

 TU Delft  
**GreenTU**  
Sustainability Label  
Study Associations  
2023-2024

# Contents

Introduction .....	3
Checklist .....	3
Proof .....	4
Procedure .....	4
Timelines.....	<b>Error! Bookmark not defined.</b>
Award ceremony .....	5
Checklist categories and point division.....	6

## Introduction

The idea for a sustainability label arose from the acknowledgement that all parties of the university need to take action to tackle the climate crisis. As associations affiliated with the university play a big part in setting an example for the students, it is important that they also strive for a more sustainable university and thus society.

The Sustainability Label is a checklist that can be used to measure how sustainable a student organisation is. All organisations and associations that are located in Delft and focus on students of TU Delft can participate in the Sustainability Label. The label is awarded yearly, and therefore only applies to the current academic year.

If you decide to fill out the checklist and send it to GreenTU you might be awarded a label in recognition of your efforts. The labels are categorized as bronze, silver and gold. If you are awarded a Sustainability Label, the logo can be put on your site for members and companies to see. In the following years, the association can further improve its sustainable practices and get a higher label. The checklist is update yearly to reflect current best practices, so make sure to check it again even if your organisation participated in the past.

It is important to note that every organisation or association interprets sustainability in its own way. There are no rigid guidelines to make your organisation more sustainable, as every association is different and there are many possible ways to work towards this goal.

Please note that you can apply for GreenTU subsidies independently of the Sustainability Label.

## Checklist

A total amount of 100 points can be obtained. These points are spread over five sections:

- Operations (70 points)
- Career and education (10 points)
- Collaboration (7 points)
- Mental health and inclusivity (8 points)
- Additional initiatives (5 points)

Each section is explained separately in the next chapters of this document. The labels will be awarded based on the following distribution of points:

<b>Gold label</b>	85 – 100 points
<b>Silver label</b>	70 – 85 points
<b>Bronze label</b>	50 – 70 points
<b>No label</b>	0 – 50 points

## Operations

This is an overarching section regarding the operations of the association, mostly concerning climate and environment. It also contains aspects related to policy and vision. 70 points can be obtained in this section.

## Career and education

The second section concerns the career perspective and education of the members. Points are awarded for highlighting sustainable career opportunities and promoting sustainability topics in education and research. 10 points can be obtained in this section.

## Collaboration

This section is related to collaborations with external organisation/companies. The categories listed here are transparency for sponsoring and consideration of the impact of companies that are collaborated with. In this section, a total of 7 points can be awarded.

## Mental health and inclusivity

The last section lists categories for mental health and inclusivity. For this section 8 points can be obtained.

## Bonus

If you feel like some of your efforts have not been covered in other parts, make sure to list them here. Five points can be obtained in this section.

## Proof

It is important for us to know that the changes you are claiming to make in the checklist are true and sustainable. Therefore, appropriate evidence should be provided when filling in the checklist. This evidence can be provided in the form of citations, photos and screenshots of orders, documents etcetera. If possible, send the policy plan, budget and strategic plan along to enforce your statements. Be critical, for example: cotton bags are often seen as a sustainable alternative to plastic bags. However, when you want to give out sustainable goodie bags, it is better to provide unbleached paper or bio-plastic bags. This is because the production of cotton bags emits a lot of CO<sub>2</sub> and uses a lot of water and they will usually not be reused often enough to make up for this.

## Procedure

Use the provided template when filling out the checklist. This template is also available on our [website](#). The filled-out template needs to be sent to [GreenTU@tudelft.nl](mailto:GreenTU@tudelft.nl) before the deadline stated in the email you received.

Each topic in the template should start with a description of how the association is involved with that subject. For example, if the topic is waste, start with describing which types of waste are created and approximately in what quantities at your association.

Next, describe how the association is (or is not) managing to be sustainable regarding that topic, as well as the changes that are made in the current academic year. Be concise and clear in your description. If a checklist was submitted last year, you can copy relevant information into this year's

checklist to save some effort. If you do this, clearly state so in the explanation. In case of overlap between sections, you do not need to write down the same thing twice. Simply refer to the other section, e.g. “*For a description of how we prevent food waste, see section B2*”.

It is important to provide support, reasoning and explanation for why you consider the changes you have made 'sustainable'. Do your research before writing down the sustainable changes. This knowledge can be used to explain how these changes contribute to a more sustainable association.

Example answer regarding paper use:

*“Our association has stopped printing the agenda and policy for the GMA in previous years. We also only print the almanac for lustrum years, which was not the case last year. Currently, we still use paper for promotion of events through posters and flyers. Program booklets for our yearly symposium were also always printed. This year we have decided to stop printing flyers altogether, saving around 200 A4 sheets per year. Committees are now encouraged not to print more than three posters per event and focus mostly on online promotion. The program booklets for the symposium will still be printed as this was a requirement for some of our sponsors who are included in the booklet. We encouraged the symposium committee to print the booklets on FSC recycled paper.*”

## Award ceremony

An award ceremony will be organized to award the labels to organisations that have received enough points for a bronze, silver or gold label. Organisations that did not receive enough points for a bronze label will receive a participation certificate from us. The goal of the event is also to highlight all the efforts that were put into the applications, and share best practices. We also share the efforts of the TU Delft regarding sustainability and arrange drinks for the end of the ceremony.

After the award ceremony, feedback will be provided including the amount of points you received for each subsection. The outcome of the checklist is not open for discussion. However, we appreciate general feedback on the checklist.

## Checklist categories and point division

This checklist shows what topics will be covered and how many points can be obtained in each category. Use the template document to fill in your answers.

Operations		Points
A. Vision and Awareness	<p><b>Policy &amp; strategic plan</b></p> <p>To ensure that the association is directed towards sustainability in the long term, it should be included in the policy plan/strategic plan. This should also be known by the members and future boards.</p>	5
	<p><b>Activities</b></p> <p>List the activities that are organised by your organisation with a focus on sustainability.</p>	5
	<p><b>Awareness &amp; communication</b></p> <p>Discuss how the association expresses the path to sustainability. Include social media and how sustainable initiatives are highlighted. If applicable, also include in your answer how the label from last year is showcased.</p>	4
B. Zero waste	<p><b>Paper use</b></p> <p>Discuss how paper use is reduced. Discuss the policy on printing. Describe how the choices on amount and type of paper for printing are made.</p>	2
	<p><b>Disposable items</b></p> <p>Explain how your organisations aim to decrease the use of disposable items, such as cutlery, cups, etc.</p>	3
	<p><b>Items for activities</b></p> <p>Provide information on the use of items for activities, such as decoration. Are they purchased each year or used for multiple years? Also include what happens to the material after the year ends.</p>	4
	<p><b>Inventory</b></p> <p>Discuss how the organisation aims to make the inventory sustainable, by using furniture and decoration for multiple years or purchasing second hand.</p>	4

	<b>Clothing</b>	5
	Explain your policies regarding clothing, are new outfits purchased every year or used for multiple years? Also explain whether the clothes are new or second hand.	
	<b>Merchandise</b>	2
	Explain how your organisation aims to minimise waste from merchandise, such as pens, notebooks, totebags, etc. If you give out such items, what considerations do you take into mind regarding sustainability?	
C. Catering	<b>Vegetarian &amp; vegan food</b>	8
	Discuss how your organisation reduces the consumption of animal products and how members are motivated to do this in their personal life. Bonus points are awarded for preferring vegan alternatives.	
	<b>Local and seasonal food</b>	3
	Discuss where the food that is used during activities is bought and where this food originally comes from.	
	<b>Food waste</b>	4
	Discuss what happens to the leftovers from activities involving food.	
D. Mobility	<b>Events</b>	5
	Discuss the transportation of the members and visitors to activities. If your association organises a rally, explain how you minimise that impact.	
	<b>Study association bus</b>	4
	Explain the policy for renting your association bus, if your association has one. If your association has a shared cargo bike instead, also include here if you use a bus from another association.	
	<b>Trips abroad</b>	12
	For all your trips abroad this academic year, include the means of travel (also within the same trip). Also include here what your policies are for course related trips abroad.	
	<b>Total</b>	<b>70</b>

Career and Education		Points
<b>A. Highlight sustainable career opportunities</b>	Discuss where the sustainable career opportunities lie in your field of study and how these are highlighted. Also include the method in doing this (congress, case, presentation, social media etcetera.)	4
<b>B. Sustainable education and research opportunities</b>	Discuss how courses, research and other sustainable education options in your faculty are highlighted.	6
<b>Total</b>		<b>10</b>

Collaboration		Points
<b>A. Sponsoring of events &amp; merchandise</b>	Discuss how transparent your association is in regards to funding and merchandise received from external organisations.	2
<b>B. Collaboration on events</b>	List which types of activities your organisation organises with external companies/organisations, and whether you consider their sustainability goals for these activities.	3
<b>C. Collaboration with GreenTeam</b>	Discuss how you collaborate with your GreenTeam, and how you work alongside each other.	2
<b>Total</b>		<b>7</b>

Mental Health and Inclusivity		Points
<b>A. Mental health</b>	List any activities or initiatives themed around mental health.	4
<b>B. Inclusivity</b>	Discuss how inclusive your board and activities are, with regards to gender, nationality and less abled members.	4
<b>Total</b>		<b>8</b>



Bonus		Points
<b>Additional initiatives</b>	In case there is anything else you feel you haven't had the opportunity to describe, describe it here.	<b>5</b>