

Knox College Student Senate Sustainability Committee  
**Sustainability Fund Regulations and Guidelines**

**Background**

In 2008, Knox students established a fund for sustainability projects to help them embrace sustainability by implementing their own initiatives. All students contribute \$10 to the Student Sustainability Fund through the Green Fee that is part of the tuition at Knox College. The Fund can be applied to by any student to purchase services or products that directly increase the sustainability of the Knox College campus, as well as by the Director of Sustainability. In previous years the monies have funded a high tunnel, drinking fountains for refilling water bottles, the employment of a Sustainability Coordinator, the employment of student workers for the Knox Community Garden, high tunnel, Knox Farm, Bike Shop, as well as interns and move out aids. These student workers are hired by and supervised by the Director of Sustainability.

**I. Funding:**

*A. Description of Usage:*

- Student Sustainability Fund monies shall only be used for services and projects which directly increase the sustainability of Knox College.
- Funds may only be used for projects exclusively on Knox College property, unless the project is for research and there is active participation by a professor.
- Monies shall never be used to purchase/pay for: food, clothing, media, speakers, trips away from campus, student reimbursement or illegal substances.
- Only Knox College students can apply to use student sustainability fund monies. The only exception is the Director of Sustainability, who can request annual departmental discretionary funds. Any monies awarded to the Office of Sustainability must be spent in accordance with the above guidelines.
- Ongoing or long-term budget allocations can be issued, but must be reviewed every three years.

*B. Substantial Requests:*

- Requests exceeding \$10,000 shall require not only Sustainability Committee and Student Senate approval, but the approval of the Vice President for Student Development.

*C. Funds Expiration Time Frame:*

- Funds allocated by the Sustainability Committee must be utilized within 10 weeks of the date the funds are granted.

*D. Unused Funds:*

- All unused funds, both by students and the committee itself, return and remain at the discretion of the committee at the end of each academic term.

*E. Conditions:*

- Student Senate Sustainability Committee reserves the right to add stipulations to any proposal in order to ensure the integrity of the Student Sustainability Fund Monies.

**II. Approval:**

*A. Representation:*

- It is recommended that a request include the names of at least four Knox College students who will be responsible for the project in question, especially in long term or work intensive projects.
- Students invested in a funds request shall appear before the Sustainability Committee to present their project.

*B. Allocation:*

- A majority vote of the Sustainability Committee members present at the meeting at which funds request is reviewed will be reported to the Student Senate as a recommendation for approval of the request at the following meeting of the Student Senate general assembly.
- All students invested in a funds request will be personally responsible for upholding the Knox College Honor Code as well as the regulations of the Student Sustainability Fund.
- When a use of funds has been approved by the Sustainability Committee, the committee chair must email a copy of the approved application to the Director of Campus Sustainability Initiatives. In the email, the maximum amount of awarded funds must be clearly stated. The Director of Campus Sustainability Initiatives will facilitate the relevant purchases and/or allocation of monies.