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Description automatically generatedSustainability Label Form

Study Associations - 2023-2024

## 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 Application 2024’.

First introduce your organisation by filing in the table below.

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| Question | Explanation |
| Provide a short description of your association. |  |
| How many members does your association have? |  |
| 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? |  |

## 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, as we may award more points for extensive applications. The attachment of documents as proof will also 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.

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| Organization | Explanation |
| A. Vision and awareness | ***Policy and strategic plan***  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. |
|  | ***Activities***  List the amount of activities the association organises over the year and put these into categories.  Must include:  In how many and what activities sustainability is (part of) the theme |
|  | ***Awareness & communication***  Explain how the association communicates about sustainability, aiming to increase awareness.  Must include:   * How (frequently) you motivate members about sustainability * How different platforms are used to promote sustainability * If applicable, how you showcase a label from previous years |
| B. Zero waste | ***Paper use***  Explain how paper use is decreased and what type of paper is used for printing.  Must include:   * Flyers * Posters * The almanac * Program booklets * Paper used for administration |
| ***Disposable items***  List all disposable items that are used for activities or by the board.  Must include:   * Cups * Cutlery * Plates * Bags |
|  | ***Items for activities***  Explain how the association sustainably uses items for activities, by reusing material from previous years, buying second-hand or decreasing the amount of purchases.  Must include:   * Why and from where items are bought * What happens to the items after use |
| ***Inventory***  Explain how the association aims to make the inventory more sustainable. List all the furniture and decoration for the facility that is purchased.  Must include:   * How you buy furniture and decoration for your facilities * When and how you discard furniture and decoration |
|  | ***Clothing***  List all clothes that are purchased, including committee clothing, clothing for activities (e.g. sports events) and board clothes.  Must include:   * 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 |
|  | ***Merchandise***  List all the merchandise that the association provides, including at least the following:   * Active members present * Merchandise 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 must include:   * Why these gadgets are necessary * How the gadgets are produced * How the gadgets are distributed to members |
| C. Catering | ***Vegetarian & vegan food***  Explain how the association aims to use less animal products, and motivate members to do so in their personal lives. List which activities use catering and which of these are vegetarian or vegan.  Must include:   * What percentage of the catering is vegetarian * What percentage of the catering is vegan * How members are motivated to eat vegetarian/vegan |
| ***Local and seasonal food***  List how many activities use local and/or 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 |
| ***Food waste***  Explain how the association minimises food waste.  Must include:   * How much food is left over from activities * What happens to leftovers |
| D. Mobility | ***Events***  List all activities in the Netherlands that include a mode of transportation and what transportation is used.  Must include:   * How the choice of transportation is made * Whether the association organises a rally, and if so how impact from this is minimised. |
| ***Study association bus***  Explain how the association aims to minimise impact by sharing a bus or cargo bike.  Must include:   * Policy for renting the bus / shared cargo bike * How/when a new bus is purchased * Policy from using a bus from outside the association |
| ***Trips abroad***  For all trips abroad this academic year, list the means of travel.  Must include:   * Means of travel for each trip, also within each trip * Policy for means of travel for trips abroad. |

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| Career & Education | Explanation |
| A. Highlight sustainable career opportunities | State the sustainable career opportunities you are involved in. Also discuss the opportunities specific for your field of study.  Must include:   * Methods of highlighting opportunities |
| B. Sustainable education and research opportunities | State the sustainable education and research opportunities that the association is involved in.  Must include:   * Methods of highlighting opportunities |

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| Collaboration | Explanation |
| A. Sponsoring of events & merchandise | Explain how transparent the association is in regards to funding and merchandise received from external companies.  Must include:   * Policy for funding received from external organisations |
| B. Collaboration on events | List the types of activities organised by the association with external companies / organisation.  Must include:   * Policy for working with companies, based on sustainability goals / practices. * Types of activities organised with external organisations |
| C. Collaboration with GreenTeam | Explain how you are going to / have worked together with the GreenTeam of your faculty this year.  Must include:   * Sustainability initiatives worked on with the GreenTeam * Policy for working with the GreenTeam |

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| Mental Health & Inclusivity | Explanation |
| A. Mental health | Explain how the association aims to improve the mental health of its members.    Must include:   * Policy for improving mental health of member * Activities or initiatives related to mental health |
| B. Inclusivity | Discuss inclusivity of the association, in regards to international members, members with disabilities and less abled members.  Must include:   * Policies related to inclusivity * Activities organised with a focus on inclusivity |

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| Bonus | Explanation |
| A. Additional initiatives | Feel free to list any initiatives not mentioned elsewhere here. |