



## Grant Application 2023-2025

The SEJF grant application is for all fund requests. Please fill out the application completely, utilizing additional space as appropriate. Supplementary documents may be added in the appendix at the end of the document.

\*Note: if you are requesting a large grant (over \$35,000) you must first submit a Large Grant Abstract. Abstracts must be reviewed and approved by the Sustainability Engagement Institute Director and the SEJF Committee before a final application can be submitted. Ask a program representative for a copy of the Large Grant Abstract template.

Each grant team is assigned an SEJF project coordinator; this individual will collaborate with the project team and provide feedback and insight on the application. Teams are expected to meet on a weekly or bi-weekly basis with their SEJF project coordinator.

The research and writing components required for this application take, at minimum, a month to complete. Last-minute requests may not be accepted. For detailed application instructions, please refer to the *SEJF Grant Proposal Toolkit* or ask your project coordinator.

Submit your completed application by emailing a scanned version (including signatures) to the SEJF Grant Program Coordinator, Zinta Lucans. Applications must be signed by your advisor, all members of the project team, and all stakeholders in order for them to be reviewed. Email: [lucansz@wwu.edu](mailto:lucansz@wwu.edu).

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Application Level: Determine the amount of funding you will require and check or highlight the appropriate category:

<input type="checkbox"/>	Small Grant: Up to \$5,000. Applications of this size will be reviewed by the Sustainability Engagement Institute Director. Small grants may be approved, declined, or sent to the SEJF Committee for consideration.
<input checked="" type="checkbox"/>	Medium Grant: Between \$5,001 and \$35,000. Applications of this size will be reviewed by the Sustainability Engagement Institute Director for alignment and completeness and then provided to the SEJF Committee. The committee will review the grant, receive your presentation, and approve or decline the funding request.
<input type="checkbox"/>	Large Grant: Over \$35,000. To request funding at the level, you must already have submitted and received approval of your grant abstract. Please attach your approved abstract to the end of this application. Applications of this size will be reviewed by the Sustainability Engagement Institute Director for alignment and completeness and then provided to the SEJF Committee. The committee will review the grant, receive your presentation, and approve or decline the funding request.

## SECTION 1: Project Concept.

### a. Project Title:

WWU Furniture Fest + Couchella

### b. Statement of Purpose:

Furniture Fest x Couchella is a sustainable program aimed at reducing furniture clutter on Bellingham roads and redistributing quality furniture to students for free. There is no shortage of household furniture that goes to waste each year when students move out of their residences in Bellingham. Most of this furniture currently ends up on city streets, most often ending up in landfills. Our project establishes a circular system in which students can donate furniture to be redistributed to other students. This circular mechanism will also provide students suggestions on where they can donate and properly dispose of furniture that we cannot accept. This project will improve sustainability, equity, and community relations at Western as well as the greater Bellingham community.

The ultimate goal of this proposal is to institutionalize Furniture Fest at Western Washington University, ensuring that our project can continue to serve the community for years to come. By taking what we learned through implementing the 2021-2022 Furniture Fest project and revising processes, we aim to expand and enhance what has already proven to be a successful program.



*Above: photo of couch (an example of the waste we want to help mitigation) on side of Bellingham roads*

**c. Describe your proposed project in detail:**

**Background:**

Furniture Fest is a program that four students - Nikita Presler, Thane Davis, Amber Olsen, and Jared Dirks - created in 2022 with guidance through the Business and Sustainability courses ENVS 359 and ENVS 467. These classes have a final project focused on creating a grant application for the Sustainability, Equity, & Justice Fund, but students are not required to see projects through to implementation. Thane, Amber, Jared, and Nikita were all determined to make the most of this opportunity and wanted to create a realistic project that could be implemented. A problem that the four of us had all noticed in Bellingham was the large amount of quality furniture that ends up in the landfill, especially around moving season.

Defining the problem shaped our solution. *Through root cause analysis, we found the problem to be that properly disposing of unwanted furniture is inaccessible for many students.* This may be because students don't have vehicles large enough to move their items, they cannot afford to pay movers to take away their items, or they simply do not have the desire to put in the extra effort to properly dispose of their items when it is so easy to put it on the street and it eventually goes away.

After defining the problem, the idea for Furniture Fest was born. Furniture Fest's first goal was to make disposing of unwanted furniture as easy as possible. Furniture Fest offers a free pick-up service so students can arrange to have their unwanted furniture picked up without any out-of-pocket costs. Furniture Fest not only addresses the problem of reducing furniture waste, but it also creates many additional benefits such as helping students furnish their homes, building a positive partnership with the city by reducing the financial burden of disposing of furniture and also makes the city look better visually, and our Couchella event (described in detail later) creates an opportunity for students to connect with sustainability minded clubs, organizations, and other students.

Even though Amber, Jared, and Thane have all recently graduated from WWU, they have all continued to contribute to the continuation of Furniture Fest + Couchella because they saw how many students were impacted by the project. They spent well over a hundred unpaid hours each to make this project happen because they genuinely feel it does so much good for the community. Supporting Furniture Fest was difficult through purely volunteer-based assistance, as most students work part-time or full-time jobs through the summer to save up money for the school year. By offering paid positions for students, this helps to build financial equity for future events.

Furniture Fest x Couchella also aims to fill the space left by the absence of Move Out Madness, a previously successful off-campus furniture recycling program which no longer exists. We plan to build off of their past accomplishments and goals to carry on their legacy, with Julia Burns and the Office of Off-Campus Living.

Continuing Furniture Fest, with the addition of Couchella, is not only important to WWU and the student body, but also important to the communities surrounding WWU who are affected by primarily student-generated furniture waste. Furniture Fest at its core addresses an array of sustainability and equity issues for students and Bellingham communities.

**The importance of funding a two-year pilot program:**

We propose a two-year grant as furniture waste is a recurring issue that will not go away within a year. Additionally, grant proposals take a lot of resources that we could use for planning and community building in following years. This year it's taken us several months to pull this grant proposal together. There are also concerns with budget cut constraints in future years with an affiliate organization on campus. Receiving a two-year grant fund would eliminate financial stress to the organization that will ultimately oversee Furniture Fest x Couchella until 2025. Additionally, grant writing can be intimidating to those with little experience, such as those new to college. A two-year grant would help alleviate both university organization affiliates and potential volunteers' intimidation regarding bureaucratic navigation.

To build off this, two years' worth of funding would allow our project to find permanent footing within Western. We started Furniture Fest last year with just the bare bones of a structure laid out. All of the labor that went into implementing the project was based on volunteer support. While volunteers are crucial for the success of most student-run projects, we wanted this year to be more accessible and equitable for students that can't afford to volunteer in their free time. By paying for labor, we are encouraging students to be compensated for the hard work they do and for contributing to a more sustaining program. That said, this structure is new for Furniture Fest. We anticipate the first year being a learning curve for everyone involved, finding out what works and doesn't work. Year two would then be focused on revising our processes based on how year one went, and year two would also be focused on institutionalizing the program.

Applying for a two-year grant would also allow us time to potentially establish a paid position under the Community Relations department (talked above in the next section). This position's primary focus would be to plan for Furniture Fest x Couchella 2024 and explore more opportunities for Furniture Fest x Couchella in the following summers. This position would also help Chris Roselli plan for community relations events as well, as that department is fairly understaffed. To be clear, this position is NOT part of this grant request.

### **Plan for permanent funding:**

Last year was the first time that Furniture Fest was planned and implemented on Western's campus. Although the project was ultimately successful, there were a lot of hiccups along the way. This grant request is meant to be a pilot program that takes into account everything we learned from last year, implementing some structural and logistical changes along the way. We recognize that SEJF grant funding cannot sustain the program long-term, so we have been in contact with multiple stakeholders both on and off campus to find permanent solutions. A multi-year pilot project would allow our team to finalize long-term plans. Listed below are some alternatives that are being considered:

- Continue to be housed within the Office for Office-Campus Living:
  - Julia Burns, Director of Off-Campus Living, has been crucial to Furniture Fest's success since its inception.
  - Given her previous experience working with us last year and her enthusiasm for our project, Julia is the perfect fit for our Faculty / Financial supervisor.
- Collaborating with Community Relations
  - We've been talking with Chris Roselli, Director of Community Relations at Western this past year.
  - During our most recent meeting, we discussed the idea of applying for a separate grant to support a new position under the Community Relations Department. The ideas for this position have been detailed in the previous section.
  - The primarily student generated furniture waste problem has been an issue for far too long, and addressing this through Furniture Fest will help to improve community relations dramatically.

### **Student Employment:**

The majority of our funding would go towards paying student staff for their time and labor, as well as feeding staff and volunteers during pickup / drop-off events and Couchella.

For each pick up / drop off event, there will be two paid drivers and two paid volunteer supervisors / cleaning crew leaders.

For Couchella, we have allocated for a ten-person crew to be paid for running the event.

We have allocated funding to pay a living wage to our student employees, determined by the Living Wage calculator for Whatcom County. Paid positions are crucial to ensuring the success of Furniture Fest and Couchella. Last year, as mentioned previously, was reliant solely on volunteer support. While we did get a handful of dedicated volunteers, we

did not receive as much support as we needed. When asked around, the main factor why students couldn't help out was because they were needing to work paid positions to earn enough money for summer rent and food expenses. Paying our laborers would allow them to dedicate their time to this project more consistently.

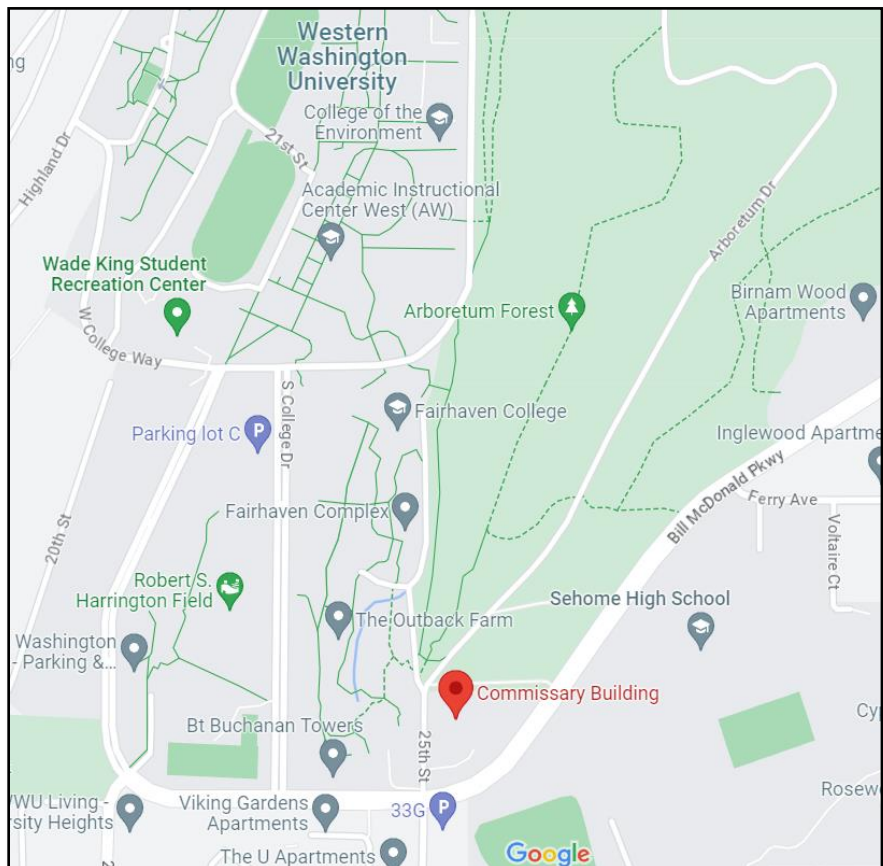
**Logistics:**

*Furniture Fest Days happen twice a month throughout the summer where we are focused on collecting furniture donations through pick-ups and drop-offs. Couchella is our main event held shortly before the start of fall quarter where all of the furniture collected through the summer will be on display in West C Lot for WWU students to take for free.*

Furniture Fest Days:

*Happening June 14th & 28th, July 5th & 26th, August 2nd & 30th, and September 6th*

Each event day will have four paid Furniture Fest members earning \$19/hr. Two drivers who are responsible for doing the pick-ups and two supervisors who will stay at the Commissary to oversee drop-offs, take-aways, and supervising volunteers.



*Location of Commissary Building (red pin)*

Pick-Ups:

*When Furniture Fest goes to pick-up furniture from student's homes*

We will be offering a pickup service to off-campus students within a three-mile radius of the WWU campus. Our website has a form to request pick-up; they include pick-up dates, number of items, contact information, and any additional comments. A team member will approve or deny pick-up, and a team member will route for the movers to pick-up furniture on select days. All furniture is to be accepted upon team member discretion. We reserve the right to refuse



pick-up upon seeing the item if it is deemed too poor quality or unsanitary. Students with furniture we're unable to collect will be given alternative disposal suggestions via email as well as through a QR code ([wwufurniturefest@gmail.com](mailto:wwufurniturefest@gmail.com)).

On the select days that we run the program pick-ups, we will have two "mover" employees drive a 15 ft U-Haul truck to collect furniture items. The truck will be picked up as early as 9:00 am, according to pick-up demand and schedules, and will be returned the same day before 7:00 pm. The pick-ups will take place between 11:00 am and 3:00 pm. The movers will collect furniture along the planned route until the truck is at capacity and then will bring furniture to the Commissary. There will be at least one team member, along with volunteers, who will help unload furniture from the truck, clean/sanitize furniture outside the Commissary building, catalog furniture through numbers and photographs, air out the furniture if needed, and bring it inside the Commissary. With any additional off-time between pick-ups, drivers can use that time to pick up additional quality furniture around the streets of Bellingham within a three-mile radius of the WWU campus.

#### Drop-Offs:

*When people bring their furniture items directly to our storage space at the Commissary*

Students and community members have the opportunity to drop-off furniture by driving their own vehicles to the Commissary, parking in the loading/unloading zones. The paid supervisors and any other volunteers at the Commissary can help direct vehicles to the loading/unloading zones or open parking spaces if there happen to be multiple drop-offs at the same time. Drop-offs will be available on Furniture Fest Days from 11:00 pm to 5:00 pm. We still reserve the right to reject items not meeting our standards. If anyone is unsure if we will accept their item, they can email our project email ([wwufurniturefest@gmail.com](mailto:wwufurniturefest@gmail.com)).



*Map showing parking and loading zones near the Commissary.*

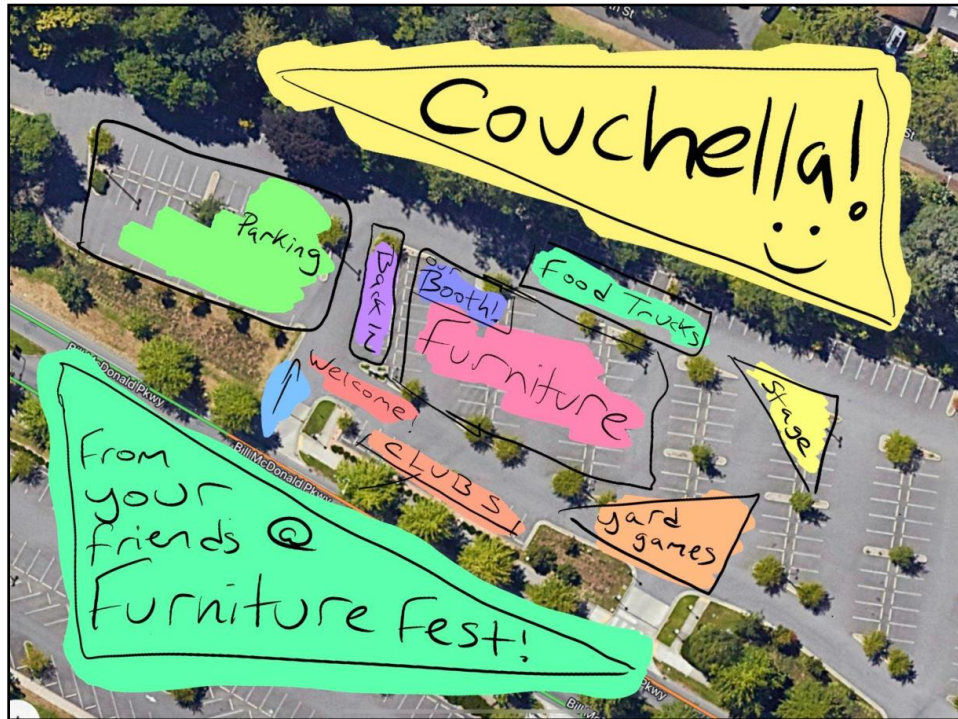
#### Take-Aways:

*When students reserve items listed on our website and take them away from our storage facility*

Take-aways involve the opportunity for students to drive to WWU's lower Commissary storage facility loading/unloading zones and take away available furniture for free. Students can see what furniture we have available via our [website](http://www.wwufurniturefest.square.site), [wwufurniturefest.square.site](http://www.wwufurniturefest.square.site), where they can then reserve an item by entering their email. We will then place a hold on the item(s), keeping track of holds and items via a spreadsheet, and then students can stop by the Commissary on specified days to take away the item(s) in question. Holds will be placed for a specific pick-up day. If the person does not pick up the item on that day, the item will be given to the next person who requested the item. During this process, we will be updating our website with info regarding what furniture is available. Furthermore, when furniture is put on hold, we will clarify the item(s) as "on hold" and the item is officially picked up, it will be changed to "taken". There will be no

holds placed for the Couchella; therefore, any leftover holds will be available at Couchella on a first-come first-served basis. We also reserve the right to retain items for Couchella, meaning they will not be available until the event. Takeaways will be on June 28th, July 5th and 26th, and August 2nd and 30th, and September 6th from 11:00 am to 5:00 pm.

Couchella:



*Above: Couchella layout*

We will be distributing the donated furniture items through our main event, Couchella, on Friday, September 15th. This will give students a chance to acquire donated furniture at no cost. Couchella will bring a broad range of involvement to the local WWU community. We will be offering live music from WWU artists, yard games, several sustainability-focused clubs, and free furniture for all students to enjoy. This event is meant to celebrate sustainability and provide a place where students can not only enjoy living more sustainably with their secondhand furniture, but also enjoy an atmosphere that celebrates sustainability at large. Last year, Furniture Fest's Main Event was much more of a success than anticipated. While waiting for furniture to arrive, 30+ people stood around and conversed amongst themselves. Instead of only giving away free furniture like the first iteration, Couchella is taking what happened last year to the next level. It is meant to create more community involvement and allow students to enjoy themselves and interact with one another at a unique WWU experience.

Upon taking home any furniture items, students will be required to show proof of enrollment, such as a Western ID card, Western ID number, or class schedule. The event will be set up in West C Lot, which offers convenience for loading/unloading furniture. We have established connections with Shelby Zimmerman from Parking Services to get these areas reserved for the event. We have additional connections with other students; Art Hamilton, Eleanor Geraghty, Savannah Jackola, and several more who are interested in volunteering/working to help set up throughout the summer and run the event day-of. The furniture availability will be actively tracked on our website so that guests are able to see which furniture is still available and which has been taken. Depending on inventory, we will start the event by offering only one to two items per student, and extending

this to a free-for-all in the last two hours of the event. The official time of the event will be 2:00 pm to 6:00 pm. Employees and volunteers will be at Couchella from 10:00 am and will stay until approximately 6:30 or 7:00 pm to help clean up.

#### What's Happening during Couchella:

- Free Furniture
  - We will hire Campus Logistics Operations to bring all the furniture from the Commissary to the event space (West C Lot) and once they drop it off the employees and volunteers will be arranging the furniture neatly. All furniture will be given away on a first-come, first-serve basis.
- Food
  - This portion is still a work in progress. We are currently working to have ice cream trucks at Couchella for attendees. We will also purchase pizza to feed the student employees and volunteers running the event.
- Live Music
  - This portion is still a work in progress. We are planning to have a small stage, rented through the Viking Union (VU), set to host four different bands/artists that are made up of students from WWU throughout Couchella. There are current bands being reached out to through connections in our team. Upon grant approval, these bands will likely be reserved for the Couchella date. We have a \$400 budget set aside for these performers. Each group will perform for about 45 minutes. A current Furniture Fest member, Hush, along with other team members, will be emceeding this event.
- Activities
  - We are planning to have another furniture flip raffle in conjunction with ReStore at Couchella, similar to one we had done the year before.
  - We will give ReStore a few well-loved items we collected that we do not have the ability to restore and they will turn the items into something new that students can enter their name into a raffle to win.
  - This past year the ReStore and Furniture Fest created a partnership and ReStore was able to expand to students information on how they take used materials and give them another life by reselling or developing new furnishings from the used materials.
  - The ReStore was very excited to be involved and excited to stay involved for the following years.
  - We also plan to have yard games such as cornhole, spikeball, ladderball, etc.
  - If we find an artist interested, we would like to have a booth where attendees can have a free simple sketch of themselves with their friends and furniture finds.
- Clubs/Organizations
  - We plan to have a variety of WWU-community focused sustainability and the environment-focused booths and local organizations tabling at the event.
  - Potential groups include: The Outback, the Sustainability Engagement Institute (SEI), Students for Renewable Energy (SRE), Net Impact, Living Pantry, ReStore, and Habitat for Humanity.

#### Giveaway Day:

Any furniture that students don't take will be donated to local nonprofits on September 16th or as soon as possible after Couchella, specifically Lydia's Place and Habitat for Humanity. This would ensure any excess furnishings find a home. If these places do not accept some items, we will donate first to local thrift shops, such as Humane Society Thrift Shop and



Trash to Treasures Thrift Store, and further onto for-profit corporations, such as Value Village and Goodwill. To ensure that all furniture pieces will find a new home, our criteria to accept items is based on criteria set by these organizations.

**Outreach:**

Outreach for Furniture Fest consists of emails being sent out by the SEJF program to faculty/staff (to share in their classes/offices), media outreach through our Instagram and website, posters, business cards, going to on-campus events, and speaking to classrooms about the Furniture Fest program.

Through active social media outreach, we have over doubled our Instagram following from roughly 250 in September 2022, to 600 as of May 10th, 2023. According to Instagram’s statistics 82% of our followers are located in Bellingham, suggesting that not only has our media following grown, but that it primarily consists of students at WWU. We are able to talk one-on-one through direct messaging and email, answering any questions one might have about Furniture Fest or how they can get more involved. Additionally, we have been actively handing out business cards with a QR code to our website to local peers and at on-campus events. The Earth Day Fair was one of these where we were also able to have an information booth designated to us as. SEI has been a helpful ally by allowing us to print business cards and posters that we use for promoting throughout campus.

Our classroom campaign is aimed towards lower-division and 200-level courses to provide initiative for freshman and sophomore students to obtain an interest in our program and continue on with it for following years. In these presentations, we provide students with our email, website, Instagram, and more information on the event. We obtained interest from several students through the Fall and Winter quarter while doing these and promoted our summertime events to many others. Most presentations, graphics, and web design have a retro theme with artwork presented to grab attention and involve more students. We will be promoting Couchella to students, while also asking for any volunteers and students who would like to be more involved.

Tentative Schedule:

# 2023

## SCHEDULE

**Open Donation Event & Pick-Ups:**  
11:00 am - 5:00 pm.  
Commissary Building.

**Couchella: Sept. 15th**  
2:00 pm - 6:00 pm.  
West C Lot.

**JUNE**

2023

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**JULY**

2023

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**AUGUST**

2023

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**SEPTEMBER**

2023

SUN	MON	TUE	WED	THU	FRI	SAT
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**d. Who is the intended audience?**

Our intended audience is the WWU student body and Bellingham community at large. Specifically, our pick-up service is intended to reach off-campus students, and Couchella is intended for WWU students, and we hope to raise awareness of our program throughout all of Bellingham to increase the amount of donations and overall positive impact of our program.

**e. How does this project directly impact the Western student community? How many students will be affected?**

This project is directly based on student involvement and students' demand for furniture. Our program would give students the opportunity to dispose of quality unwanted furniture while also giving students access to free furniture. It also benefits the surrounding community, including students living in those communities, by having less waste on the streets.

According to WWU statistics, fall of 2021 had 14,019 undergraduate students, with approximately 93% living in off campus housing. This brings the total of off-campus students to 12,976 +/- . Every student, regardless of whether they live on or off campus, has the opportunity to participate in this project.

**SECTION 2: Project Goals and Outcomes.**

**a. What are the goals and desired outcomes of your project?**

The goal of this project is to develop an easily accessible service for all students, specifically those living off-campus, around moving time, while also improving the University's relationship with the community and local non-profits. Our goal is to establish a service for years to come and to reduce the amount of furniture waste left on the streets by WWU students. Additionally, encouraging students to be proactive in keeping their communities clean will strengthen Western's bonds with Bellingham as a whole. This project will also educate students about the effects of furniture waste generation, and give safe and eco-friendly alternatives to dumping unwanted items on the street.

**b. How will your project positively support the four pillars of sustainability at Western? *For information on the four pillars of sustainability, please refer to the Sustainability Engagement Institute's website (<https://sustain.wvu.edu/our-mission>), look through the SEIF Grant Proposal Toolkit, or ask your program coordinator.***

**1. Create economic vitality:**

One of the goals for this grant is to offer paid positions to students and Furniture Fest founding members, who are recent graduates, throughout the upcoming summers. In doing so, we are budgeting for four paid positions for every event, two drivers and one lead that stays back to ensure that cleanings and drop-offs/take-aways are taken care of. Additionally, we have budgeted for 10 paid positions at our main event, Couchella. Every employee will get paid \$19 per hour the first year, with a flexibility of a 6% increase due to inflation for the following two years.

Additionally, offering an easily accessible service to students lessens financial burdens students may experience living off-campus. Having access to quality furniture will also give students comfort and a better housing environment that will help foster economic vitality. By keeping furniture in a circular system that keeps it from ending up in a landfill, we will facilitate access to quality, free furniture for our campus community.

## 2. Promote human health:

Our project promotes human health by reducing waste, which in turn reduces pollution. Improper waste management can lead to detrimental health concerns for people around the world and our project is helping to lead the way towards a more circular-based system for Western Washington University. We are creating a circular system while also promoting ways in which students can dispose of unwanted furniture properly. Another benefit of our project is that it will improve mental health for students because of the stress alleviated from finding and purchasing new furniture. Our project provides students with accessible furniture at no costs, reducing the move-in stress from furniture purchases. Additionally, our final event, Couchella will provide an amazing opportunity for students to meet other students.

## 3. Protect local and global ecology:

Waste generation is a problem that plagues our planet. The current linear consumption that dominates the US does not account for the environmental impacts associated with a product's end-of-life disposal. By making quality used furniture readily available, we can not only prevent its disposal, but keep it in a circular system that sees it reused or up-cycled many times. By helping to reduce local waste, we are limiting the environmental consequences that are related to improper waste management and contributing to a global reduction of waste.

## 4. Uphold social equity:

Making resources available to all members of our community is key to sustaining healthy growth and engagement. By offering a readily available service to our campus community, we can ensure that everyone has the opportunity to dispose of their trash in a socially and environmentally responsible way. Participating in sustainability should be accessible to everyone, and this project will give underprivileged students the chance to obtain quality furniture without any financial burden. Additionally, by supporting our local non-profits we can directly affect their ability to provide affordable goods to those in our community who are less privileged.

**c. How will your project positively align with Western's Sustainable Action Plan (SAP)? Please determine how it advances one or more of the ten SAP chapters. For information on the SAP, please refer to the Sustainability Engagement Institute's website (<https://sustain.wvu.edu/sustainability-action-plan>), look through the Grant Proposal Toolkit, or ask your program coordinator. The ten SAP chapters are:**

1. Built Environment
2. Campus & Community Engagement
3. Curriculum and Research
4. Dining Services
5. Grounds
6. Investments
7. Procurement
8. Student Life
9. Transportation
10. Waste

## 2. Campus & Community Engagement:

This project will help the Bellingham community and campus reduce WWU's waste stream into the community, improving WWU's image and relationship with neighbors. Cleaning up the streets of Bellingham benefits all members of the community. We will donate any excess furniture to local nonprofits, which will benefit other members of the community that are outside the scope of our project. The Couchella event, September 15th, 2023, will be a great

opportunity for students to connect through on-campus engagement. The event will be incorporating a campus community inclusive environment with free furniture.

#### 8. Student Life (1.1):

By engaging students in this program, we can work towards the SAP goal of connecting students to sustainability in the local region. This will help develop social, economic, and ecological skills for students to take with them once they leave WWU, and help build a future of sustainably-minded professionals. The Furniture Fest Event would also draw in new students because it shows that Western cares about the wellness of the community and especially its off-campus students.

#### 10. Waste (1.4):

This project assists with the waste chapter in that it seeks to divert waste from landfills for our on-campus and off-campus students. The Sustainability Action Plan says, “The ultimate goal is to achieve a zero-waste closed loop system where all inputs are either recycled, composted, reused, reprocessed, or remanufactured locally” (p. 74). Although the waste chapter refers to waste generated on campus, because the improperly disposed of furniture every year is a result of students, it is our belief WWU should play a part in addressing it. Our approach to addressing waste is one that focuses on the reuse of materials which is the best option since it excludes the costs of recycling and reprocessing.

*d. **How will your project address the UN Sustainable Development Goals (SDGs)?** The United Nations has developed seventeen sustainable development goals (SDGs) to transform our world. These goals address the full spectrum of sustainability. When we work locally to transform our community, we are in league with people around the globe striving to create a more just society. Visit the UN’s website for more detailed information: <https://sdgs.un.org/goals>. The UN’s seventeen SDGs are:*

- |  |  |
|--|--|
| 1. No Poverty                              | 10. Reduced Inequality                     |
| 2. Zero Hunger                             | 11. Sustainable Cities and Communities     |
| 3. Good Health and Well-being              | 12. Responsible Consumption and Production |
| 4. Quality Education                       | 13. Climate Action                         |
| 5. Gender Equality                         | 14. Life Below Water                       |
| 6. Clean Water and Sanitation              | 15. Life on Land                           |
| 7. Affordable and Clean Energy             | 16. Peace and Justice Strong Institutions  |
| 8. Decent Work and Economic Growth         | 17. Partnerships to Achieve the Goal       |
| 9. Industry, Innovation and Infrastructure |  |

#### 11. Sustainable Cities and Communities:

With rapid urbanization we see an inadequate and overburdened infrastructure and services such as waste management. Our goal is to address the overburdened sanitation services within Bellingham by incentivizing recirculation of usable materials that would otherwise end up as waste. These actions specifically align with target 11.6 by reducing the adverse environmental impact on cities through reducing waste build up in various neighborhoods around campus. To measure the effects of our program, indicator 11.6.1 can be used to track reductions in furniture waste due to the Repurpose Program’s facilitation of student reuse.

12. Responsible Consumption and Production:

Sustainable consumption and production is about doing more and better with less. It is also about decoupling economic growth from environmental degradation, increasing resource efficiency and promoting sustainable lifestyles. Our program will bring awareness to the importance of responsible consumption and act as an example for how easy it can be to achieve. We are specifically targeting goal 12.3 and 12.5 which aligns with reduction of consumer and retail waste and sustainable waste generation through reducing, reusing, and recycling. An indicator of success for this UN sustainable goal is the national recycling rate and tons of material recycled. We will be measuring our success based on the number of items we are able to put back into circulation in comparison to previous years and goals set by the program.

17. Partnerships to Achieve the Goal:

A successful development agenda requires inclusive partnerships — at the global, regional, national and local levels — built upon principles and values, and upon a shared vision and shared goals placing people and the planet at the center. We have partnered with local businesses such as Lydia's place, Habitat for Humanity, and RE Store who share our vision of improving the local community and environment one piece of furniture at a time. Sustainability is increasingly making its way into innovative organizations. This project contributes to the United Nations' goal of revitalizing partnerships for the means of sustainable development. In particular our project achieves target goal 17.14, that is enhancing policy coherence to achieve more sustainable development. Our project contributes to this goal by providing students with a program that will enforce more sustainable solutions towards buying and getting rid of furniture. Target goal 17.17 is another specific goal of ours as we have been working with several local partnerships to build better strategies in the development of our project. By helping Western Washington University be a driving force towards a more circular economy, we are not only being more socially responsible, but are creating a more innovative infrastructure for the university.

- e. **How will the success of the project be measured? Describe the quantitative and/or qualitative sustainability metrics you will use to measure the success of your project. A data collection plan is required for all projects, and all data must be provided to the SEJF Program upon completion of the project.**

Metric	Description	How and when will you collect it?
Cost of Program vs Cost of city to clean up furniture from streets	After talking with Brandon Brubaker, we found that the City Public Works Dpt. spends about \$36,000 on labor for clean-up and maintenance of roads over a six-month period. Assuming that student waste pick up runs around 30-40% of that cost, we could be saving the City \$10,800-\$14,400 in labor costs by using \$2,284.80 of the SEJF grant funding. As long as the cost of our program is less than the estimated cost incurred on the City, this project can be considered a success.	By the end of Couchella each year, we will know the cost of each summer and how it compares to our overall budget. Keeping receipts and other payment documentation is not only crucial to this, but required for accounting purposes.
Number of students who	We will measure how many students benefited from our project by	During Couchella, September 15th, we will keep track of students that were able to receive



received furniture	keeping track of the number of students who receive furniture items from our event.	furniture through our program. In order to take the furniture home, students will have to provide their student ID or proof of enrollment. When they do this we will keep count of the number of students that take items from the event.
Number of items donated	Knowing how many items were donated will show how successful we were at marketing our project and the impact of our project. If we have a high number of items, we can say our project was successful since many of those items were diverted from the landfill. We hope to have acquired at least 100 items of furniture, about 20 more than we collected last year, to consider this program a success.	As items are collected and dropped off we will count the number of items donated. Whenever an item enters our Commissary storage location, we will make sure it is counted for in a spreadsheet.
Survey opinions	The survey would contain questions to gauge the support of our project. Questions would ask about opinions on our project and have an option for people to leave suggestions for how to improve the project.	We will ask each person who donates or receives furniture through our program to fill out a survey if they are able.
Overall cost savings for WWU students	This metric will compare estimated market values of each item given to students for free. This will additionally help to quantify how much money we are saving students.	During the course of the project, we will keep track of the number of specific furniture items we collect (i.e. chairs, sofas, desks, etc.) and assign a case-by-case value to each item based on information we find. By the end of the project, we will have the total amount of money saved for students to quantify the direct impact of our project.

### SECTION 3: Project Participants.

Team Information: A team should consist of two to five individuals, including the team advisor.

Project Advisor (Faculty or Staff) Student proposals must include a staff or faculty advisor. The role of the advisor is to assist and guide the team during the development, implementation, and post-implementation stages of the proposal process.

Project Lead: There must be at least one team lead designated for the project. This individual is expected to serve as the communication liaison for the project.

Financial Agent: The project must have someone with budget authority to manage funds for all purchases. Should funds require transfer, this individual will have to provide a FAST Index and Activity Code to the SEJF Manager.

SEJF Project Coordinator: A member of the SEJF team will serve as the primary contact for the program and committee.

	<b>Name</b>	<b>Position: Faculty/staff/student; Students provide expected graduation quarter/year</b>	<b>Western email address</b>	<b>Signature to verify agreement</b>
<i>Team Advisor:</i>	Julia Burns	Staff: Off-Campus Living	burnsj21@wwu.edu	JB
<i>Team Lead:</i>	Nikita Presler	Student: Business and Sustainability Major / Spring 2023	preslen@wwu.edu	NP
<i>Team Member:</i>	Arthur Nease	Student: Business and Sustainability Major / Spring 2023	neasea@wwu.edu	AN
<i>Team Member:</i>	Angelo Boitano	Student: Business and Sustainability Major / Spring 2023	boitana@wwu.edu	AB
<i>Team Member:</i>	Zachary Miller	Student: Business and Sustainability Major / Spring 2023	millerz4@wwu.edu	ZM
<i>Team Member:</i>	Katherine Balderas	Student: Business and Sustainability Major / Spring 2023	balderk@wwu.edu	KB
<i>Team Member:</i>	Savannah Jackola	Student: Communications Major / Winter 2025	jackols@wwu.edu	SJ
<i>Team Member:</i>	Eleanor Geraghty	Student: Environmental Studies: Policy, Politics, and Governance Major / Spring 2024	geraghe2@wwu.edu	EG
<i>Team Member:</i>	Kyle McCormick	Student: Business and Sustainability Major / Spring 2023	mccormk8@wwu.edu	KM
<i>Financial Agent:</i>	Julia Burns	Staff: Off-Campus Living	burnsj21@wwu.edu	JB
For fund transfers <i>FAST Index:</i> <i>Activity Code:</i>	<i>Julia Burns will supply this information upon approval of the proposal.</i>			
<b>SEJF Project Coordinator (SEJF staff member):</b>	Zinta Lucans			

**SECTION 4: Project Timeline.**

- a. Describe how your project will progress, both before and after the approval of your proposal. Outline all tasks that are required to complete the project, including all the means in which you will promote the project on campus, in the table below. Insert additional rows as necessary.

Action	Purpose	Initiation	Completion
Create Relationships with Community Organizations	We want to collaborate with local non-profits such as Lydia’s Place and Habitat for Humanity so that any furniture we collect that is not wanted by students can be donated to a good cause.		Ongoing
Marketing Campaign – Create Promotional Materials. (Posters, Emails, Flyers, Website, Instagram, etc.)	Having successful marketing is what will set our project apart from other programs/projects that have similar goals. We want students and faculty to be excited about our project.		Ongoing Process – Spreading awareness of our project through Instagram has been successful, we also want to create paper flyers closer to the project start date
Reserve West C Lot Location	In order to begin marketing for Couchella we need to make sure we are able to reserve the space for the event. Sheby Zimmerman from Parking services is our contact for reserving the space. We have already been given a quote of approximately \$504 for the day.	5/31/23	8/01/23
Reserve Campus Logistics Operations for Couchella	We would like to have Campus Logistics Operations move furniture from the Commissary to West C Lots for Couchella and we need to confirm pricing and availability for the day. If it doesn’t work out our backup plan is to rent a U-Haul and paid employees can move the furniture to Couchella.	5/31/23	8/01/23
Furniture Fest Drop-off/Pickup Day	This will be our initial day to collect furniture. We will rent the U-Haul to do pick-ups and people can also drop-off their furniture at the Commissary.	6 / 14 / 23	6 / 14 / 23
Furniture Fest Drop-off/Pickup Day	This date will incorporate pick-ups, drop-offs, and take-aways.	6 / 28 / 23	6 / 28 / 23
Reserve Ice Truck	This will provide students participating in our final event a chance to purchase ice cream while being in the C-lot. We will begin contact with food truck(s) at this starting date as it will provide time to	5 / 31 / 23	9 / 01 / 23

	finalize the contract with the chosen food truck.		
Book U-Hauls	This would enable us to easily pick up and transport unwanted furniture to our storage location in the Commissary Building.	6 / 1 / 23	9 / 01 / 23
Book Bands	The purpose of having bands at Couchella is to make it an even more enjoyable experience for everyone attending the event. These dates will give a baseline of when we begin and book musicians in the area to perform at Couchella. This will include reaching out to artists, going over pricing, officially booking them, and having them show up for Couchella.	6 / 1 / 23	9 / 01 / 23
Furniture Fest Drop-off/Pickup Day	This date will incorporate pick-ups, drop-offs, and take-aways.	7 / 5 / 23	7 / 5 / 23
Furniture Fest Drop-off/Pickup Day	This date will incorporate pick-ups, drop-offs, and take-aways.	7 / 26 / 23	7 / 26 / 23
Furniture Fest Drop-off/Pickup Day	This date will incorporate pick-ups, drop-offs, and take-aways.	8 / 2 / 23	8 / 2 / 23
Furniture Fest Drop-off/Pickup Day	This date will incorporate pick-ups, drop-offs, and take-aways.	8 / 30 / 23	8 / 30 / 23
Furniture Fest Drop-off/Pickup Day	This date will incorporate pick-ups, drop-offs, and take-aways upon discretion (depending on the amount of furniture currently in storage).	9 / 6 / 23	9 / 6 / 23
Send Out Reminders to Clubs/Organizations attending Couchella	This date will incorporate providing reminders to all of the clubs and organizations about setting up and what to expect during the Couchella event.	9/6/23	9/6/23
Couchella	We will set up in the West C Lot weather permitting. The purpose of this event is to distribute all the furniture that was collected over the summer. The event will be open to all Western Students. See project details above, we will have music, games, food trucks, and most importantly, free furniture!	9 / 15 / 23	9 / 15 / 23
Giveaway Day	Any items that are left over will be donated to local nonprofits. We chose Lydia's Place and Habitat for Humanity because we support their missions. In the event that they do not accept some items, we will donate first to local for-profits (Humane Society Thrift Shop and Trash to Treasures Thrift Store) and further onto for-profit corporations (Value Village and Goodwill).	9 / 16 / 23	9 / 16 / 23

**b. When is the planned project completion date?**

As far as this grant is concerned, the planned completion date will be mid September of 2024. Our goal for requesting a two year grant is to set up Off Campus Living with all the necessary financial resources for success over the next two summers.

**c. When will final metrics and a final report be submitted to the SEJF Program? *This should be completed no later than one month after the project completion date.***

Final metrics and a final report will be submitted in October following our Couchella event for the next two years.

**SECTION 5: Project Stakeholders.**

**a. Does your project involve labor/participation or require permission from organizations, departments, or individuals on campus? Who will be impacted if this proposal is implemented? All stakeholders must provide a signature of approval for this project. *Please refer to the SEJF Grant Proposal Toolkit for more detailed information.***

Stakeholder Name	University Department and Position	Involvement in Project	Stakeholder signature of approval
Julia Burns	Off-Campus Living	Home for Furniture Fest & Couchella	JB
Terrence Symmonds	Facilities Management	Contact for Commissary storage	TS
Chris Roselli	Community Relations	Potential interest in partnering with Furniture Fest team in future years	CR
Shelby Zimmerman	Parking Services, Department Manager	C-lot reservation and sandwich board rental/permit	SZ
Eric Johnston and Brandon Brubaker	City of Bellingham Public Works Department	Interested in less student-generated waste accumulating during move out season	no signature required for external stakeholders
Meredith Stamey	Lydia’s Place	Interested in donations of furniture after main event	no signature required for external stakeholders
-	Habitat for Humanity	Interested in donations of furniture after Couchella	no signature required for external stakeholders
-	The ReStore	Interested in coming to Couchella and taking in excess furniture	no signature required for external stakeholders



Additional entities that have a stake in this project:

Stakeholder Name	University Department and Position	Involvement in Project	Stakeholder signature of approval
WWU		By helping to clean up Bellingham during the moving season, we will improve the relationship between the University and the City of Bellingham. WWU has made a commitment to addressing equity issues for its students	none required
Students	Associated Students	Producers of waste and target audience. Associated Students will help with marketing/outreach	none required

- b. Who will be the project owner upon completion of the project? Which individual/office/department will take over the project? This owner should also be listed as a stakeholder.**

Off-Campus Living will be the owner upon completion of the project.

- c. Does your project propose a temporary or permanent facility or property modification?**

We will be using WWU’s lower Commissary storage facility, but will not be making any modifications.

**SECTION 6: Project Budget.**

Provide an itemized list of the budget items required for this project. Include equipment, construction costs, publicity, labor, and any other costs. Include funding amounts from other sources that will impact project cost. The SEJF Program encourages the identification of additional funding sources to augment SEJF funds, and failure to secure such support may prevent approval of an application. List pending, approved, and denied applications for funding from other sources, along with amounts requested from those sources.

Budget item	Cost per Item	Quantity	Year 1 Cost	Year 2 Cost (~6% Inflation)
<b>FURNITURE MOVING EXPENSES</b>				
15' U-Haul truck (includes insurance and roadside assistance)	\$63.95	9	\$575.55	\$610.08
16 miles per rental (x0.99 per mile weekend rate, \$0.79 weekday)	\$15.84	9	\$142.56	\$151.11
Gas for trucks; 6 gallons/day @ \$5 per gallon (estimate)	\$27	9	\$243.00	\$257.58
			= \$961.11	= \$1,018.77
<b>FOOD FOR PICK-UP EVENTS &amp; COUCHELLA</b>				
Pizza for pickup event (5 14" veggie/cheese)	\$86.00	8	\$688.00	\$729.28
Snacks for pickup event (3 party-sized bags of chips)	\$15.00	8	\$120.00	\$127.20
Salad for pickup event (garden salad x 3)	\$38.97	8	\$311.76	\$330.47
Salad for Couchella (garden salad x 3) - McKay's	\$38.97	1	\$38.97	\$41.31
Couchella Pizza (6 16" veggie/cheese)	\$144.00	1	\$144.00	\$152.64
			= \$1,302.73	= \$1,380.90
<b>CLEANING SUPPLIES</b>				
Bissell cleaning solution (32 oz, use three per summer)	\$12.00	3	\$36.00	\$38.16
Cleaning spray bottles (Living pantry)	\$20.00	1	\$20.00	\$21.20
Castile soap (\$0.37 per oz / living pantry)	\$37.00	1	\$37.00	\$39.22
All-purpose concentrated cleaner (\$0.34 per oz / living pantry)	\$34.00	1	\$34.00	\$36.04

Wash cloths	\$10.00	1	\$10.00	\$10.60
Vinegar (1 bottle / Bellingham Co-op)	\$6.00	1	\$6.00	\$6.36
Olive oil (2 bottles / Bellingham Co-op)	\$20.00	1	\$20.00	\$21.20
Floor protection for couches (remnant cloth cuttings from Joann's)	\$35.00	1	\$35.00	\$37.10
			=\$198.00	=\$209.88
<b>EMPLOYMENT</b>				
2 drivers pick up events from 11-5 (19/hr)	\$228	9 events	\$2,052.00	\$2,175.12
Volunteer supervisors pickup events 11-5 (2 people 19/hr)	\$228	9 events	\$2,052.00	\$2,175.12
Coordinator (one person, 2 hours a week 19/hr)	\$38	14 weeks	\$532.00	\$563.92
Couchella (10 staff from 10am-7pm)	\$190	1	\$190.00	\$201.40
			=\$4,826	=\$5,115.56
<b>COUCHELLA EVENT EQUIPMENT</b>				
6x8 stage	\$60	1	\$60.00	\$63.60
Technical crew cost, estimated 4 hours @ \$24/hr	\$24	4	\$96.00	\$101.76
8 Channel sound system	\$90	1	\$90.00	\$95.40
Pop up awning	\$51	1	\$51.00	\$54.06
Truck and two movers (\$141 / hr)	\$141	4	\$564.00	\$597.84
Ten chairs (estimate)	\$15	1	\$15.00	\$15.90
Three six-foot tables	\$2.5	3	\$7.50	\$7.95
			=\$883.50	=\$936.51
<b>OTHER EXPENSES</b>				
Print and copying (stickers and fliers)	\$100.00	1	\$100.00	\$106.00
Food truck	\$1,000.00	1	\$1,000.00	\$1,060.00
Band payments	\$200.00	4	\$800.00	\$848.00

Parking lot reservation	\$550.00	1	\$550.00	\$583.00
Incidental Expenses	\$300	1	\$300.00	\$318.00
			= \$2,750.00	= \$2,915.00

Yearly budget totals			\$10,921.34	\$11,576.62
<b>Total Project Budget</b>			<b>\$22,497.96</b>	

Additional funding source(s)	Status	Amount
N/A	N/A	N/A
<b>Total of all other funding sources</b>		N/A
<b>Total requested funds from SEJF</b>		<b>\$22,497.96</b>

If the project is implemented, will there be any ongoing replacement, operational, maintenance or renewal costs? If yes, has a source of funds been identified to cover those costs? This must be communicated to the appropriate stakeholder.

Ongoing cost	Amount/year	Responsible Stakeholder	Signature
~\$11,000	once per year	tbd	tbd

We also have a team member, Eleanor Geraghty, who will be graduating in Spring 2024 who has budgeting and accounting experience working with WWU's P-Cards and budgeting procedures. Eleanor has helped with the budget for the next two years and will continue helping Furniture Fest with purchasing and reconciling during both in 2023 and 2024.

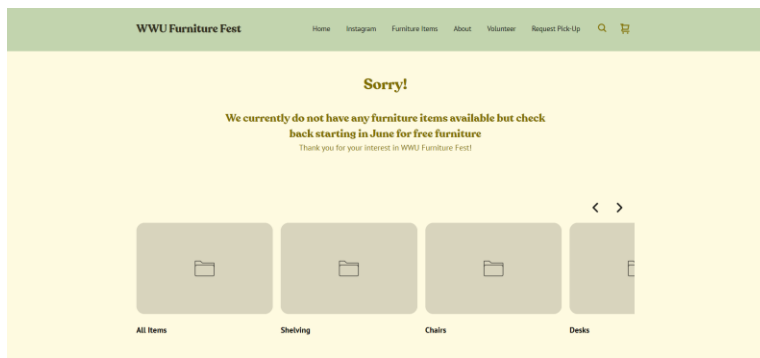
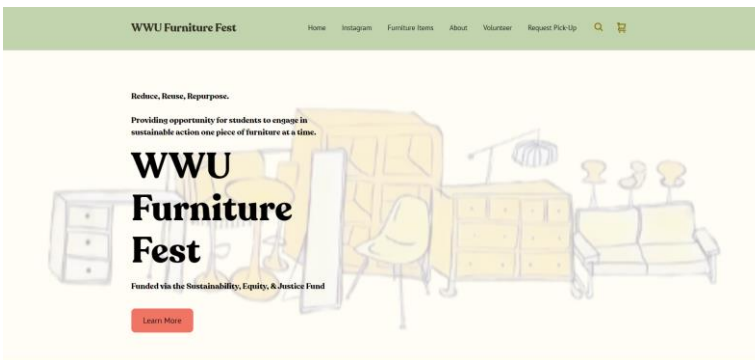
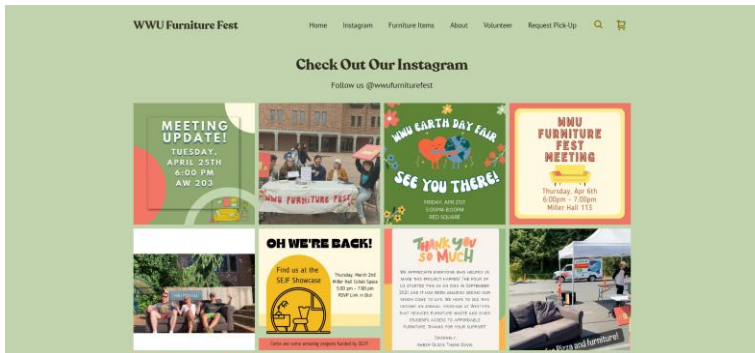
## SECTION 7: Appendices.

Provide any additional documents, references, or information here. For large grants, attach the approved abstract in its entirety at the end of this document. When possible, provide documents rather than URLs.

### Socials:

- Email: [wwufurniturefest@gmail.com](mailto:wwufurniturefest@gmail.com)
- Website: <https://wwufurniturefest.square.site/>

Preview:






**Instagram: @WWUFurnitureFest**

Instagram

- Home
- Search
- Explore
- Reels
- Messages
- Notifications
- Create
- Profile
- More

**Posters/Digital Marketing Material:**

## Pick-Up Request Form:



### Pick-Up Request (Starting June 2023)

\$0.00

- 1 +

Select an option

Select one

Please tell us how many items and what types of items (include approximate size) **Required** ^

Address (Where we will pick up item from) **Required** ^

Phone Number **Required** ^

Additional Notes (Only available part of the day, parking details, etc) **Optional** ^

WWU Email **Optional** ^

Add to Cart \$0.00

Add to Cart \$0.00

#### Description

WWU Furniture Fest will be offering free pick-ups for students who are unable to drop off items they would like to donate.

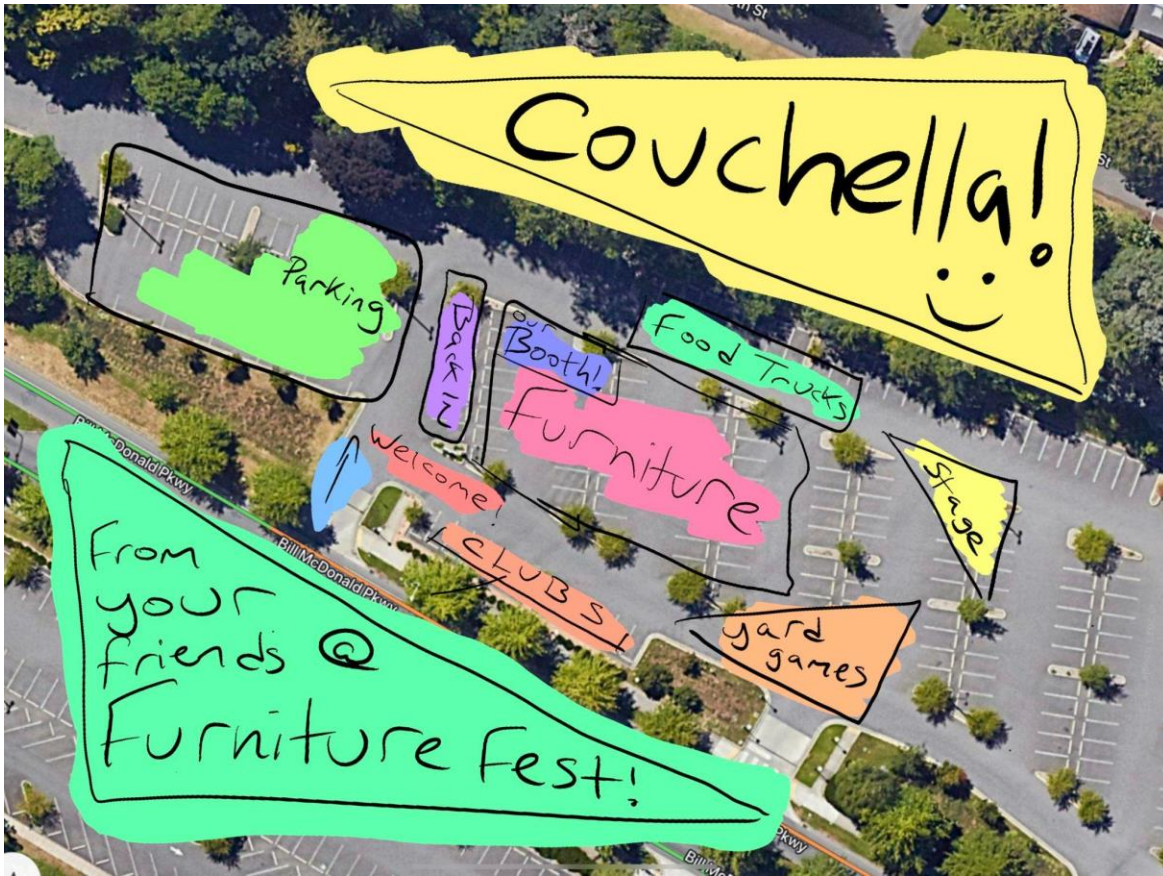
We will only be renting a moving truck for specific days over the summer so please select which day works best for you. After completing all the details be sure to check out to finalize your request!

**We will not pick up items from inside homes, please have items ready to go outside.**

Keep in mind we maintain the right to reject items that seem too worn or are not part of our accepted items. If you are unsure if we will accept your item first see our [Accepted Items List](#) and if you have further questions email us at [wwufurniturefest@gmail.com](mailto:wwufurniturefest@gmail.com).

#### Shipping & Returns

## WWU Furniture Fest Main Event - Location Details



For our main event known as Couchella, it will be taking place within the main C-lot, across the street from The Student Recreation Center (SRC). We will be focusing on setting up near the middle of the parking lot, as there is more foot traffic around the entrances of the parking lot and not many people will be looking in the back of the C-lot as it is more hidden. When turning into the C-lot, students will park their vehicles on the left side of the lot, as seen in the bright green area in the photograph. The purple section indicates the option for students to back into spots in order to load the furniture into their vehicles better. As soon as one would turn into the C-lot, on the right side with the straight parking stalls will be the club booths of multiple organizations associated with Western and the community. In the main area of the parking lot, as seen in the pink section, will be where all of the furniture will be placed. On the outside, more specifically in the left corner of the furniture area, will be the Furniture Fest booth that will have staff that can provide information and support during the event. Near the back wall of the C-lot will be at least one food truck during the Couchella event. Near the back right of this section of the C-lot, will be a small to medium stage that will be producing music and live performances during the day of Couchella. At the end of all the furniture and near the booths, a couple yard games will be placed out (bags, cornhole, spikeball, ladderball, etc.). With enough space away from the stage, furniture and booths, it will bring more interaction to the main event.

## Liability

We will have liability forms for our volunteers to fill out that release Western of any liability of volunteers. We used these forms for the previous iteration of Furniture Fest *and will continue to use in the following years surrounding Couchella.* [https://esign.wvu.edu/forms/HR/\\_vol\\_app1\\_3.aspx](https://esign.wvu.edu/forms/HR/_vol_app1_3.aspx)

4/27/23, 10:46 AM

Volunteer Application



**Volunteer Application**  
Human Resources  
HU 203, 650-3774, MS 9054  
hr@wvu.edu

#New Form

### SECTION 1: DEPARTMENT TO COMPLETE

Department: \_\_\_\_\_ Mail Stop: \_\_\_\_\_  
Bldg/Rm#: \_\_\_\_\_ Phone: \_\_\_\_\_  
Supervisor/Contact Name: \_\_\_\_\_  
Begin Date of Service: \_\_\_\_\_ End Date of Service: \_\_\_\_\_ Approx Hrs/Month: \_\_\_\_\_

Description of Duties:

Are any of these duties normally performed by a classified staff member?  Yes  No

Will the volunteer be required to operate a state, rental or privately owned vehicle on behalf of WWU for official university business?  Yes  No

If Yes, has WWU's [Basic Driver Safety Program](#) been completed?  Yes  No

(proof of this program completion is kept with the volunteer's supervisor/department)

*I have reviewed this application and by approving this form, I certify that the above information is true and accurate. I certify that this volunteer is not being paid, reimbursed or compensated in any other way by WWU for service or time.*

***I have read the [Security Sensitive Position Assessment](#) and have determined that a criminal background check is:***

**Necessary**  **Not Necessary**

If necessary, have volunteer complete a [Criminal Conviction Verification Form](#) and attach to Volunteer Application.

### SECTION 2: VOLUNTEER TO COMPLETE

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Western ID (if currently affiliated with Western): \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

*By submitting this form I agree to perform in good faith my assigned or authorized volunteer duties as determined by Western Washington University. In order to successfully accomplish these volunteer duties, I agree to comply with applicable WWU policies and procedures, state laws, and state regulations. I understand that as a registered volunteer with the University, I am deemed a worker for all purposes relating to applicable Worker's Compensation benefits under RCW 51.36. I understand that I am not being paid, reimbursed or compensated in any other way by WWU for service or time.*

#### Type of Volunteer

- WWU Student Volunteer  
 WWU Employee Volunteer  
 Community Volunteer  
 Other

[https://esign.wvu.edu/forms/HR/\\_vol\\_app1\\_3.aspx](https://esign.wvu.edu/forms/HR/_vol_app1_3.aspx)

1/3



SECTION 2: VOLUNTEER TO COMPLETE

If other, describe: \_\_\_\_\_

Are you under the age of 17?  Yes  No

If yes, submit form to parent/guardian email address below:

[Empty text box for parent/guardian email address]

SECTION 3: HR ONLY

Criminal Background Check Complete

Comments:

[Empty text box for comments]

Routing Instructions

- ▶ Supervisor completes section 1 and submits form to volunteer. If a criminal conviction verification is requested by department, supervisor will attach CCV form prior to sending to volunteer.
- ▶ Volunteer completes section 2 (and completes/attaches CCV form to esign form if applicable).
- ▶ If Volunteer is under 17, form needs to be submitted to volunteers Parent/Guardian
- ▶ Volunteer or Parent/Guardian returns completed form to Supervisor
- ▶ Supervisor sends approved esign form to Department Head/Director/Dean
- ▶ Department Head/Director/Dean submits form to volunteer@wwu.edu

**WWU Commissary / Facilities Management Confirmation:**

1. The following applies to Furniture Fest usage of the lower Commissary space.
  - You can use 2 sections of the lower commissary. This space will be marked with tape so area is clear.
  - Usage will be from June 14 - September 16, 2023.
    - After this point, the space needs to be cleared out & any excess furniture from your FF should be removed (not in UR's dumpster).
  - As for key access, I am still figuring this out.
    - One way or another, you will have keys to access the space.
  - During summer, there will be other activity going on near that space. This includes the following:
    - Setting up the relocated Residence Hall Reuse Program (RHRP) store.
    - Furniture shuffling related to project activity.
    - Other activities.
  
2. Finally, UR Warehouse Supervisor (Maafala Petaia) is located in the Commissary and available for questions if you are in the building understanding I am still your point of contact. Let me know if you have questions.

Thanks,

**TERENCE L.K. SYMONDS**  
 Associate Director / Electrical Engineer  
 University Residences Facilities

-Above is a screenshot of our communications with Terence Symonds from 5/10/2023



## **Parking Services**

We have spaces in the West C-Lots set aside for Couchella on September 15th with permission from Shelby Zimmerman, manager of parking services at WWU.



**GRANT APPLICATION  
PROPOSAL REVIEW PROCESS**

Please arrange a meeting with Zinta Lucans, SEJF Program Coordinator for the Sustainability Engagement Institute, to review your drafted proposal. Once your project proposal is complete, sign and deliver it via email to: [lucansz@wwu.edu](mailto:lucansz@wwu.edu).

Completed medium and large grants applications are presented to the SEJF Committee for consideration. The SEJF Program Coordinator will provide you with dates and information for your presentation once your application is complete and submitted.

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**Zinta Lucans**  
**SEJF Program Coordinator, Sustainability Engagement Institute, Western Washington University**

Signature: \_\_\_\_\_ Zinta Lucans \_\_\_\_\_ Date: 05/11/2023

*This signature confirms that the application has been accepted for SEJF committee review;  
it does not indicate funding approval.*

**Grace Wang**  
**Director, Sustainability Engagement Institute, Western Washington University**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This signature confirms that the application has been accepted for SEJF committee review;  
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