A GUIDE TO BEST PRACTICES FOR GREEN FUND PROJECTS

Consider your bandwidth

Is this project feasible in the amount of time you have left at SOU? How will the extra workload impact your stress levels and work-life balance?

Establish a relationship with your sponsor

Create a norm of clear communication. Ensure that you both understand your responsibilities to the project. Keep in mind that your sponsor has a demanding workload as well.

Create a clear plan and timeline

From the outset, delineate what needs to be done and when in order to accomplish project needs. When modifying the timeline, communicate changes with your sponsor.

Create a structure for accountability

Establish how you will keep the project on track. This can take the form of progress reports, in-person check-ins, or a shared document.

Assess the "manpower" needed

How many people are needed to carry out your project? Will there be an ongoing need for labor? If you plan to rely on volunteers, seriously consider how you will incentivize them.

Track Expenses

Keep a detailed and accurate record of your spending. This is required by the Environmental Affairs Committee.

Establish a successor

How are you going to keep the project alive when you leave SOU? Will the project need a new leader, or can it maintain itself?

Complete an evaluation

Self evaluations provide insight into the process and outcomes of a project. This information is useful not only to the EAC and to future Green Fund grantees, but to yourself.