UW-Stout
Green Fee Policy

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Definition

The Green Fee is an allocable segregated University fee enacted to support student-initiated projects that follow appropriate guidelines for allocable segregated fees within UW System Administrative Policy 820. The current per credit rate for the Green Fee is $0.38. For projects to be named sustainable, or sustainability centered, they must fall under the following definition: Interacting with the environment in such a way that meets the needs of the present without compromising the ability of future generations to meet their own needs by reducing one's environmental footprint.

Purpose

The purpose of the Green Fee is to promote and improve sustainable practices at the University of Wisconsin-Stout, which influence student life on and off campus and reduce the environmental footprint and operating costs of on-campus facilities. The Green Fee has been created to address areas of need, as indicated by the students, for the advancement of sustainable physical developments, sustainability-centered education and awareness, and promotion of sustainability. The Green Fee aims to align with the American College & University Presidents' Climate Commitment (ACUPCC), which UW-Stout became a charter signatory of in 2007, as well as UW-Stout's Campus Sustainability Action Plan. Both documents are committed to making UW-Stout climate neutral by 2050. The Campus Sustainability Action Plan is a formal document created by UW-Stout's Sustainability Steering Committee and endorsed by UW-Stout's Strategic Planning Group, which creates a roadmap for implementing sustainability initiatives and achieving carbon neutrality.

SSA Sustainability Council

The SSA's Sustainability Council is responsible for recommending allocations of Green Fee funds. These recommendations will be presented to the Stout Student Association for deliberation and approval. The SSA Sustainability Council shall undertake a continuous improvement process that seeks to meet the operational performance targets, goals, and objectives designed to achieve sustainability. For a general overview of the duties of the SSA Sustainability Council see SSA Bylaws Ch. 5.2 Sec. 5.24.

General Funding

"Funding" is defined as the distribution of Green Fee funds within approved project categories . The SSA Sustainability Director is responsible for monitoring the funds after they are allocated and making sure they are spent in an appropriate amount of time. In the case that funds are not spent, the SSA Sustainability Director is to work with the Sustainability Manager and the Student Life & Services Accountant to ensure the funds are pulled back to the Green Fee account.

All approved projects shall provide proof of partial or full funding through student fees, by the SSA Sustainability Council. For example, any advertised verbiage shall recognize the SSA Sustainability Council as the funding entity such as a press release, public event recognition, or signage.

Green Fee funded projects may require ongoing maintenance in order to keep them functional. Each academic year, $500 ~~out~~ of the Green Fee Account shall be earmarked for necessary maintenance for existing projects.

Project Categories

Funded projects must fall under at least one of the following categories:

Educational/Promotional – This categeory allows for educational/promotional campaigns or resources to raise awareness and inform students of sustainability initiatives or opportunities on campus. Examples include informational booths and kiosks, sticker campaigns, reusable promotional products, and more."

Non-Academic Research - The SSA Sustainability Council shall promote innovative, high visibility research projects focused on sustainability and energy efficiency to inform campus operations as well as the broader community. Academic research is not to be funded by the Green Fee due to alignment with Administrative Policy 820.

Energy – This category allows for renewable energy and energy efficiency initiatives to assist in reducing the campus' energy consumption and reliance on fossil fuels. This may also allow for the purchase of renewable energy credits or renewable energy programs through utility companies.

Food – This category can be used to increase sustainable food, as defined by the AASHE Sustainability Tracking, Assessment, and Ratings System (STARS) definition, which includes local/regional, healthy, culturally diverse, and environmentally and socially progressive food options. This category may also use funding to increase transparency of on-campus food services.

Buildings, Design, and Construction – This category is to support sustainable construction and renovations of campus buildings.

Landscaping – Projects in this category will work with the Campus Exteriors Development Committee to approve and implement sustainable garden design and sustainable landscaping practices. Funds can be used to protect and preserve the naturally existing ecology as well.

Water Conservation – This category addresses water conservation, pollution, and storm water mitigation.

Waste Reduction – This category addresses the improvement of recycling and composting rates on campus. The waste reduction category can be used to promote the reduction and reuse of materials. Transportation – This category includes all sustainable travel methods with low to no fuel, such as biking, walking, carpooling, carsharing, etc. Note: This funding is not to be used for campus and community bussing systems, as they are funded by an alternate segregated fee.

Maintenance - Green Fee funded projects require ongoing maintenance in order to keep them functional. $500 out of the Green Fee Account shall be earmarked per academic year for necessary maintenance for all existing Green Fee projects.

Capital Projects

Capital projects, physical improvement to campus, can be funded by Green Fee funds in one of the above areas in the following circumstances:

- A full project can be funded if applied to a segregated fee supported building (Memorial Student Center and Price Commons)
- A portion of a capital project can be funded if the University matches funding
- A small-scale pilot of a project may be fully funded with the intent of the university funding the full project
- A full project can be funded with the exception that any and all savings be paid back to the Green Fee account for the university's half of the project
- Priority should be given to self-sustaining projects
- Liability from all projects must be taken on by UW-Stout

Academic Projects

The range of acceptable projects is broad with one main exception. Because segregated fees support the Green Fee fund, per UW System Administrative Policy 820, the Green Fee cannot be used for direct individual learning experiences and course credit. However, events that facilitate extracurricular group experiences are permitted. Segregated fees can fund projects that increase awareness of sustainability or physical changes to campus, but cannot be solely used in a course setting.

Organization Proposed Projects

Student organizations are encouraged to propose projects for the Green Fee, however they must abide by the Project Categories on page 4 of this Green Fee Policy. Once the proposal is submitted, the organization will be requested to attend an SSA Sustainability Council meeting. During this meeting the SSA Sustainability Council will go through the questions in the Funding Guideline Document to ensure it is eligible for Green Fee funding.The SSA Sustainability Council will then determine if they want to recommend the project for Green Fee funding by the U.S.S. of the Stout Student Association.

Green Fee Policy Funding Guidelines

The Green Fee Policy Funding Guidelines document provides an overview of the information that can be found in the Green Fee Policy, along with additional information about the Green Fee, award timeline, funding timeline of projects, eligibility requirements, submission instructions, and more. This guideline document also contains other vital information such as the Funding guideline Survey and the SSA Sustainability Council's Funding Guideline Rubric. Both documents shall be used by the SSA Sustainability Council to consider and approve project funding.

Please follow this link to the [Funding Guideline Document](#).

- Who will ensure that the project will be maintained in future years?
- What is the overall purpose of this project?
- Will the proposed idea be accessible to all students?
- Does this project benefit all students and the community of UW-Stout?
- What is the timeline of the project?
- How will this project make the campus more sustainable?
- What are the unsustainable aspects of this project?
- What project category does this align with?
- Has the organization requested funding for the project in question considered alternative funding streams? Would it be more appropriate to be funded through FAC?
- SIMAP, the nitrogen-accounting platform that tracks campus-wide sustainability efforts, measures GHG emissions in three scopes, shown below. (See Pg. 6-7 of the Sustainability Action Plan) Does this project fall under one or more of the GHG emissions scopes?
- Will the project be used in an academic setting?
- If asking to purchase an item to be stored on campus, where will it be stored? Do you have the approval from the Building Supervisor and the Director of Facilities Management to do so?
- If funded, when would the implementation of this project begin?
- Are any university staff involved in the implementation? What roles will they play?
- What are the strengths of this project proposal?
- What are the main concerns of this project proposal?
- How strong is the collaboration (with campus departments, committees, etc.) of this project?

Funding Guideline Rubric

The following Sustainability Council Funding Guideline Rubric should be considered when proposing funding for a project. The purpose of this Funding Rubric is to provide the Sustainability Council with a means of rating projects and ideas brought to the Council to ensure that the project is appropriate for the Sustainability Council to fund and implement. When individuals or organizations present a plan to the Sustainability Council, the Council will ask the rubric questions are rate each answer on a scale of 1-5, five being excellent satisfaction to the subject, and one being very poor satisfaction.

Some questions are not scored and considered preliminary questions designed to help the Council understand the scope of the project. The criteria for each item may be explained at the time of the meeting if needed; however, an organization or individuals are expected to come prepared, having read both the Green Fee Policy document and this corresponding Funding Guideline document. Projects that do not meet the minimum score of 20 may not be suitable for Green Fee funding; however, it is up to the Council's discretion on whether to approve the project.

Please follow this link to the [Funding Guideline Rubric.](#)

Approval and Implementation Process

Green Fee funds will be allocated during the fall and spring semesters only. Students, faculty, and staff are encouraged to provide project ideas to the SSA Sustainability Council at any time of the year. The SSA Sustainability Council will consider these project ideas from the campus, as well as project ideas the SSA Sustainability Council generates themselves.

The Approval and Implementation Process is as follows:

- The SSA Sustainability Council will evaluate each project – projects recommended by students, faculty, and staff and projects of their own choosing – using the criteria outlined in the "Funding Guideline Rubric" section above.
- If the SSA Sustainability Council determines a project is worthy of funding, they will recommend this project to the U.S.S. of the Stout Student Association. To do this, the SSA Sustainability Director, with assistance from the SSA Sustainability Council, will prepare a formal motion outlining the project, the budget, the rationale for funding, and any other pertinent details.
- The SSA Sustainability Director, with assistance from the SSA Sustainability Council, will present the motion to the current Congress of the Stout Student Association for a vote.
- If approved, the SSA Sustainability Director will prepare a funding memo to all project stakeholders and copy the UW-Stout Sustainability Manager and the Student Life & Services Accountant, along with the fully executed motion. This memo signals to the stakeholder(s) that they can begin to implement their project, using their own funds to do so, with the assurance of being reimbursed for their expenses upon the project's completion.
- The Student Life & Services Accountant will move the funds from the SSA Green Fee Account to the Green Fee Projects Award Account, to set the funds aside for the project.
- The SSA Sustainability Director will enter the new project into the Green Fee Tracker spreadsheet to keep a record of funded projects and their statuses. The SSA Sustainability Director will also save a copy of the memo and the motion in the SSA Sustainability Council's Microsoft Sharepoint/Teams folder.
- The SSA Sustainability Director and/or the SSA Senator for Sustainable Development will schedule progress report meetings with the SSA Sustainability Council and the stakeholder(s) of the funded project. These meetings will be held at least once per semester, until the project is completed. The purpose of these meetings is to ensure that the project is implemented in a timely manner.

- Once the project is fully implemented, the stakeholder(s) for the project must notify the SSA Sustainability Director, SSA Senator for Sustainable Development, UW-Stout Sustainability Manager, and Student Life & Services Accountant of the project's completion.
- The Student Life & Services Accountant will transfer the project expense(s) off of the stakeholder's account.
- The SSA Sustainability Director will update the Green Fee Tracker spreadsheet to reflect the project's completion.
- If the project stakeholder(s) cannot complete the project by the proposed deadline, they can request that the SSA Sustainability Council consider a timeline extension.
    - If the SSA Sustainability Council approves a timeline extension, the SSA Sustainability Director will prepare a memo to project stakeholder(s) and copy the UW-Stout Sustainability Manager and the Student Life & Services Accountant
        - The SSA Sustainability Director will then update the Green Fee Tracker to reflect the new timeline, as well as save a copy of the memo in the SSA Sustainability Council's Microsoft Sharepoint/Teams folder.
    - If the SSA Sustainability Council denies the timeline extension, the SSA Sustainability Director will prepare a memo to the project stakeholder(s) and copy the UW-Stout Sustainability Manager and the Student Life & Services Accountant.
        - The SSA Sustainability Director will then update the Green Fee Tracker to reflect the cancellation of the project, as well as save a copy of the memo in the SSA Sustainability Council's Microsoft Sharepoint/Teams folder.
        - The Student Life & Services Accountant will transfer the project funding back into the SSA Green Fee Account. The SSA Sustainability Council can then choose other projects to use this funding on.