

Green Guide for Student Organizations

Sustainability is a University-wide initiative and everyone has a part to play in this effort, including you! As a student organization you have an opportunity to promote sustainability by modeling practices which support environmental & social responsibility. This document is designed to help student organizations integrate sustainability into their organization's events, meetings, and workplace habits.

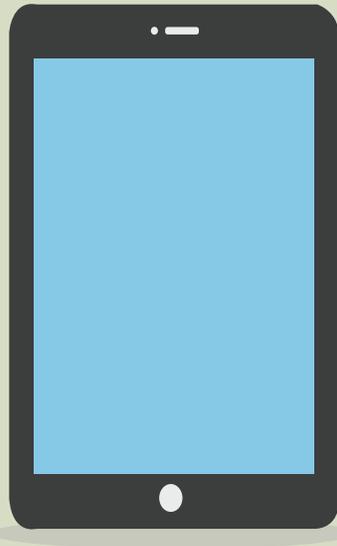
Advertising

Social Media

Utilize social networking websites, such as Facebook, Instagram, Twitter, etc.

PhoenixCONNECT

Add your event to **PhoenixCONNECT** to ensure all Elon students will be aware of what's happening in your organization's events.

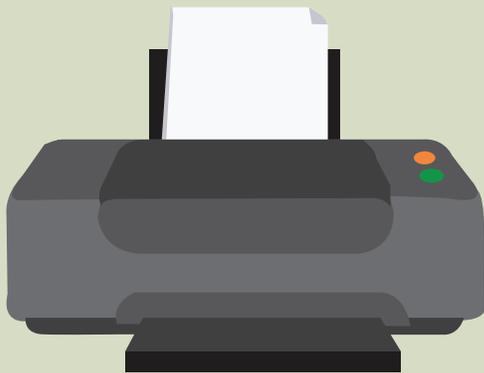


Elon News Network

Elon News Network offers a variety of ways to advertise on and off campus. Check out their handy **Elon News Network Rate Card** to learn more.

Digital Signage in Moseley

Instructions for digital ads can be found on the **Moseley Campus Center homepage**.



When Printing is Necessary

If printing is necessary, use paper with recycled content.

To reduce paper use, print on half or quarter sheets.

Printers on campus use tree-free paper or 50% post-consumer recycled content paper.

***Print Services** located at Elon West, 406 W. Haggard Ave, has recycled content paper and paper with environmental certifications. Be sure to request sustainably sourced paper for your print jobs. Please remember to remove and recycle flyers after your event.*

Promotional Items

You need to get our message out there, why not put it on items that are sourced, made and can be disposed of in environmentally and socially responsible ways?

Details to Consider:

Purpose: Does the item itself contribute to sustainability?

Waste: Avoid purchasing single use items. Try to purchase items that are recyclable or compostable

Country of Origin: Purchasing items made in the U.S. not only supports the economy but typically ensures higher environmental and labor standards than items made in developing countries.

Operation Principles: Try to find companies that address sustainability on their website or are third-party verified. e.g. B Corp, Green Plus, Green C Certification, etc.

Materials: Use materials that are:

Reusable, recyclable or compostable

Made from repurposed or recycled content

Made from certified organic or naturally grown materials

Made from renewable materials

Made with materials that do not degrade when recycled
(e.g. metal as opposed to plastic)

BPA free plastic



Steps to Ordering Sustainable Merchandise:

1. Look for products that are sourced, made and can be disposed of in more socially and environmentally responsible ways.
See 'Details to Consider'
2. Review website of company that makes the product. Many companies will have a section on their website about sustainable qualities in the merchandise and sustainable practices.
3. If you cannot find the information you are looking for, ask the vendor to identify as many of the criteria as possible. It can be helpful to work with a company that specializes in identifying promotional items. They can collect this information from multiple vendors and thus get you a product with the more qualities.

Events & Meetings



Location

Plan events outside when feasible to avoid using indoor lighting and heating/cooling systems.

Consider holding your meetings/events in a **LEED certified building**.

Please turn off all lights and electronic equipment after the meeting is finished.

Food

Consider the Following Sustainable Options:

- Organic foods
- Plant-forward options
- Fair Trade products, such as coffee, chocolate & tea
- Locally grown/produced foods whenever possible, be sure to label them as such
- Avoid individually packaged products such as single serving chip bags or beverage cans/bottles



Waste

Provide clearly-labeled compost and recycling bins. (Compost bins can be requested from Physical Plant via **FixIt**).

Encourage people to take home leftover food or donate unopened items to a local food bank.

Always try to generate as little waste as possible.



Sustainable Serviceware Spotlight:

- Student organizations can request up to 50 compostable plates, cups, bowls, and utensils from the **Office of Sustainability**.

for more information, visit elon.edu/sustainability



@ElonSustainability



@ElonSustainability



@SustainableElon

Sustainable Event Checklist

Location

- Host event outside or in a room with adequate natural lighting to minimize electricity consumption.
- Consider holding your events/meetings in one of Elon's LEED certified buildings, which are designed with sustainability in mind.

Materials

- Use electronic invitations and reminders.
- Provide electronic access to presentations and meeting agendas for the event (if necessary).
- Consider reusable decorations instead of single-use items.
- If applicable, think about offering sustainable giveaways, such as reusable items. Consider raffling off one larger giveaway instead of a bunch of smaller giveaways.

Food

- When you request food through Elon Dining's Mill Point Catering, consider requesting local and/or organic food.
- Provide plant-based options.
- Ask attendees to bring their own plates, utensils, cups, etc.
- Elon Dining provides free compostable service ware. Reusable service ware is offered for an additional fee. Student organizations can request reusable serviceware in the "Event Details" section of their order.
- Request pitchers or carafes for drinks, rather than individually packaged drinks.
- Request bulk containers for items like salad dressings and condiments. Do not order individually packaged items (e.g., granola bars, candy bars, etc.)
- Try not to over-order food.

Waste

- During the event, make sure there is proper signage on bins for landfills, recycling, and compost.
- Inform attendees of how to sort the waste during the event.
- RSVP in advance with enough time to notify catering. Changes need to be made at least three days prior for small events and 1 week in advance for larger events.
- Confirm that all service ware is compostable.
- Make sure liquid and food containers are CLEAN and EMPTY before recycling them.