sust. Certification	Shona Watt, SP0161, Sust.Coord - 200 hrs	May 1, 2017	Jul 28, 2017
Develop Frosh sust. comms material	Sust.-SPF Card	T. D. (MOOS Comms)	May 1, 2017	Jun 27, 2017
Conduct survey to orientation students	Survey	SSMU, MOOS, Sust.Coord-50 hrs, Incl.Coo	Aug 28, 2017	Sep 22, 2017
Collect and analyze survey data	Report to IOC	SSMU, MOOS, IOC	Sep 11, 2017	Oct 5, 2017
Organize elements for next year sust. Frosh	Report to IOC	SSMU, MOOS, IOC	Oct 2, 2017	Mar 30, 2018

Provide any additional details that you would like to share with the SPF about your timeline. (530 charac. max. ~80 words)

While we were hoping to have MOOS present the sustainability orientation case to the Integrated Orientation Committee (IOC, which regroups all faculties' Frosh Coordinators) mid-February, various events impeded this to happen. However, receiving your feedback on this application before SSMU and MOOS present will actually end up being useful in developing our case and informing the IOC better.

- ADDITIONAL INFORMATION -

Qualifications: If applicable, a List of Tasks for each position to be funded and the CVs of those to be employed in the project are attached:

List of appendices, if any (maximum 7 pages of appendices, excluding CVs, but including List(s) of Tasks for all positions to be funded):

If a McGill department/unit is to contribute financially to your project, make sure to include a support letter from its Financial/Budget Officer confirming contribution. Note that the SPF Working Group will evaluate your project based on your main application forms (i.e. Sections A, B, and C), not on appendices.

Appendix #	Title/Topic of Appendix	Total Qty of Pages
1	Details on budget	1
2	Overview of Orientation Week	1
3	Details on the SSMU Handbook	1
4	Frosh and Orientation Gear	1
5	Tasks List for Sustainability Orientation Coordinator	1
6		
7		

- BUDGET -

When completing this form, please refer to the [SPF Guide to Budgeting](#) for additional information and explanations. If you would like to submit a more elaborated Financial Model/Business Case in addition to this SPF project budget (for instance, because of the nature of your project; e.g. you plan to generate some revenues through selling some items, revenues that will then allow your project to become financially self-viable), please develop it separately and join it as an appendix to this application. If you need guidance on how to elaborate a Financial Model/Business Case, see [suggested resources on the SPF website](#).

REVENUES

Please indicate any funding you will receive or anticipate receiving to complete your project, including funds from McGill Departments and Units. Reminder: For McGill department/unit's financial contributions, make sure to include a letter from its Financial/Budget Officer confirming contribution in appendix. Note that this contribution will also need to be confirmed at the end of the project.

(A) Funding Source(s)	(B) Amount (\$)	(C) Status
1. Sustainability Projects Fund (SPF)	\$87,829.50	Unconfirmed
2. Faculty Councils	\$45,287.00	Confirmed
3. SSMU	\$25,564.50	Confirmed
4.		
REVENUES GRAND TOTAL - add all (B)		\$158,681.00

EXPENSES

1. Salaries & Wages (only if applicable)

If applicable, indicate the job position(s) under your project and the associated costs. See the [SPF Guide to Budgeting](#) for further instructions.

(A) Position Title	(B) ~# of Hours per Week	(C) ~# of Weeks	(D) Hourly Wage* (\$)	(E) Subtotal (\$) (B x C x D)	(F) 20% Benefits	(G) Total Cost (\$) (E x F)	(H) Funding Source(s)**
Sustainab. Orientation Coordinator	15	19	\$13.75	\$3,918.75	1.2	\$4,702.50	1
					1.2		
					1.2		
					1.2		
Expenses Subtotal 1 - add all (G)						\$4,702.50	

Do you already have a specific person in mind for filling the above position(s)?

Y N

Do you have a personal and/or professional affiliation with the above position(s)?

Y N

If you answered 'Y' to one or both of the above questions, please disclose:

2. Other Expenses

Indicate all of the expenses associated with your project; think back to all of your project's activities and all of the items that you need to complete them. It may be beneficial to group by category (not required); if you do so, please use the following categories: Materials-Supplies, Equipment, Printing, Events, Transportation, One-time Profess. Fees, and Miscellaneous.

(A) Item Description (inputs)	(B) # of Units	(C) Unit Cost (\$)	(D) Total Cost (\$) (B x C)	(E) Funding Sources**	(A) Item Description (inputs)	(B) # of Units	(C) Unit Cost (\$)	(D) Total Cost (\$) (B x C)	(E) Funding Sources**	
Sust. T-Shirts	5,500	\$11.50	\$63,250.00	1, 2						
Sust. Tote-bags	5,500	\$8.05	\$44,275.00	1, 2						
Sust.-SPF Card	5,500	\$0.23	\$1,265.00	1						
Sust. SSMU Handbook	8,000	\$5.42	\$43,360.00	1, 3						
Delivery Handbook	1	\$1,828.50	\$1,828.50	3						
Expenses Subtotal 2 - add all (D)				\$153,978.50	Expenses Subtotal 3 - add all (D)					

EXPENSES GRAND TOTAL (Subtotals 1 + 2 + 3) \$158,681.00

* See the [SPF Guide to Budgeting](#) for the conditions and Hourly Wages applicable to hiring under the SPF.

** To indicate the one or many Funding Source(s) that will pay for the expenses, use their respective number as you listed under Revenues (SPF or other).

Thank you! After you save it to your files, you can now upload this form and any appendices on the SPF website to complete the application process. The SPF staff will contact your team within two weeks to provide feedback. Congratulations for applying to the SPF!

Sustainable Orientation SPF Budget Summary

Materials

Item	Unit Price (regular, incl printing)	Unit Cost (Sustainable, incl. taxes)	Printing (incl. Taxes)	Total units	Total \$ sustainable with taxes
T-Shirts	\$ 5.35	\$ 9.20	\$ 2.30	5500	\$ 63,250
Tote Bags	\$ 1.81	\$ 6.04	\$ 2.01	5500	\$ 44,275
<i>Total Normal Costs - Covered by Faculty Councils:</i>		\$ 39,380.00		Subtotal (Materials Total):	\$ 107,525
total regular with taxes (covered by Faculties)		\$ 45,287.00		foreseen extra cost per Frosh student for orientation 2018 and onwards	\$ 11.32

Sustainability Coordinator Staff

Wage	Number of Weeks	Hours / week	Total - benefits	Notes	Total + Benefits
\$ 13.75	19	15	\$ 3,918.75	May - Mid-Sept	\$ 4,702.50

Sustainability Card

Item	Unit Price (sust., incl. txes)	Total units	Total (incl. txes)
Card	\$ 0.23	5500	\$ 1,265.00

Handbook

Unit Price incl. txes (Old)	Total cost (Old)	Unit Cost (Sustainable, incl. txes)	Units	Total cost (Sustainable, incl. txes)
\$ 2.58	\$ 20,640.00	\$ 5.42	8000	\$ 43,360.00
Delivery cost incl. txes:	\$ 1,590.00			\$ 1,590.00
<i>Total Normal Costs - Covered by SSMU:</i>		\$ 22,230.00	Subtotal (HandbookTotal):	\$ 44,950

Note: Estimated Total Revenue (required operational revenue): \$ 43,000.00

total regular with taxes (covered by SSMU) \$ **25,564.50**

foreseen extra cost per SSMU student for handbook 2018 and onwards \$ **0.72**

Total budget	
	Total
SPF	\$ 87,591.00
Faculty Councils	\$ 45,287.00
SSMU	\$ 25,564.50
Total:	\$ 158,442.50



Sustainable Orientation

Appendix:

TABLE OF CONTENTS

- Background on Frosh/orientation..... 1**
 - Introduction to “Orientation week” 1**
- Student Handbook 2**
 - Value of a paper handbook 2**
 - Budgeting for future years 2**
- Orientation Gear 3**
 - Overview of Faculty Frosh 3**
 - T-shirts..... 3**
 - Tote Bags 3**
 - Budgeting for Future years 3**
- Sustainability Coordinator 4**
 - Context 4**
 - Role 4**

BACKGROUND ON FROSH/ORIENTATION

INTRODUCTION TO “ORIENTATION WEEK”

Orientation week is the umbrella term that describes the academic and social events that introduce first-year students to life at McGill. This includes events planned both by the University and by student associations. In the first few days, students engage in academic information sessions designed to teach students the logistics behind course registration, academic resources, and course-specific advising. In the latter half of the week, students engage in social events specific to their faculty.

This project targets a number of key facets of orientation week. First we target the student handbooks provided to all first-year students. Second, we target the gear that is provided to participants of the social events. Finally, we target the social events themselves by working with the staff that plan them.



STUDENT HANDBOOK

VALUE OF A PAPER HANDBOOK

The student handbook contains essential information for first-year students. A few notable examples including the following:

- Contact information of essential SSMU Services (Peer Support Centre, Nightline, MSERT, SACOMSS, Walk-safe, Drive-safe, and others)
- Cheap food on campus (Midnight Kitchen, Sadie's SRC)
- Important academic dates such as add-drop, exam period, and holidays
- How to get involved on campus

Over the years, we have found that handing out free, attractive, well-designed paper handbooks to eager students (and their parents) is an effective way to transmit information. Even though an increasing number of students use technology to plan their schedules, paper is still the best way to convey information as it is immediate and tangible. For that reason, we still use paper handbooks to inform our first-year students.



BUDGETING FOR FUTURE YEARS

The budget for the following fiscal year is set in April. This sets a challenge to account for the additional expenses of a fully sustainable handbook. For this following year, our handbook is expected to make a profit of \$45,000 based on sponsorship revenue. This will cover the costs associated with the handbook production and will contribute roughly \$21,000 to our operating budget. This is a revenue that is required to support our operating budget for the following fiscal year.

However, for the following year, we will work to redistribute our yearly budget allow us to subsidize additional costs associated with making the handbook more sustainable. This could be done by increasing the sponsorship revenue from the handbook or by diverting additional profit from another department.



ORIENTATION GEAR

OVERVIEW OF FACULTY FROSH

The term “Faculty Frosh” is used to describe the social events planned by each faculty committee for the latter half of orientation week. Each faculty chooses their own theme, and sells bracelets for their events which range from \$100 - \$130 each. Included in this price is branded gear, mainly T-shirts and tote bags, that carry the logo of each respective Frosh theme.

T-SHIRTS

Each participant wears a branded T-shirt for the majority of Frosh week. T-shirts are coloured differently for Froshie, Leaders, Orientation week staff, and coordinators. They are also important sponsorship items for each faculty, where businesses will pay thousands of dollars to have their logo on Frosh T-shirts. As a result, T-shirts are a major revenue stream for Frosh Committees.

Although Frosh T-shirts are coveted during Frosh week, they are often discarded after the events are over. Moreover, in the interest of cost savings, most Frosh committees will choose the cheapest options without considering the social impact.

TOTE BAGS

Much the same as T-shirts, each participant is given a tote bag that is another important sponsorship revenue stream for the faculties. Just as for T-shirts, Frosh Committees will again choose the cheapest option that does not consider neither the environmental harm nor the social impact of the product.

Instead, we will be asking Frosh Committees to choose products that are environmentally friendly and favorable social impact.

BUDGETING FOR FUTURE YEARS

It is not reasonable to assume that Faculties will immediately use products that are significantly more expensive. This would translate to immediate increases to ticket prices to their event, which none of the Faculty Committees would consider acceptable.

Instead, we suggest that the Sustainable Projects Fund be used to cover the additional costs for the first year. We feel that if Faculty Committees are made aware of the environmental and the social impact of their decisions, they will take steps to incorporate more sustainable products into their budgets for the following year. This gives the faculties appropriate time to plan for the associated costs and increases the likelihood that they will be adopted for a long-term basis.



SUSTAINABILITY COORDINATOR

CONTEXT

Each Frosh committee is required to have an “Inclusivity” coordinator, whose role is to assure that events are accessible and safe for all participants. To implement sustainability into Frosh events, we will be asking the Frosh community to expand the role of the Inclusivity Coordinator to include “Sustainability”. As these will be unpaid positions, we felt that it was necessary to coordinate the training and the work of the Sustainability & Inclusivity Coordinators with a central, paid, and professional Sustainability Coordinator. This person would be more knowledgeable and experienced on topics of sustainability, and would work closely with Faculty Coordinators throughout the summer. This position would be advertised and hired in April for the duration of the summer.

ROLE

The Sustainability Coordinator would work under the direct supervision of the McGill Office of Sustainability with guidance from the SSMU Vice-President (Operations). Their primary responsibilities would be the following:

1. Train all Faculty Inclusivity Coordinators on sustainable event management (based on MOOS Sustainable Events Guide) to have them and their successors ready to act as Inclusivity & Sustainability Coordinators.
2. Coordinate weekly meetings of the Inclusivity & Sustainability Coordinators and assess progress
3. Coordinate with project team from SP0161 McGill Sustainable Events for toolkit and certification
4. Support SSMU VP Internal and Integrated Orientation Committee (IOC) in their search for sustainable suppliers for gear orders
5. Act as a resource when necessary to guide the actions of Faculty Coordinators