**Green Department Certification 2016-2017 Registration**

In order to register your department for the Office of Sustainability and Energy’s Green Department program, please fill out the following information:

## Department Information

Department name:

Department location:

## By registering your department you are agreeing to the following commitments:

## Department Commitments:

* Have at least 2 Green Team meetings to discuss progress, track achieved points, and plan additional work.
* Send at least one Green Team member to a Kick-Off meeting (see below).
* Commit sufficient staff time and resources to complete the Checklist by April 2017.
* Provide updates to your Green Department Associate through a tracking document or emails.
* List the contact information of at least two members of the Green Team (not including the team leader) that should be available to schedule meetings with the Associates.

Upon receiving a department’s registration form, the Office of Sustainability and Energy commits to the following:

## Office of Sustainability and Energy Commitments:

* Provide resources through Green Department Associates, whose work/time is flexible depending on the needs of the department. Associates can assist with projects, provide recommendations, and assist with coordinating the Green Team.
* Help schedule and coordinate meetings and answer questions.
* Recognize all departments that have committed to workplace sustainability and successfully completed the certification process through an award ceremony.

## Green Team Information

Your Green Team can be made up of faculty members and/or students in the department that facilitate the certification process. The Team collaborates to discuss which points the department can realistically achieve and creates a system of setting action items, accomplishing tasks, and documenting them for the final

Checklist.

Team Leader name and email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member #1 name and email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member #2 name and email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Registration Deadline: October 7, 2016

# Kick-Off Meetings: 10/26 (10-11) and 10/28 (1-2); Locations TBD

**Tentative Final Checklist Submittal Deadline: April 3, 2017**

**Awards Ceremony: Week of April 17th, 2017**