

The Student Environment Centre Fund: Resource Guidelines



The AMS Resource Group for Environmental Awareness

Prepared by: The SEC Executive Team 14-15

November 7, 2014

TABLE OF CONTENTS

Introduction	3
ABOUT	3
OBJECTIVE	3
APPLY	3
General Guidelines	4
Food and Beverages	5
FOOD	5
BEVERAGES	6
WASTE	6
Reusable, Compostable, and Recyclable Cutlery and Dishes	7
CATERING	7
SUPPLIERS	7
WASTE	7
Advertising and Decorations	8
ADVERTISING	8
PRINTING	8
DECORATING	8
WASTE	9
Gifts	10
GREEN STORES	10
Technology and Venues	11
VENUES	11
TECHNOLOGY	11
WASTE	11
More Information	12
THE UBC SUSTAINABLE PURCHASING GUIDE	12
GREEN EVENT PLANNING - UBC SUSTAINABILITY	12
Contact	13

INTRODUCTION

About

The Student Environment Centre (SEC) is a resource group mandated by the University of British Columbia AMS to provide environmental and sustainability resources to the UBC community. We are actively involved in promoting various initiatives that critically examines the interactions between humans and the environment. One of the main avenues in which we provide resources is through funding.

Mission Statement: *To promote a sustainable culture within UBC institutions while fostering a movement directed towards positive environmental change on campus and the greater community.*

This document outlines the resources that SEC has compiled in order to present organizations venues for sustainable event planning. If your organization purchases items from the list below, you may be eligible for FULL FUNDING of those purchases. In this document you will find sustainable options to all aspects of event and program planning. In order to be considered for SEC funding you MUST adhere to the resources and the sustainable practises outlined below. If you purchase items from places not listed in the document you must justify that the purchases made are in fact sustainable.

Objective

We have recently rebranded our “Eco Initiatives Fund” into the “SEC Fund” to better reflect our objective as a resource group. The objective is two fold: **(1)** To fund events/movements/initiatives related to sustainability and environmentalism relevant to students, and **(2)** To provide funds for organizations on campus whose events may not be related to sustainability, but want to make sustainable choices during event planning, and may need financial assistance.

Apply

If you, or a group you may be involved with, need money for food, drinks, cups, plates or anything else for your event that may have a sustainable alternative that you cannot afford, submit your funding proposal to our group and we will help you make your event a success!

<http://secubc.com/funding/>

GENERAL GUIDELINES

- Allow for at least 1 SEC member to attend the event to ensure that the event is truly sustainable
- Include the SEC logo on all branding and an acknowledgement in your event
 - <http://secubc.files.wordpress.com/2014/01/seclogocolour3forweb.jpg?w=1592&h=1592>
- Aim for a zero-waste event. This entails ensuring that all cutlery, decorations, and other things that would be thrown away are not. This means renting or purchasing materials that can be reduced, reused, recycled, and composted (in that order).
- Recruit volunteers and train them on sorting waste. Position volunteers at “Sort It Out” stations to help attendees sort waste properly
- Have clear waste sorting stations under UBC’s brand of “Sort it Out.”
 - **For indoor events:** organizers can obtain recycling and composting bins from UBC Custodial Services by contacting their Facilities Manager (Facilities Managers can be located here). If any issues arise, the Service Centre can be contacted at [604-822-2173](tel:604-822-2173)
 - **For outdoor events:** recycling & composting bins can be obtained from UBC Waste Management by calling [604 822 9619](tel:604-822-9619). Garbage bins can be obtained by contacting UBC Custodial as described above for indoor events. When booking an outdoor event through Campus & Community Planning, contact the Events & Film Liaison (Arlene Chan, Events & Film Liaison at arlene.chan@ubc.ca or 604.822.6555) to assist with booking of recycling bins
- Clear signs on bins to show which items go into which bins
 - <http://sustain.ubc.ca/campus-initiatives/recycling-waste/sort-it-out/resources>
- Have all four bins wherever there is a garbage bin
- UBC* guide to sorting: <http://sustain.ubc.ca/campus-initiatives/recycling-waste/sort-it-out/what-goes-where>
- Vancouver* guide to sorting: <http://vancouver.ca/home-property-development/waste-disposal-and-recycling.aspx>

*It is important to note that sorting and disposal is different at UBC compared to the other municipalities of the Lower Mainland, the province, the country, and internationally. Now that is a discussion for another time.

FOOD AND BEVERAGES

Food

Find local suppliers of sustainable food who have some of these attributes: organic, vegetarian/vegan, non-GMO, sustainable fishing/farming, seasonal, and fair trade.

- Sprouts (Student Run)
 - Tea and baked goods including famous brownies
 - <http://www.ubcsprouts.ca/initiatives/catering/>
 - Agora (Student Run)
 - Vegan and vegetarian catering
 - <http://blogs.ubc.ca/agora/menu/>
 - Catering inquiries: agoracafe.catering@gmail.com
 - AMS Catering (AMS)
 - Contact: 604-822-4617 or catering@ams.ubc.ca
 - <http://www.amscatering.com/catering/menus/index.html> for menu
 - Purchases dry goods from local producers
 - Sources local produce, such as from the UBC Farm, when in season
 - Provides organic meat, produce, and wild salmon
 - Wescadia Catering (UBC)
 - Contact: 604-822-2018 or kevin.dueck@ubc.ca
 - www.catering.ubc.ca
 - Offers Ocean wise-certified seafood choices
 - Uses local poultry and only free-range eggs
 - Sources produce from the UBC Farm
-

- Potluck Cafe & Catering (Private Business off Campus)
 - Contact: 604-609-7368 or info@potluckcatering.com
 - www.potluckcatering.com
 - Creates job for people living in Vancouver's Downtown Eastside
 - Purchases food grown and sourced locally from BC and Canada as much as feasible

For more sustainable catering options, both on and off campus, refer to <http://greentable.net/home/find-a-restaurant/lower-mainland/>

Beverages

- Try to limit soft drinks and promote water
- Request fair trade coffee and tea - most of the caterers listed above offer this

Waste

- Release food in waves to make sure it gets finished – donate unopened leftovers to homeless shelters or the food bank.
 - AMS Food Bank: SUB 42U
 - <http://www.ams.ubc.ca/services/food-bank/>
 - Confirm the number of participants to prepare/order just the right amount of food
 - Choose chlorine and dye-free paper napkins and make sure that attendees at your event are aware these can be put into the compost and not the garbage bins
 - Avoid purchasing goods with plastic packaging
-

REUSABLE, COMPOSTABLE, AND RECYCLABLE CUTLERY AND DISHES

- Encourage participants to bring their own mugs and/or plates and cutlery
- If purchasing disposable cutlery make sure they are compostable or recyclable products

Catering

- Catering services that provide non-disposable dishes and cutlery (see above for contact info):
 - AMS Catering
 - It costs extra to have reusable cutlery, but SEC will cover that
 - Westcadia Catering
 - All of the above also offer 100% biodegradable compostable containers for food.

Suppliers

- BSI Biodegradable Solutions is a Vancouver retailer that offers a range of recyclable/compostable/biodegradable items for events:
 - <http://www.biodegradablesolutions.com/index.php>
 - Bags, Trays, Cutlery, Cups, Napkins, Plates and bowls
 - They are relatively inexpensive. You order online and they ship within a week usually. They provided SEC with cups for the SECSI week beer garden
- Additionally, many popular grocery store chains will sell recyclable plates and cups
- The resource groups for reusable cutlery and dishes. Come by the SEC office SUB 245 B or send us an email to sign out our items. They must be returned clean, but you can use the sink in the office to clean. Preferred for smaller gatherings

Waste

- Refer to the general guidelines
 - Recyclable cutlery is preferable at UBC due to issues with the composted
 - Donate extra supplies to the Free Store located in SUB 245
-

ADVERTISING AND DECORATIONS

Advertising

- Use half sheets for posters instead of full sheets
- Use online advertisements (e.g. Facebook, Twitter, the SEC newsletter, etc...)
 - Email SEC to be on the newsletter: sec.ubc@gmail.com
- Write on classroom chalkboards/whiteboards
- Electronic signs (such as the one across from Shoppers on campus)
 - <http://digitalsignage.ubc.ca/submission/>
 - Jamil Rhajiak at jamil.rhajiak@ubc.ca
 - Must adhere to UBC design and branding

Printing

- Green Printer. Local Vancouver based printer
 - <http://www.greenprinteronline.com/content/Vancouver>
 - Able to put in an order right away
- UBC Printing Services
 - Local. Sustainability options. 3 hour turnout
 - <http://it.ubc.ca/services/desktop-print-services/printing-services>
- Colour Time Printing - Green Printing. Vancouver based
 - <http://www.colourtime.com/green-printing/>
 - Not as direct. Have to get a quote

Decorating

- The Centre for Student Involvement and Careers (CSIC) in Brock Hall has art and craft supplies for free
 - Check out the Free Store SUB 245
 - Thrift Stores – The Salvation Army, The SPCA Thrift Store
-

Waste

- Give useable materials to the UBC Free Store SUB 245
 - Recycle all paper materials
-

GIFTS

- Eliminate giveaways or ensure the items are useful and will not end up as waste. Choose gifts and prizes that are some of the following:
 - locally made, eco-friendly, sweat shop free, fare trade, edible, locally relevant
- Consider gifts that are not consumptive. (donating to charities, paying it forward, hand made gifts)

Green Stores

- The Soap Dispensary
 - A refill store “specializing in premium soaps, household cleaners, personal care products and DIY ingredients. Customers can reuse containers to be refilled at our store, keeping single-use plastic packaging out of landfills, watersheds and limited recycling systems.”
 - <http://thesoapdispensary.com>
 - LUSH Cosmetics
 - No animal testing and sustainable ingredients
 - <http://www.lush.ca>
 - Lavish & Lime
 - Local based company focusing on sustainable living. Items include containers, bottles, clothing, art supplies
 - <http://www.lavishandlime.com>
-

TECHNOLOGY AND VENUES

Venues

- If your event is on campus you may wish to try holding it in one of UBC's green buildings:
 - The Centre for Interactive Research on Sustainability (CIRS)
 - <http://cirs.ubc.ca/building/booking-room>
 - CK Choi Building
 - <http://www.iar.ubc.ca/Home/CKCHOIBOOKINGS.aspx>
 - The Liu Institute for Global Issues
 - Rooms: http://www.ligi.ubc.ca/room_bookings.htm
 - Form: <http://www.ligi.ubc.ca/?p2=/modules/liu/roombooking.jsp>
 - Life Sciences Building
 - <http://lsi.ubc.ca/resources/facilities/booking/>

More information on booking spaces on campus can be found here: <http://students.ubc.ca/campus/discover/book-events>

Technology

- The Centre for Student Involvement and Careers (CSIC) in Brock Hall has speakers, amps, microphones, and tables all available for free

Waste

- Refer to guidelines above
 - Many of these green building books will not require you to order bins
-

MORE INFORMATION

The UBC Sustainable Purchasing Guide

- http://www.supplymanagement.ubc.ca/sites/supplymanagement.ubc.ca/files/uploads/documents/UBCSustainablePurchasingGuide_version2.pdf

Green Event Planning - UBC Sustainability

- <http://sustain.ubc.ca/get-involved/staff/sustainability-coordinators/toolkit/green-event-planning>
-

CONTACT

Come visit us in the SUB 245 B. Office hours are listed on our website.

Website: secubc.com

Email: sec.ubc@gmail.com
