



## **Associated Students of Western Washington University Green Energy Fee Program - Rules of Operation**

### **MISSION STATEMENT**

The Green Energy Fee (GEF) Program exists to promote experiential learning opportunities and sustainable practices at Western Washington University. This is done through purchase of Renewable Energy Certificates to offset 100% of the electrical consumption of the university as well as the funding of innovative student-driven projects. Projects funded through the Green Energy Fee Program are evaluated based on their ability to:

- Increase Student Involvement and Education
- Reduce the University's Environmental Impact
- Create an Aware & Engaged Campus Community

### **PROGRAM DESCRIPTION**

The Green Energy Fee Program was implemented in 2010 as a result of a student-led initiative to ensure Western's commitment to campus sustainability and green energy and to expand student involvement in reducing Western's environmental impact. Programmatic funding is provided through a mandatory student fee established by the Associated Students that is charged on a per-credit basis.

#### **Renewable Energy Certificates**

A portion of the collected funds will be allocated towards the purchase of renewable Energy Certificates (RECs) to help fund the expansion of renewable power production and offset 100% of the University's electrical consumption.

#### **Grant & Loan Program**

In addition to the purchase of RECs, the GEF Program funds project proposals that fit within the mission and priorities of the GEF Program. The processes, guidelines, and preferences for the funding of proposals are detailed below.

#### **GEF Committee**

The Green Energy Fee Committee (GEFC) hears proposals for the allocation of funds and allocates the operating budget for GEF staff. The committee shall forward recommendations regarding the allocation of funds to the President of the Associated Students and the President of Western Washington University. The funds shall be held by the Director of Student Activities. The GEFC shall act in accordance with the GEF Rules of Operation and the GEFC Charge & Charter.

## **Staff & Operations**

The GEF Program operates with the support of two student staff positions. These staff positions are funded through the GEF Program and are Associated Students employees. The responsibilities and duties of the support staff will include but not be limited to:

### **GEF Graduate Position** (see job description for more details)

- housed within the Office of Sustainability
- serves as the primary point of contact for students
- assists and advises students in the creation of proposals

### **GEF Education Coordinator** (see job description for more details)

- housed within the AS Environmental & Sustainability Programs office
- advertises and markets the GEF Program
- educates students about current and historical proposals
- actively seeks and encourages submission of proposals
- maintains GEF Program proposal library

## **FUND GUIDELINES**

Funds from the GEF are to be used only for purposes described in this document.

### **General Requirements**

All proposals submitted to the GEFC must adhere to the following requirements:

- Student proposals must include a staff or faculty sponsor.
- Proposals must address an issue concerning Western Washington University's environmental impact, either on or off campus.
- Proposals must have a visible educational benefit to Western's student community.
- Proposals must include student participation and involvement
- Projects must receive all necessary written approval by the appropriate University administration or departments before final submission.
- Proposals may be submitted by students, staff, or faculty of Western Washington University. Individuals or organizations outside of Western Washington University may not submit proposals.
- The GEF is not intended to fund any proposals which were previously required by state or federal law, university policy, or contractual agreement.
- The GEF shall not fund operational, maintenance or ongoing costs.
- Proposals must have a method for evaluation and follow-up after the allocation of funds.
- All allocated funds must be spent within the proposal's approved timeline, unless otherwise approved by the GEFC. Ideally, proposals will have a timeline of one year or less.

### **Preference for Proposals**

The GEFC shall give preference to proposals that meet the following criteria; however they are not required for GEF funding. Preference will be given to proposals that:

- include substantial student participation and involvement.
- demonstrate a significant reduction to Western Washington University's environmental impact.
- offset energy use by increasing energy efficiency, decreasing energy consumption and/or generating renewable energy.
- include grants or matching funding from multiple sources (for instance, utility rebates, state or federal funds, university departments, etc).
- show potential to leverage future funds (for instance, scalable demonstration projects).

### **Additional Criteria**

At the committee's discretion, the GEFC may consider additional preferences, requirements, or criteria when considering and reviewing proposals. These criteria must be consistent with the mission and priorities of the GEF Program as well as abide by the GEF Program Rules of Operation and the GEFC Charge & Charter.

## **PROPOSAL PROCESS**

The GEF Graduate Position is responsible for advising proposal submitters through this process.

### **Creation and Development**

- Proposal submitters will contact the GEF Graduate Position for information on the proposal process and to determine feasibility of the project.
- All proposal submitters must complete the GEF Proposal Packet.
- Proposals are expected to undergo a feasibility review as a part of the proposal submission process in consultation with the GEF Graduate Position.
  - a. A proposal budget, timeline, and plan to contact proposal stakeholders will be drafted during this review.

### **Review Process**

- The GEF Graduate Position collects all proposals and submits the completed proposals to the GEFC.
- All proposal submitters are expected to make a presentation to the GEFC detailing their proposal.
- The GEFC may solicit expert or guest feedback to provide information and expertise as needed.
- The GEFC may modify a proposal budget, attach conditions, combine proposals, or make other modifications.
- The GEFC reviews the proposals based upon the overall program priorities, cost, and any feedback received during the review process.

### **Approval & Fund Allocation**

- The GEFC submits the final list of recommended proposals and any implementation considerations to the University President and the Associated Students President for approval.
- The University President and the Associated Students President make the final decision concerning proposals to be funded and implementation considerations.

### **Post-Implementation Review & Analysis**

- The proposal submitter is responsible for regularly reporting the progress of proposals during the implementation period to the GEF Graduate Position.
- The proposal submitter is required to report to the GEFC outlining the activities of the proposal, how the proposal objectives were met, and identifying all expenditure of funds. The GEFC or GEF Graduate Position may request additional information or reports as deemed necessary.
- Funds allocated to a project that are not spent within the approved proposal timeline shall be returned to the GEF Program for reallocation, unless approved for extension.

### **RECORDS & ACCOUNTABILITY**

The GEF Program and the GEFC shall be accountable to the student body and shall make all meeting agendas, minutes, and documents available to the public. The AS Vice President for Student Life shall make an annual report on the operations of the GEF Program and fee level to the AS Board of Directors.

### **AMENDMENTS**

These rules of operation may be amended by a majority vote of the AS Board of Directors in consultation with the President of Western Washington University, or their designee.

*Approved by the AS Board of Directors on December 1, 2010.*

*Approved by the VP for Business & Financial Affairs on \_\_\_\_\_.*

*Approved by the VP for Student Affairs & Academic Support Services on \_\_\_\_\_.*