

**PROJECT TITLE:** Athletics Intern - Sustainability

Please answer the following questions and return the completed form to the [SPF Staff](#) via e-mail.

Final Report prepared by Chloé Gherardi, Joanne Cagianos

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Actual Project Start Date 2018-09-03 Actual Project End Date 2019-08-22

**Questions**

1. Please summarize the project and its key accomplishments to date in 1-2 sentences.  
(400 characters maximum)

This project has been focused on improving waste diversion and education, making sustainability initiatives more accessible through social media and the Athletics website, and setting up the groundwork for this project to be continued in future years. Some of the key accomplishments of this project include purchasing over 40 waste sorting units, developing a waste education program, assisting in integrating the Refill McGill campaign into Athletics, conducting a Waste Audit, creating a portion of the Athletics website dedicated to sustainability, and designing a social media calendar to help engage fans and educate the public on Athletic's sustainability initiatives.

2. Your team listed the following goal in your project application:

Full implementation of our recently created unit level action plan ensuring community members are aware of the new sustainability measures. Strong collaborative relationship between athletics and sustainability departments.

Did your team achieve your project's goal? In your answer, please describe the impact your project had on McGill's structures, processes, and/or systems. Also, please specify how this positively transformed people's behaviors/perspectives/habits on McGill campus(es).

(Unlimited characters, suggested minimum ½ page or approximately 250 words)

Our team partially achieved the project's goal. The team helped build a strong collaborative relationship between Athletics and MOOS, and established the groundwork for the full implementation of the Action Plan recently developed. We have addressed the key components of the Action Plan by developing a method of tracking team travel, educating the public on waste sorting through our waste education program, developing a social media calendar to raise awareness of Athletic's sustainability efforts in the future, integrating the Refill McGill campaign into Athletic's operations, adding more waste sorting units throughout the facilities, and providing training for staff members.

3. Please describe the key successes and challenges of your project. (Minimum of two examples for each)  
(Unlimited characters, suggested minimum ½ page or approximately 250 words)

Some of the key successes of our project include making waste sorting more accessible through the addition of many recycling units; bringing the Refill McGill campaign to Athletics; designing a website and developing a social media calendar for the upcoming academic year to make the public more aware of the facilities' sustainability efforts as well as get members involved; analyzing waste sorting currently occurring at Athletics through a Waste Audit; designing a system to track team travel in the future; creating a waste education program; and producing training guides for staff members and the Green Guardians. Some challenging aspects of this project were coordinating with all of the stakeholders, purchasing the waste sorting units (long and complicated process), designing a team travel tracking system that was simple for staff to complete, and getting sustainability efforts publicized through social media and the Athletics & Recreation website.

4. What key points of advice or *lessons learned* would you give to other SPF teams either regarding your experience managing your project or the project itself?

*(Unlimited characters, suggested minimum ½ page or approximately 250 words)*

The biggest piece of advice I can give to the following SPF team is to stay on top of the stakeholders involved in the project. The Athletics stakeholders/staff are not as readily available as the MOOS Staff so it is very important to be continuously keeping in contact with them, and taking initiative when it comes to arranging and developing projects. Organizing meetings, such as monthly checkins with all stakeholders, will be very beneficial in keeping track of the multiple projects going on, as well as making sure all team members and stakeholders are on the same page. Make sure to stay organized and utilize the Google Drive that has been created since this project has many aspects to it i.e. Fan Engagement, Waste Education, Refill McGill campaign, Waste Audits, Social Media. In general, SPF teams should stay on top of any stakeholders involved, manage their time well by making themselves timelines, stay very organized to keep track of all ongoing projects, and be able to take initiative.

5. What recommendations do you have for the future of this project to be continued and are there any opportunities for complementary projects? Who will take responsibility for the project's future and how can interested persons be in touch? The SPF team will also be in touch with this contact for updates on the project's progress in coming years, if ongoing.

*(Unlimited characters, suggested minimum 1 paragraph)*

In order for this project to be continued, sustainability initiatives need to be prioritized, and better communicated. An intern needs to be hired again to maintain the waste education program that has been started, assist the Marketing and Communications team on including sustainability in social media, organizing Green Games, and integrating the project wherever possible i.e. Sports Camp, getting facility members involved. Andrew Persons, Amelia Peres, and Angelo Battista will continue to be responsible for the future of the project.

6. Would you or your project team member(s) be willing to serve as a mentor to SPF project teams? Please choose one. If yes, SPF Staff will contact you with more information.

*(800 characters maximum)*

Yes  No

We would gladly help with any questions regarding the continuation of the project, however, Chloé will not be able to serve as a mentor as she will no longer be living in Canada.

7. In your application, you listed the following sources of funding:

N/A

Please confirm if you received this funding in the space below. In your response, please list the actual amount (in dollars) that you received. Note: If you received funding from a McGill Department or Unit, please attach a letter from its Financial/Budget Officer confirming the actual amount of support.

*(1,800 characters maximum)*

8. Did you purchase equipment or make an installation on campus?  Yes  No

If yes, please briefly describe how these items will be maintained and used in the future.

*(1,800 characters maximum)*

Using part of our campaign budget (and after amending our budget) as well as some money contributed by Athletics, we have purchased a total of 45 waste sorting units, received 2 bin donations, and purchased two small paper recycling bins for the two concessions stands. We have also created two posters in the cafeteria as part of the waste education program we have developed. This will all be maintained by the next sustainability intern. The waste sorting units will also be maintained by the cleaning staff.

9. The following Key Success Indicators were indicated in your project application and selected for tracking. Please indicate the actual results that you have achieved in the “Actual” column.

Selected Key Success Indicators	Target	Actual
# of travel data tracking systems created	1	1
# of events with sustainable event certification	3+	0
# of sustainable athletics guides produced	1	3

If there is a significant difference in the target numbers and the actual numbers achieved, please explain. If you have any additional information to share about these success indicators, please also include it below.

*(1,800 characters maximum)*

The travel data tracking system is still being developed, however, should be instilled in Fall 2019. 3 sustainable guides have been produced: 1 for the following Sustainability Intern, a powerpoint presentation for the Sports Camp Staff and the Event Staff, and 1 Waste Education guide for the Green Guardians.

10. Please report on your progress with the standard SPF Key Success Indicators in the “Actual” column.

Standard SPF Key Success Indicators	Actual
# of volunteers directly or indirectly engaged in the project	0
# of people (student, staff, or other) trained in the context of the project	4
\$ raised for project activities subsequent to SPF funding	0
# of tons of GHG emissions reduced by your project	N/A
# of partnerships or collaborations developed between the project team and other McGill administrative units, student groups, community groups, other universities, and/or other groups/organizations.	2

Regarding the last Key Success Indicator, please list the groups and/or organizations that you counted.

*(Unlimited characters; point form acceptable.)*

Communications team, Event Staff

If you have any additional information to share about the Standard SPF Key Success Indicators, please include it below.

*(1,800 characters maximum)*

11. Please indicate the McGill stakeholder groups that were involved with your project as a team member or collaborator/partner. Choose all that apply.

Undergraduate
  Postgraduate
  Administrative Staff
  Academic Staff
  Alumni

12. Please rate your project team’s overall satisfaction with the support provided by the SPF Staff. Choose only one response.

Very Dissatisfied
  Dissatisfied
  Neither Satisfied Nor Dissatisfied
  Satisfied
  Very Satisfied

13. Please provide any feedback or recommendations regarding your team's experience with the SPF  
(Unlimited characters, suggested minimum 1 paragraph)

Overall, this was a wonderful experience. The MOOS staff was very helpful, and available to us in case we needed help. The Athletics staff was also very willing to be involved in this project, however, it was often difficult to communicate with certain stakeholders, and we would have preferred for this project to be prioritized more.

14. If there is additional information you would like to share about your project, please use the field below.  
(Unlimited characters)

15. Has involvement in this SPF project positively impacted your team in the area of professional growth? Please choose one. If you would like to elaborate, please use the field below.  
(800 characters maximum)

Yes
  No
  Prefer Not to Share

Yes, this SPF Project has allowed for a lot of professional growth. We have learned to plan and lead meetings with stakeholders, communicate with different stakeholders to address certain problems, budget our campaign budget so that it is being used as efficiently as possible, manage multiple projects at a time, manage our time well, and work on our communication skills. We also learned how to organize and develop social media posts into a calendar for the communications and marketing team.

16. Has involvement in this SPF project positively impacted your team in the area of personal growth? Please choose one. If you would like to elaborate, please use the field below.  
(800 characters maximum)

Yes
  No
  Prefer Not to Share

Yes, we feel like this internship has allowed us to personally grow by allowing us to become better leaders, and develop our communication skills.

17. Which of the following skills or attributes has your team improved through involvement in your SPF project?  
Choose all that apply.

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Budgeting      | <input type="checkbox"/> Networking                        | <input type="checkbox"/> Systems Thinking           |
| <input checked="" type="checkbox"/> Communications | <input checked="" type="checkbox"/> Planning               | <input checked="" type="checkbox"/> Teamwork        |
| <input type="checkbox"/> Conflict Resolution       | <input type="checkbox"/> Problem Solving                   | <input type="checkbox"/> Technology                 |
| <input checked="" type="checkbox"/> Leadership     | <input checked="" type="checkbox"/> Project Management     | <input checked="" type="checkbox"/> Time Management |
| <input type="checkbox"/> Listening                 | <input type="checkbox"/> Public Speaking                   | <input type="checkbox"/> Writing                    |
| <input type="checkbox"/> Mentoring                 | <input checked="" type="checkbox"/> Stakeholder Engagement | <input type="checkbox"/> Other (Please specify in   |
| <input checked="" type="checkbox"/> Negotiating    | <input type="checkbox"/> Stakeholder Identification        | the field below)                                    |

Other:

18. Since starting your SPF project, has your team improved its knowledge of sustainability? Please choose one. If you would like to elaborate, please use the field below.  
(800 characters maximum)

Yes  No  Prefer Not to Share

Yes, we have learned a lot about how complicated it is to improve facilities with regards to sustainability. For instance, we did not know how complicated it was to install new waste sorting stations since the signage must be correct and uniform with the rest of campus, they were quite expensive, and different stakeholders have different visions as to what they should look like. We also learned a lot about what can or cannot be recycled in Quebec. Communicating sustainability initiatives is also complicated, since the wording must be specific and effective, but not too long.

19. (Optional) If applicable, please list the total number of team members voluntarily self-identifying as members of marginalized communities:

Please identify the represented communities below. (e.g. women, Indigenous people, people of colour, LGBTTTQI, student parents, members of ethnic minorities, immigrants, people with disabilities)  
(1,800 characters maximum)

The two team members are women. One team member is part of the LGBTTTQI community.

### THANK YOU FOR COMPLETING YOUR FINAL REPORT!

Please e-mail your report to the [SPF Staff](#) attaching any additional information that you would like to share about your project (e.g. other reports, research, documents, photos, etc.). Please note that this Final Report will be shared publicly on your SPF project's webpage.