

Green Label document

This document contains the Green Label checklist for the association's board to complete. Once this has been done, the completed document should be sent to greenlabel@ssa-web.nl. The SSA's sustainability committee will then review the document and award points. Once the document has been reviewed, there is still an opportunity to incorporate feedback and then there is a final submission date. When feedback is given, no points will be awarded; this will only happen after the final submission date,

The final submission date for September boards is **May 1** each year and for February boards, the final submission date will be **December 1** each year. If there are any questions, an e-mail can be sent to greenlabel@ssa-web.nl.

The document is divided into four sections: organisation, activities, vitality and other. In all sections, it is important to describe as specifically and comprehensively as possible what the HG student organisation does in that core area. Think about how often, when and what exactly was done. The subject of vitality is a new section in the Green Label document. It is possible that there may still be some confusion here. If you have any questions, feel free to send an email or pull the sustainability committee's sleeve.

You may notice that paper comes up twice. Organisation refers to everything that is done on a larger scale by your association, e.g. newsletters and/or an almanac. Activities is about paper consumption only for activities. In addition, it shows that this year is the baseline measurement. This means that in subsequent two years, the association can indicate to what extent they have become sustainable compared to the previous year. A new baseline measurement will take place from 2025-2026.

As the Green Label document has been revamped this year, there will be an opportunity for HG student organisations to provide feedback on the document after the final submission deadline. These will be taken by the sustainability committee for further development of the document.

Duurzaamheidscommissie 2022-2023

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Checklist

Organisation	Notes (baseline)	Supplement 2023-2024
<p>Sustainability in the policy plan As an organisation, show how you are working on sustainability by including it in the policy plan.</p>		
<p>Highlight whether sustainability is mentioned as a goal in the policy plan without clear plans. For example, achieving 1 star. Note yes or no and the number of stars, should it be mentioned in the policy plan.</p>		
<p>Describe what concrete plans are being made regarding sustainability. For example, establishing a sustainability committee, organising activities with the theme of sustainability, adding objectives on sustainability in the multi-year policy, etc.</p>		
<p>Paper As an association, show how you reduce the use of paper. Consider an almanac, abstracts, magazines, partner brochure and posters. As an association, the archive can be digitised or summaries, for example, can be printed only on demand.</p>		
<p>Describe in which ways paper use is reduced or in which ways paper products are replaced by alternatives. Should no paper</p>		

<p>be used, state how.</p>		
<p>Plastic As an association, show how you reduce the use of plastic. Think about stickers, pens and packaging around packets. As an association, glasses can be used instead of plastic cups or trays can be used instead of sandwich bags, for example. This covers all activities of the association.</p>		
<p>Describe the ways in which plastic use is reduced or plastic products are replaced with sustainable alternatives.</p>		
<p>Catering As an association, show how you deal with food and seasonal products. Think for instance of serving vegetarian food during an activity or when eating together with the committee. Also pay attention to food waste, e.g. what is done with food left over after an activity. In addition, exactly how much food is needed can also be checked in advance so that there is no surplus.</p>		
<p>Describe the ways in which food is handled more sustainably.</p>		
<p>Stock As an association, show how you handle your stock. Think about office supplies and goodies. Tell what you take into account when buying durable items and transport costs. For example, ordering everything at once is better than ordering it several times a year.</p>		
<p>Describe where you consider buying sustainable office supplies or goodies and obtaining them in a sustainable way.</p>		
<p>Association clothing/merchandise Show how you handle association clothing and merchandise as an association. For example, do not put the year and names on the clothing, so that multiple years of use of</p>		

can be made. Sustainable labels of executive wear can also be considered.		
Describe what sustainable steps are being taken in terms of clothing and merchandise.		

Activities	Notes (baseline)	Supplement 2023-2024
<p>Awareness and motivation Show how the association turns awareness into motivation during social activities. That is, what steps are taken to transform awareness into motivation. So how do you ensure that people's awareness transforms into action.</p>		
Describe what activities have been organised with the theme of sustainability or in what way the theme of sustainability is addressed during activities.		
<p>Paper Show how the association uses less/no more paper during activities. Discuss the policy on paper use. For example, describe how the choices for quantity and type of paper are made for the activity. Or the choice not to print at all and what alternatives are chosen. As an example, consider the use of online bingo cards.</p>		
Describe in what ways paper use is reduced or in what ways paper is replaced with sustainable alternatives during activities. If no paper is used, indicate how.		
<p>Transport Show how the association reduces its CO2 emissions by making sensible transport choices during social activities.</p>		

Describe which means of transport is used in activities, also consider domestic travel or foreign travel. Explain how CO2 emissions are reduced.		
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Vitality	Notes (baseline)	Supplement 2023-2024
Show how the association supports members in the context of mental and physical health. Think of naming how members can get in touch with Hanzestudent support in a newsletter and giving information about money problems. In addition, consider promoting depression day, organising sports activities, activities around nutrition and, for example, promoting topics within diversity and inclusion, such as Ramadan and comingoutday.		
Describe in what ways the association offers members tools in finding help for mental health problems.		
Describe ways in which attention is paid to physical health		
Describe in what ways the association pays attention to diversity and inclusion		

Other	Notes (baseline)	Supplement 2023-2024
Good causes Show how the association has done something for sustainability with an external party.		
Describe what expressions the association has made for charity in terms of		

sustainability. Also name how often and when.		
Describe what kind of activities were organised for a good cause in terms of sustainability.		
<p>Promotion</p> <p>Show to what extent you use sustainable promotion as an association. Think of organic cotton bags at the introduction week, distributing online flyers or using online registration forms. It goes into this both on promotion throughout the year and the introduction week. Note appoint the things not yet named in the other categories.</p>		
Describe what sustainable steps are being taken in terms of sustainable promotion.		
<p>Motivate</p> <p>As an association, show what you are doing about sustainability. Under the motto "good example follows well", people will take this on board in their daily lives. Think about involving members in sustainable events and promoting meatless week or climate week, for example. Note name things not yet named in the other categories.</p>		
Describe in what ways members are motivated to become more sustainable through a sustainability sthem a, sustainability logos or a speech.		
<p>Free interpretation (BONUS)</p> <p>Show how the association has done something that does not fit into any of the above categories for sustainability. This is separate from the above activities. Attention will be paid if things are duplicate. Also, only fill this in if it is really a new addition.</p>		
1.		
2.		
3.		
4.		