

Sustainability Label Template

Student Organisations · 2022-2023

1. Introduction

Use the provided template when filling out the checklist. The filled-out template needs to be sent to GreenTU@tudelft.nl before the deadline stated in the email you received. Save the document as '[NAME ORGANISATION] Sustainability Label 2023'.

First introduce your organisation by filling in the table below.

Question	Explanation
<i>How does your association classify? (Study association, sport association, student services etc.)</i>	
<i>How many members does your association have? (If you don't have members, note the amount of people making use of your service)</i>	
<i>Does your association have a facility on which you can exert influence in any way (e.g. club house, board room)? If yes, where is it located and what influence do you have on it?</i>	
<i>Is your association in any way responsible for the career orientation of your members?</i>	
<i>Provide a short description of your association.</i>	

2. Categories

For each category, there are three things you need to explain. First, describe the current state of the association regarding that category. Secondly, describe the changes made in this academic year. Finally, take care to describe why the steps you are taking are sustainable. For example, if you buy a certain product, discuss the necessity of the product and the sustainability source of it (fair trade, FSC certified, etcetera.). The topics under “must include” need to be touched upon. You are free to include more information if you feel this is relevant. The attachment of documents as proof will be taken into account when the points are divided.

If a certain topic does not apply to your association, state clearly why not. In case there is overlap between questions, you can refer to other sections in your answer. Please fill out the checklist in English.

Organization	Explanation
<i>A. Sustainability in the policy/strategic plan</i>	Explain how the organisation is structured, and how and when the policy and/or strategic plan are written. In case sustainability is included in your policy plan, strategic plan and/or budget, cite or screenshot this. If there are other documents concerning sustainability that are not mentioned in the categories below, these can be added here as well.
<i>B. Waste</i>	<p>Describe what waste is produced during activities and within possible facilities.</p> <p>Must include:</p> <ul style="list-style-type: none"> - Plastics - Glass - Organic - Electronic devices - Data storage on the cloud (e-mails, pictures, documents) <p>1. Separation of waste</p> <p>Explain your waste policy.</p> <p>Must include:</p> <ul style="list-style-type: none"> - What methods of waste separation are used - How members are motivated to separate waste <p>2. Reduction of waste</p> <p>Must include:</p> <ul style="list-style-type: none"> - How members are motivated to reduce waste - The amount of waste reduced in comparison to starting point
<i>C. Paper use</i>	<p>State what paper is used in your organisation.</p> <p>Must include:</p> <ul style="list-style-type: none"> - Flyers - Posters - The almanac - Program booklets - Paper used for administration

D. Catering

Description of sustainability must include:

- How paper use is decreased
- What type of paper is used for printing

List all the activities that the association is involved with, which include catering.

Must include the following in each of the subcategories:

- Catering during one-day activities (e.g. congresses, dinners)
- Catering during multiple day activities (e.g. introduction camp, members weekend)
- Catering in your facility (if applicable)

1. Vegetarian/Vegan food

Must include:

- What percentage of the catering is vegetarian/vegan
- How members are motivated to eat vegetarian/vegan

2. Local and seasonal food

Be aware: food from the local market is not by definition locally sourced.

Must include:

- Whether attention is paid to the source of the food (where it was grown or produced)
- What percentage of the catering is local/seasonal

3. Leftovers

- Must include:
- What happens to leftovers

E. Inventory

1. Gadgets

List all the gadgets that the association provides, including at least the following:

- Active members present
- Gadgets that members can buy from the associations' product line
- Pens, goodie bags and other gadgets that are distributed for free
- Presents for visitors / speakers of events

Your explanation on sustainability regarding these gadgets must include:

- Why these gadgets are necessary
- How the gadgets are produced
- How the gadgets are distributed to members

2. Use of items

List all items that are purchased for decoration or use during activities.

Must include:

	<ul style="list-style-type: none"> - When and from where items are bought - What happens to the items after use
	<p>3. Clothing</p> <p>List all clothes that are purchased, including at least the following:</p> <ul style="list-style-type: none"> - Committee clothing - Clothes tied to activities (e.g. sports events) - Board clothes <p>Must include:</p> <ul style="list-style-type: none"> - Policy on clothing: when can it be bought, is there budget for this - Why the clothes are necessary - What happens to the clothing after the year - What material of the textile and print is used
<i>F. Mobility</i>	<p>List all activities that include a mode of transportation and what transportation is used.</p> <p>Must include:</p> <ul style="list-style-type: none"> - How the choice of transportation is made
<i>G. Motivating members</i>	<p>1. Activities</p> <p>List the amount of activities the association organises over the year and put these into categories.</p> <p>Must include:</p> <ul style="list-style-type: none"> - In how many and what activities sustainability is (part of) the theme
	<p>2. Exemplary role</p> <p>List all platforms that the association uses to reach its members.</p> <p>Must include:</p> <ul style="list-style-type: none"> - How (frequently) you motivate members about sustainability
<i>H. People</i>	<p>1. Mental health</p> <p>Must include:</p> <ul style="list-style-type: none"> - How the mental health of the members is maintained
	<p>2. Inclusion</p> <p>Must include:</p> <ul style="list-style-type: none"> - International members - Members with disabilities

Facilities	Explanation
<i>A. Energy use</i>	<p>Discuss what measures are taken to reduce the energy use of the association. Clarify what the association can and cannot influence.</p> <p>Must include:</p> <ul style="list-style-type: none"> - Lighting - Heating - Use of electrical devices
<i>B. Sustainable furnishing / decoration</i>	<p>Must include:</p> <ul style="list-style-type: none"> - How you buy furniture and decoration for your facilities - How you discard furniture and decoration
<i>C. Housekeeping</i>	<p>Must include:</p> <ul style="list-style-type: none"> - How the facility is kept clean - How the facility is kept healthy (fresh air, sufficient light etc) - Ergonomic seating
Career & Education	Explanation
<i>A. Highlight sustainable career opportunities</i>	<p>State the sustainable career opportunities you are involved in.</p> <p>Must include: Methods of highlighting opportunities</p>
<i>B. Sustainable education and research opportunities</i>	<p>State the sustainable education and research opportunities you are involved in.</p> <p>Must include: Methods of highlighting opportunities</p>
<i>Additional</i>	<p>In case there is anything else you feel you haven't had the opportunity to describe, describe it here.</p>