



# **Paper Project 2011**

## **Student Affairs Sustainability Committee**

### **(SASC)**

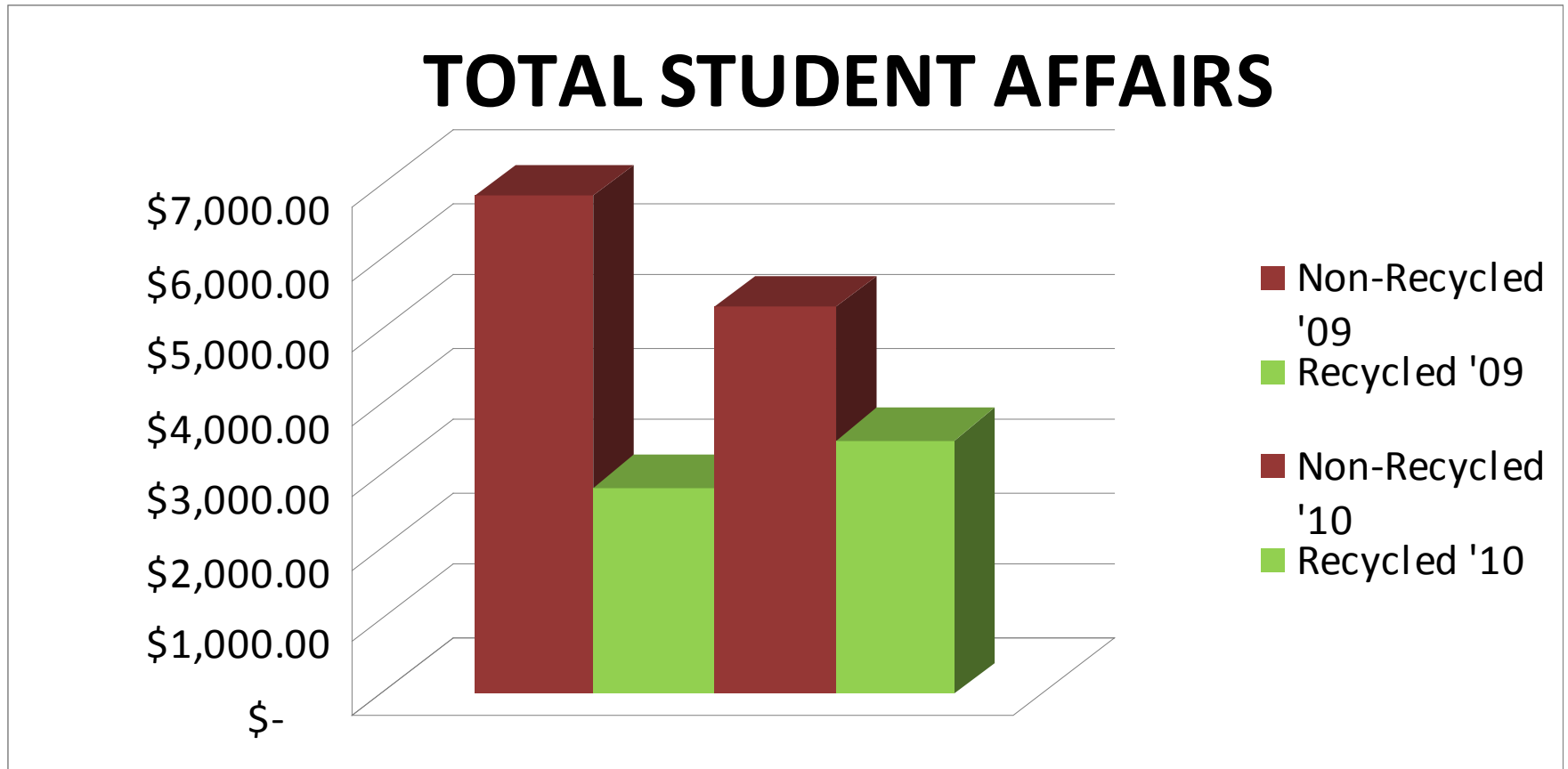
# **SASC Paper Project 2011**

*Student Affairs initiative to reduce the overall consumption of paper – both recycled and non-recycled*

## **Based on President Young's Initiative**

“We are reaching that delicate balance between environmental care, economic development, and social responsibility by introducing and expanding programs..”

# How Much Are We Spending?



## Student Affairs Paper Purchasing Codes:

- Non-Recycled, or 'regular' paper: 62510
- Recycled Paper (with any % Post-Consumer Content): 62511

# What Is Your Office Using?

Recycled vs. Non-Recycled Paper



# Tips to Reduce Your Paper Usage

If you have to print...

- Use smaller margins
- Print on both sides
- Use a smaller font
- Print multiple pages per sheet
- Reusing paper – printing on the back
- Recycle the paper you do use!





# Eliminate Your Paper Usage!

- Create Online Forms
- Digitalize Information
  - Manuals, procedures, files, directories, etc
  - Example: Sharepoint, Shared drive, Wiki Spaces
- EFAX
- Scan, don't fax!
- Email tags: Please don't print, etc.



# Benefits

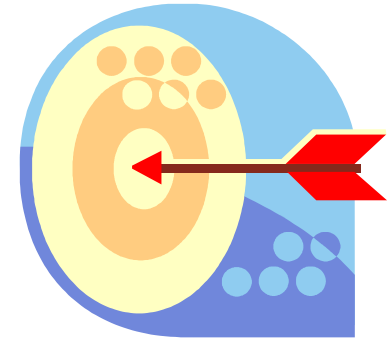
- Saving Money
- Online forms increase efficiency and access for all users
- Easy to modify and avoid mistakes
- Find information & documents quickly with search functions
- Students want to communicate online
- More space for people not paper
- Save trees!
- Other ideas?





# Individual Commitment

- Adjust default margins to 1" or less.
- Adjust default font to a smaller size.
- Change my default printer settings to print double sided or multiple pages per sheet.
- Reuse paper that has been used on only one side.
- Add an email tag to my signature asking others to consider their paper usage.
- Scan and email documents instead of using the fax.
- Other?



# Department Goal: What fits?

<b>SASC Rating</b>	<b>Goal 1: Reduce Paper Use</b>	<b>Goal 2: Purchase Recycled Paper</b>
Platinum	9-10%	91-100%
Gold	6-9%	61-90%
Silver	3-6%	31-60%
Bronze	Less than 3%	Less than 30%

# Rewards



For your Department's commitment...

- Get your leaf on the online tree!
- Plant a tree on Earth Day!

For your individual commitment...

- Get your "I ♥ trees" sticker!
- Your name on the department leaf!



**Your name  
here!**

STUDENT  
SUSTAINABILITY  
**PAPER PROJECT**  
AFFAIRS  
COMMITTEE