UIS Green Projects Application

Full Project Proposal- **Step 2**

To complete your Full Project Proposal, **download this word document and type all answers** to the questions below. Save your completed word document along with any supporting documentation (excel spreadsheet of budgeted itemized items, letters of support, and so on) as new files. Supporting files in Word (.docx) format should be attached to the end of this application in order to create only one Word document. Supporting files in all other formats (pdf, excel, PP) may be submitted as separate documents.

Once completed and saved to your device, return to the Green Projects website at <http://www.uis.edu/greenprojects/get-involved/>

Click the hyperlink titled, *“****Submit your completed UIS Green Project Proposal****”*

This can be found under **Step 2** of the “Submit a Green Project Proposal” section.

You will be redirected to an external WebQ. Upload your completed application along with any supporting documentation by the deadline found in the “**Timeline**” section of the Green Projects website.

**NOTE: Please do not submit this application unless you have been formally invited to do so by the UIS Green Fee Committee.**

If you have any questions regarding the application or submission process, please contact us at [greenprojects@uis.edu](mailto:greenprojects@uis.edu).

**Project Name: Water bottle filling station, Enrollment Management (ERM)**

**Contact Information:**

Project Team

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| --- | --- | --- | --- |
| *Name* | *UIS Student/Faculty/Staff & Department (or Office)* | *UIS Email* | *Phone #* |
| Leigh Brannan | Enrollment Management | [Lbran3@uis.edu](mailto:Lbran3@uis.edu) | 217-206-4847 |
| Kathryn Kleeman | Enrollment Management | [Kklee1@uis.edu](mailto:Kklee1@uis.edu) | 217-206-4847 |
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Organization/Affiliation: Office of Admissions, Enrollment Management, University of Illinois Springfield

**Project Information:**

*Provide a brief description of the project, its goals, and the desired outcomes:*

Enrollment Management aims to upgrade our water fountain facilities by installing a water bottle filling station. Our objective is to promote the use of reusable bottles and reduce plastic waste. Additionally, we plan to discontinue distribution of single-use, pre-filled water bottles to visitors. Instead, we aim to provide visitors with branded metal water bottles sourced sustainably. These bottles can be refilled at the stations before tours and information sessions.

*How will this project improve sustainability at UIS?*

This initiative will foster a culture of sustainability by reducing plastic water bottle waste, encouraging employees, current students, and visitors to utilize refillable bottles instead of purchasing bottled water from vending machines.

*Please indicate how this project will involve or impact students. What role will students play in the project?*

The installation of a water filling station will primarily impact prospective students and families, as well as staff, including student workers, and students passing through the Enrollment Management suite on their way to classes.

*Where will the project be located? Do you need special permissions to enact the project at this site? If so, please explain and attach a letter of support to your application. If you are not sure, let us know! We can help.*

Enrollment Management plans to install a water bottle filling station in the main hallway of the ERM Suite, conveniently located next to the two gender-neutral restrooms on the first floor of the University Hall Building. No additional special permissions are needed for this project.

*Other than the project team, who will hold stake in the project? Please list other individuals, groups, or departments indirectly or directly affected by this project. This includes any funding entities (immediate, future, ongoing, etc.) and any entities that will be benefiting from this project. Communication with affected departments is encouraged ahead of time. List the names of who you spoke with and their comments.*

While Admissions has initiated the process of procuring the water filling station, all of Enrollment Management including Financial Aid, Records & Registration, and Admission Processing will be stakeholders in this project as its centrally located within the ERM suite.

*Have you applied for funding from the Student Green Fee previously? If so, for what project?*

No.

**Scope, Schedule, and Budget verification**

*Do you have a plan for project implementation? Describe the key steps of the project.*

If this project receives approval, Admissions and/or Facilities will procure the water filling stations and coordinate its installation. Facilities has been contacted to obtain a detailed pricing estimate. Our goal is to secure approval, complete installation, and have the station operational by midterm of the Spring 2025 semester.

*List all budget items for which funding will be required. Include the cost for each item requested. Please be as detailed as possible, to the best of your ability. If you know where you would like to purchase materials from, please list the contact information of the retailer(s) below, along with the URL addresses to each item you will be requiring. If you need suggestions for how and where to purchase materials, please contact the Student Sustainability Projects Coordinators by email.*

Given the positive reviews of this model, particularly noting the inclusion of a chiller and lead reduction filter, we are interested in acquiring this model or something similar: <https://www.elkay.com/products/details/LZS8WSSP>. If Facilities and/or the Green Project Committee recommends a different model that has been successful in the past, we are open to this change.

*Will this project require ongoing funding? Do you have a plan for supporting the project in order to cover replacement, operation, or renewal costs?*

This project should not require ongoing funding. Admissions will handle maintenance needed on the filling station.

*Every project must be publicized! Where would you like to see information about this project reported?*

We would like this project to be featured in the Facilities & Services newsletter, Campus Announcements, Orbit, and the Chancellor’s weekly email. Additionally, this project will be promoted to prospective students and their families during campus visits.