

Sustainable Moving Sale Co-Sponsorship Initiative

What does it look like?

The Sustainability Office will set aside \$3000 to co-sponsor student events related to sustainability. Student organizations/individuals from across campus will be able to apply for co-sponsorship funds for their events. The goal is for the office to support collaboration among student organizations and various silos on campus, promote our message of sustainability leadership at Dartmouth, and build relationships with groups across campus to facilitate further collaboration.

Why offer a co-sponsorship program?

- Campus wide advertising for the Sustainability Office among groups of students/faculty/staff it does not regularly reach.
- Draw motivated, action oriented students into office/internship program.
- Foster collaboration and show support for the efforts of other organizations across campus.

What events are eligible for co-sponsorship by the Sustainability Office?

Criteria for co-sponsorship:

- Event/activity must be the result of collaboration by at least two student groups/organizations.
- The event content/message must relate to Sustainability in the categories of food, energy, waste, social justice, environment, transportation, and/or health.
- Target audience for the event should be minimum of 30 individuals; Event must be advertised to campus.
- Event must be a zero landfill-waste event (or follow as closely as possible the office's guidelines for throwing a green event).

How to apply for co-sponsorship by the Sustainability Office?

Funding will be available throughout the term. Students should fill out a basic form that is available on the Sustainability Office Website, Dartmouth Sustainability facebook page, e-mailed to campus, and made available in Robo 108. The form will require students to lay out the event goals, a detailed budget, event details, and advertising strategy. Co-sponsorship requests must be submitted by the Wednesday at least two weeks prior to your event (but the earlier the better!).

How will the Sustainability Office review and approve funding requests?

Applications will be considered on a rolling basis – students can apply for up to \$200 dollars of funding. The Sustainability Office will co-sponsor up to 7 events per term. All applications will be reviewed weekly on Wednesday at 3:00pm by the Sustainability Office Director, Sustainability Program Manager, the Sustainability Fellow, and the Sustainable Dartmouth Intern. Applicants may be required to answer any clarification questions by email and will be informed by that Friday whether or not they have been approved to receive funding. Events that do not receive approval and funding will be returned to applicants with comments – feel free to request funding more than once.

Distribution of funding

Groups will be asked to include a chart string in their application and funds will be transferred from the Sustainable Moving Sale account once an application has been approved.

Requirements once receiving funding:

The Sustainability Office will provide advertising support for the event in the form of campus emails, post the event on the Dartmouth Sustainability facebook page and dartlist.com, submit a D2U notification, and send event information to lists of specifically interested students.

However, applicants are required to include the full name of the Sustainable Moving Sale fund and the Dartmouth Sustainability Project logo on all advertising material. Additionally, applicants must complete an Event Review form by the Friday following the event. This can be found online as part of the application form and submitted via email to the Sustainable Dartmouth account.

Failure to comply with both rules will result in retraction of funding and will impact future funding decisions for your organization.