

Green Department Certification 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: (Dept. name here)

Department location: (Dept. location here)

Green Team Information

The Green Team is 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: (Full name, email)

Team Member #1 name and email: (Full name, email)

Team Member #2 name and email: (Full name, email)

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

Department Commitments:

- Have at least 2 Green Team meetings throughout the semester to discuss progress, track achieved points, and strategically plan to accomplish other potential points.
- Provide updates to your Green Department Associate through a tracking document or emails. **OSE will provide departments with a tracking document but department can use their own as long as they share it with their Green Department Associate.
- 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:

- The Office can provide resources through Green Department Associates' work.
 - The Associate's 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.
- OSE can schedule and coordinate meetings when departments are having difficulties achieving points or if they have any questions.
- OSE will recognize all departments that have committed to workplace sustainability by completing the certification process through an award ceremony and plaque presentation.

Registration Deadline: December 2, 2015

Tentative Final Checklist Submittal Deadline: April 22, 2016