

# Radboud Green Certificate Guidelines 2026

Radboud Green Office – Radboud University

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## The Radboud Green Certificate

The Radboud Green Certificate programme was introduced as a tool to assess the sustainability practices of student organisations of the Radboud University. With our own Green Certificate programme, we follow the example of Rijksuniversiteit Groningen, who have already established a successful similar programme. We have applied their knowledge and experiences to the unique current situation of Radboud University, and we looked at our own sustainability policy. The programme awards the participating study organisations with a certificate that acknowledges their sustainability efforts and assigns a score to it. The certificate will be awarded to all organisations that complete the programme. For the organisations that show a relatively high sustainability level, a bronze, silver, gold or platinum medal will be added to the certificate. Additionally, questions have been added that specifically address the role and activities of umbrella organisations, making the programme more applicable and relevant to them as well.

### What do we mean with sustainability?

Sustainability is a concept that can be interpreted in many different ways. Some organisations mostly focus on 'green' sustainability, while others attach great importance to the social aspects of sustainability. Therefore, there is not a single correct approach to becoming more sustainable, and organisations can adopt several strategies and pathways to achieve this goal. Within our questionnaire, we strive to address sustainability as objective and universally applicable as possible. Thereby, we refer to sustainability in the broadest sense of the word; everything that is encompassed by the Sustainable Development Goals (SDG's) of the United Nations (see picture below). Many of these goals and issues related to it are strongly interconnected, and we therefore believe that you cannot look at these issues separately. Thus, in the interpretation of sustainability of Radboud University, social problems such as inequality and discrimination are also included.

*The sustainable development goals*



## The sustainability policy of Radboud University

The Radboud Green Certificate programme was developed in accordance with the Radboud University sustainability policy. Because Radboud University and Radboudumc share the same campus, they join forces in the area of sustainability on campus. The joint [Sustainability policy 2021-2025](#) (at the time of writing, the new policy has not quite been finalised yet) emerged from the urgent need to contribute to achieving the Sustainable Development Goals. As such, Radboud University and Radboudumc have four guiding aims:

- 1) Create a healthy environment
- 2) Combat climate change
- 3) Scale up circularity
- 4) Provide equal opportunities for all

The basic principle of the Joint Sustainability Policy 2021-2025 is that sustainability is not a project, but a continuous process. This also means that sustainability will not be possible without the partnership with stakeholders, such as with student organisations. Furthermore, it means that the policy focuses on “material” topics, and that sustainability will be translated within the relevant sphere of influence in the organisation. Together with internal stakeholders and external stakeholders, Radboud University and Radboudumc determined what they want to and must work on over the coming years in the areas of sustainable education, sustainable research, sustainable operational management, and a sustainability movement. As a student organisation, you can help too with actualising the Sustainability Development Goals. For more information about the Joint Sustainability Policy 2021-2025, you can visit the [website](#).

## Objectives of the Radboud Green Certificate programme

The Radboud Green Certificate can be seen as a scoring tool, but more importantly, it is an opportunity for boards to reflect on their sustainability efforts. The Radboud Green Certificate gives you as the board of a student organisation a clear overview of which components you already do well on regarding sustainability. It also shows you where improvements on sustainability in your organisation can still be made. You can use this information to advise the next board to focus on and improve those components.

In that manner, the Radboud Green Certificate can be a tool to inspire change and strive to more sustainable student organisations together. The [sustainability guide for study associations](#) can assist student organisations in this through tips and tricks, so make sure to look into this, and advise the next board to do this as well. Also, the Radboud Green Office is always open for questions and to think along with you on this topic, so make sure to contact us for any advice or help you might need.

## Who can participate?

For this year, all study organisations recognised by Radboud University are invited to participate in the certificate programme.

## Why would you participate?

### 1. *You set a great example*

By participating in the Radboud Green Certificate programme, you show that you actively strive to making your student organisation more sustainable. With this, you set the example as student organisation for other student organisations. By participating, you inspire members of your own organisation and those of other organisations to think about and help create a more sustainable world. When students think about sustainability in the setting of an organisation, this will subconsciously transfer to their daily lives. Your decision to set an example and make your organisation more sustainable will therefore not only affect the organisation, but individuals too.

### 2. *It is your social responsibility: you have a part to play*

We all have to overcome the challenges of climate change together; everyone has to contribute in their own way. As the slogan of Radboud University goes: “you have a part to play”. You have the ethical responsibility to contribute and lead by example, especially as a board member. Your contribution really counts, so make it a worthy contribution.

### 3. *Preparation for jobs in the field of sustainability*

Gradually, more and more jobs are emerging within the field of sustainability. With a green certificate, your organisation will attract organisations that work with this topic, which will create several possible opportunities. It is likely that one of your organisation's tasks is to represent the interests of the members of their respective studies, and connecting with these organisations and promoting these kinds of jobs among your members would be beneficial for them. Furthermore, you might aspire to work in the field of sustainability yourself. Working with the topic might therefore give you some great experience with the field and prepare you better for a future career in sustainability.

### 4. *Benchmarking against other organisations*

The certificate programme enables you as study organisation to compare your sustainability efforts with those of other organisations. This will help you to identify best practices, learn from each other, and measure your relative performance. This programme encourages study organisations to strive for improvement on sustainability subjects and explore creative solutions by fostering a spirit of friendly competition.

### 5. *Attracting sponsors*

Obtaining the Radboud Green Certificate can be a valuable asset for attracting new sponsors. Many companies increasingly prioritise sustainability and seek to partner with environmentally responsible student organisations. By showing that sustainability plays an important role within your organisation, you can differentiate yourself and attract sponsors who share your sustainability values. This may open up new funding opportunities for your student organisation.

## Getting your certificate - how does it work?

For participation, you need to follow the steps below:

1. *Fill in the online questionnaire*

This Qualtrics [questionnaire](#) assesses the sustainability practices of student organisations on seven categories. Furthermore, there is an extra category, in which you can earn bonus points on sustainability initiatives not covered in the categories mentioned.

2. *Fill in the four Supporting evidence files.*

In order to verify the information that is given by the student organisation, the evidence files linked to the email you received need to be filled in. You can also find them on the [webpage](#) of the Radboud Green Certificate programme. There are four evidence files:

- The main evidence file
- The activities evidence file
- The trips evidence file
- The appliance inventory evidence file

3. *Submit all files to the committee before 22 April 2026 at 23:59.*

Send all materials to [greenoffice@ru.nl](mailto:greenoffice@ru.nl). The Radboud Green Certificate committee will review the answers and the validity of the provided evidence. Based on this, scores will be assigned to all questions. These results will determine the Radboud Green Certificate score, which will lead to the final certificate. If the scores are above a certain cut-off score, an additional bronze, silver, gold or platinum medal will be added to the certificate.

## The Radboud Green Certificate committee

The Radboud Green Certificate committee consists of employees of the Radboud Green Office and (old) members of the University Student Council. Some committee members are the founders of the Radboud Green Certificate programme and others are currently involved in its development. For that reason, they have assigned themselves to be members of the certificate committee, to know first-hand how the programme works in practice and potentially which errors should still be corrected. The remaining members of the committee are members of the University Student Council who have not helped in the development of this programme.

The questionnaire and evidence are reviewed together by the certificate committee. Answers are judged on the validity of the associated evidence. All assigned scores are reviewed at least twice by different persons to ensure an equal and fair distribution of points.

## Receiving your certificate at the award event

An award event will be held at the Radboud Green Office, to which all participating organisations are invited to attend. On this afternoon (19th of May, at 16:00) the Radboud Green Office will give out the Radboud Green Certificate to all participating organisations. The most sustainable student organisation has the opportunity to share their knowledge and give tips to the other associations, and there will also be a moment for all participants to share ideas and tips, so you will get the opportunity to help each other to improve and become more sustainable, while enjoying some drinks together.

## Scoring criteria

The sustainability practices of student organisations will be assessed through eight key themes:

1. Activities & communication
2. The organisation room
3. Food & beverage
4. Procurement & waste
5. Social sustainability
6. Mobility and trips
7. Policy & financials
8. Generative AI & Data

Each theme contributes a different percentage to the total amount of points. This is outlined in table 1. The percentages in table 1 of each category represent their weight to the final score, in the case that all questions are applicable.

Most questions in the certificate questionnaire have a maximum point value, and an organisation receives partial or full points for each question, depending on the answer that is given. However, sometimes questions do not apply to the particular student organisation. In that case, the questions can be marked as not applicable (“N/A”). **When they are not applicable, they do not contribute to the maximum obtainable score.** With this, we ensure that student organisations are not disadvantaged for questions that are irrelevant to their circumstances.

There is an opportunity to **earn extra points** at the last question of the questionnaire, by sharing initiatives not covered in previous questions. This is an opportunity to earn extra points in a specific category, depending on the subject of the described initiative.

The total score will be calculated by summing up the points that were obtained for all the questions in the certificate questionnaire. Then, the final Radboud Green Certificate score is determined by calculating the percentage ratio between the total points obtained by the organisation and the maximum obtainable score. So, if one would, for example, score 9000 points out of 13.200, this would mean a score of 68%. As mentioned before, if you have put in the necessary effort of filling in all answers and gathering evidence, you automatically get a Radboud Green Certificate. Additionally, you can earn a medal to your certificate of bronze, silver, gold, and platinum, according to the percentage you scored.

For a better understanding of the scoring system, the questions that will be asked, their possible answers, and their corresponding point values can be found in the "Questionnaire" section at the end of this document.

Table 1: The sustainability criteria and their associated point values.

Number	Criteria	Max. points
	<b>1. Activities &amp; communication (6,06%)</b>	
1.1	Organised activities	0
1.2	Activities with sustainability theme	400
1.3	Sustainability communication	200
1.4	Activating member organisations	200*
<b>Total</b>		<b>800</b>

<b>2. The organisation room (8,33%)</b>		
2.1	Energy use communication	100
2.2	Appliance inventory	200*
2.3	Board/members-room	0
2.4	Sharing board/members-room	0*
2.5	Sharing board/members-room with which amount of organisations	0*
2.6	Sharing board/members-room agreements	100*
2.7	Managing board/members-room by RU	0*
2.8	Managing lights in board/members-room	100*
2.9	Managing heating in board/members-room	100*
2.10	Reminders for appliances in board/members-room	200*
2.11	Plants in the board/members- room	100*
2.12	Activating member organisations	200*
<b>Total</b>		<b>1100</b>
<b>3. Food &amp; beverage (12,87%)</b>		
3.1	Type of food during activities	400
3.2	Food policy	300
3.3	Organic/biological food	100
3.4	Seasonal food	100
3.5	Fair Trade food	100
3.6	Food leftovers	300
3.7	Ordering food	200
3.8	Activating member organisations	200*
<b>Total</b>		<b>1700</b>
<b>4. Procurement &amp; waste (21,6%)</b>		
4.1	Paper waste	100
4.2	Printing paper	150
4.3	Periodic material distribution	200*
4.4	Decoration for events	200
4.5	Cups/plates for events	200
4.6	Gifts policy	200

4.7	Tracking owned items	200
4.8	Policy for stickers	200
4.9	Buying second-hand items	200
4.10	System for no longer necessary items	200
4.11	Manner of procurement of items	100
4.12	Reducing excessive clothes	200*
4.13	Reducing environmental impact of clothing	100*
4.14	Reducing plastic use	200
4.15	Stimulating use of second-hand study material	200
4.16	Encouraging member organisations	200*
<b>Total</b>		<b>2850</b>
<b>5. Social sustainability (14,77%)</b>		
5.1	Activities around mental health	200
5.2	Confidant	200
5.3	Mental health resources for members	200
5.4	Accessibility	200
5.5	Gender-neutral language	100
5.6	Activating member organisations	150*
5.7	Code of Conduct	150
5.8	Inclusive activities	150
5.9	Reporting and handling misconduct	150
5.10	Training to recognise behaviour	150
5.11	Members influencing policy	150
5.12	Encouraging smaller groups	150
<b>Total</b>		<b>1950</b>
<b>6. Mobility &amp; trips (13,63%)</b>		
6.1	Travel by car of board members	200
6.2	Organisation trips	600
6.3	Plane policy	500
6.4	Car policy	200
6.5	Policy sustainable transport for guest speakers	100*
6.6	Activating member organisations	200*
<b>Total</b>		<b>1800</b>
<b>7. Policy &amp; financials (15,15%)</b>		
7.1	Sustainability in policy	200
7.2	Sustainable board role	200

7.3	Sustainable committee	200*
7.4	Multi-year plan sustainability	300
7.5	Waste separation policy	100
7.6	Sustainability report	300
7.7	Sustainability budget	200
7.8	Bank account	300
7.9	Activating member organisations	200*
<b>Total</b>		<b>2000</b>
<b>8. Generative AI &amp; Data</b>		
8.1	<b>(7,57%)</b>	200
8.2	Use of generative AI	200
8.3	Discourage use of AI	200
8.4	Informing members	200
8.5	Clean data storage	200*
	Activating member organisations	
<b>Total</b>		<b>1000</b>
<b>Grand total</b>		<b>13200</b>

*\*These questions only count for the final score if they apply to your organisation.*

While we have dedicated significant time and resources to setting up and implementing the certificate questionnaire, we acknowledge that there may be limitations to this design, especially since this is the second year of implementing the Radboud Green Certificate programme. We are committed to improving and refining the questionnaire in the coming years to ensure that the criteria are increasingly suitable (and remain suitable) for assessing the sustainability performance of student organisations.

We will base improvements on the feedback we receive from you as student organisations. We therefore want to encourage you; give us feedback! It will help us a lot. You will get the opportunity to provide us with feedback on the last page of the Qualtrics questionnaire. During the award event on the 19<sup>th</sup> of May, you will have the opportunity to provide feedback. Besides that, you can always approach the Radboud Green Office or the University Student Council.

## Required evidence

All student organisations must provide evidence that supports their answers to questions that ask for evidence in the questionnaire. In the paragraph 'Questionnaire' in this Guideline document, this is indicated with a green block called "evidence necessary". The evidence allows the Radboud Green Office Certificate committee to verify claims that are made and will ensure that provided information is accurate. Most evidence can be submitted in the *main evidence file*. However, for some evidence, a separate file needs to be used. The separate files are the *appliance inventory evidence file*, the *activities evidence file*, and the *trips evidence file*. You will also find these files in the email you received, and on the RU webpage of the programme. The evidence in question does not have to be an official document: it can take the form of pictures, screenshots, internal documents, correspondence or other materials that support the responses given by the organisation. As long as it reliably and clearly shows that your actions are in line with what you answered, it can be valid evidence. Examples of valid evidence are included in the evidence files, so you have a clear idea of what we prefer for you to submit.

### *Appliance inventory evidence file*

In this file, we ask you to provide us with a list of your (shared) appliances and some relevant information per item. The sole purpose of this file is to create awareness of appliances in relation to sustainability. Therefore, if you fill it in, you will earn all 200 points.

### *Activities evidence file*

When you organise activities around (social) sustainability, we ask you to provide evidence of this in the form of e.g. a screenshot or photo of the promotion material in which we can clearly see that it fits the theme. More information is provided in the document itself.

### *Trips evidence file*

To assess the sustainability of the trips you make as an organisation, meaning all trips financed by your organisation, we ask you to fill in this document. Only fill in the green tables here! We assess your trips by calculating the average of the total trip emissions per person. The data we use for this is displayed in a table within the document.

**If the question is not applicable to your organisation, no evidence is required, and the points are not taken into account for the total possible score.** This ensures that student organisations will not be penalised for questions that are irrelevant to their specific circumstances. For instance, this can be the case for completing evidence files; for example, if you do not use any appliances, you do not need to fill in this document, and you can answer 'not applicable'.

## Necessary Resources

1. The online [Qualtrics submission form](#)
2. The main evidence file (see email/[webpage](#))
3. The activities evidence file (see email/[webpage](#))
4. The trips evidence file (see email/[webpage](#))
5. The appliance inventory evidence file (see email/[webpage](#))

## Timeline

- 1st of April: Opening of the Radboud Green Certificate programme
- 2<sup>nd</sup> of April: Working session (16:00-18:00)
- 22<sup>nd</sup> of April: Working session (11:00-14:00)
- 22<sup>nd</sup> of April: Deadline for submission of answers (23:59)
- 12<sup>th</sup> of May: Results are shared with organisations
- 19<sup>th</sup> of May: Award event (16:00-17:30)
- End of May: Results are published on the Radboud University website for the organisations that consent

## Privacy policy

As Radboud Green Office, we are committed to protecting individuals' privacy rights and we will handle the collected data responsibly, in accordance with relevant privacy laws and regulations. Any personal information that is collected during the Radboud Green Certificate programme will be processed with care. If you want to learn more about this, you can check out the [RU privacy policy](#).

## Contact information

This certificate programme is a project of the Radboud Green Office. The Radboud Green Office strives to make the university a more sustainable place by organising activities related to sustainability. [Here](#), you can find out more about what we do.

For questions, doubts or remarks, you can always contact us via [greenoffice@ru.nl](mailto:greenoffice@ru.nl). If you have specific questions for the supporting students from the USC please contact:

- Lóa Driessen ([loa.driessen@ru.nl](mailto:loa.driessen@ru.nl))
- Jannus van Wolferen ([jannus.vanwolferen@ru.nl](mailto:jannus.vanwolferen@ru.nl))

Board members, good luck with filling in everything!

## Questionnaire (Criteria and indicators)

The Radboud Green Certificate questionnaire contents and associated points per question are reported below. This is a complete overview of the questions that you will have to answer in the [Qualtrics](#) questionnaire. **We would advise you to save your answers in this guideline document, so that after you have completed all questions and gathered the evidence, you can fill in the Qualtrics form in one go.**

### 0. Organisation Information

Below you will find some general questions about your student organisation.

*Max points: 0*

#### 0.1 What is the formal name of your organisation, as stated in the statutes?

Please indicate the name that you want to be used in all official documents unless specified below.

[Text]

*Max points: 0*

#### 0.2 Does your organisation commonly use another name, such as an abbreviation?

[1] Yes

[2] No

*Max points: 0*

#### 0.3 What is the alternative organisation name? (Shown if 0.2 is "Yes")

Please provide the other commonly used name for your organisation.

[Text]

*Max points: 0*

#### 0.4 How should we refer to your organisation in official documents of the certificate programme (such as on the certificate itself)?

(Shown if 0.2 is "Yes")

[1] Only the full official name, e.g. "Radboud Green Office".

[2] Only the commonly used name/abbreviation, e.g. "RGO".

[3] The full official name followed by the other name in brackets, e.g. "Radboud Green Office (RGO)."

*Max points: 0*

#### 0.5 Are you an umbrella or study organisation?

[1] Umbrella organisation

[2] Study organisation

*Max points: 0*

**0.6 How many members does your study organisation have?**

*(Shown if 0.5 is "Study organisation")*

[Text]

Max points: 0

**0.7 How many members does your umbrella organisation have?**

*(Shown if 0.5 is "Umbrella organisation")*

[Text]

Max points: 0

**0.8 How many board members does your organisation have this year?**

[Text]

# 1. Activities & Communication

The questions in the following part are about the activities your organisation organised this year.

Max points: 0

## 1.1 How many activities did your organisation organise this academic year (so far)?

[Text]

Max points: 400

## 1.2 How many of the activities organised had sustainability as (part of) the theme?

Please calculate this using the formula:

$[\text{Sustainability-themed activities}] / [\text{Total amount of activities}] * 100.$

Please round to the nearest integer.

- [1] 50-100% of the activities (400 points)
- [2] 25-49% of the activities (300 points)
- [3] 10-24% of the activities (200 points)
- [4] 5-9% of the activities (100 points)
- [5] 1-4% of the activities (50 points)
- [6] 0% of the activities (0 points)

Evidence is required.

*Fill in the activities evidence file for this*

Max points: 200

## 1.3 How does your organisation communicate sustainability-related things to its members?

Think of, for example, offering members information about a career in sustainability.

- [1] Sustainability is mentioned periodically on ALL organisation's media channels, such as in newsletters, social media, blog, website, etc. (200 points)
- [2] Sustainability is mentioned periodically on some media channels, such as in a newsletter or on social media (150 points)
- [3] Sustainability is only mentioned statically, such as on the website (50 points)
- [4] Sustainability is never mentioned in communication to members (0 points)

Evidence is required.

*Please provide one example screenshot/picture of a sustainability message on a media channel of your organisation*

Max points: 200

**1.4 In which way do you activate member-organisations to organise and communicate about sustainability?** (Shown if 0.5 is “Umbrella organisation”)

- [1] Through central policy all member organisations must obey (200 points)
- [2] By activating member organisations during GMA’s or informally (100 points)
- [3] We do not (0 points)

Evidence is required. Please provide one example screenshot/picture of a sustainability message on a media channel of your organisation

## 2. The Organisation Room

The following questions pertain to your organisation room(s), e.g. the board area and members area.

Max points: 100

**2.1 Does your organisation communicate the importance of and ways to reduce energy use to its members in the association room?**

Please indicate if and how your organisation communicates the importance and ways to reduce energy use to its members. Think of e.g. explaining to members why it is important to close windows, turn off lights and turn off devices that are not used.

- [1] Yes, we have a communication campaign related to this, namely: (100 points)
- [2] No, we do not communicate about this (0 points)

Evidence is required. E.g. provide a picture of a flyer/message to members that mentions ways to reduce energy use in the association room

Max points: 200

**2.2 Appliance Inventory**

Please answer this question in the appliance inventory evidence file.

- [1] I have filled in the appliance inventory evidence file (Max. 200 points)
- [2] I would like to skip this question (0 points)
- [3] Not applicable, we do not own any appliances (N/A)

Evidence is required. Fill in the appliance inventory evidence file for this question

Max points: 0

**2.3 Does your organisation have a physical board/members-room?**

- [1] Yes

[2] No

Max points: 0

**2.4 Do you share this room?** (Shown if 2.3 is “Yes”)

[1] Yes

[2] No

Max points: 0

**2.5 With how many other organisations is the board/members-room shared?** (Shown if 2.4 is “Yes”)

[1] 1

[2] 2

[3] 3

[4] 4

[5] 5

[6] 6

[7] 7

[8] 8

[9] 9

[10] 10

Max points: 100

**2.6 Are there agreements made regarding the use of lights, heating, appliances, crockery and plants in the room between organisations?** (Shown if 2.4 is “Yes”)

[1] Yes, written in a contract, mail or text (100 points)

[2] Yes, verbal (0 points)

[3] No (0 points)

Evidence is required. Fill in the appliance inventory evidence file for this question

Max points: 0

**2.7 Is the board/members-room managed by Radboud University?**

Please specify whether the area is managed by the RU, i.e., it's located in a university building. (Shown if 2.3 is “Yes”)

[1] Yes

[2] No

Max points: 100

**2.8 How are lights managed in the board/members-room? (Shown if 2.3 is “Yes”)**

- [1] Lights are motion-sensor controlled or manually controlled with reminders to turn them off when not needed (100 points)
- [2] Lights are manual, but there are no reminders to turn them off (0 points)
- [3] Not applicable, e.g. lights have motion sensors or are controlled by the university (N/A)

Evidence is required.

*E.g. provide a picture of the reminder to turn off the lights; only provide evidence when you selected this answer option*

Max points: 100

**2.9 How is heating managed in the board/members-room? (Shown if 2.3 is “Yes”)**

- [1] When used, the heating thermostat is set to a maximum of 19 degrees Celsius (100 points)
- [2] When used, the heating thermostat is set to more than 19 degrees Celsius (0 points)
- [3] Not applicable, we cannot change or control our heating thermostat ourselves (N/A)

Max points: 200

**2.10 Does the board/members-room have reminders near appliances to turn them off when they're not necessary?**

*(Shown if 2.3 is “Yes”)*

- [1] Yes (200 points)
- [2] No (0 points)
- [3] Not applicable, we do not have any appliances in this area (N/A)

Evidence is required.

*E.g. provide a picture of a note that reminds people to turn off appliances*

Max points: 100

**2.11 Does the board/members-room have any plants?**

*(Shown if 2.3 is “Yes”)*

- [1] Yes, there are some plants (100 points)
- [2] Yes, but they are made from plastic (0 points)
- [3] No, there are no plants (0 points)

Evidence is required.

*Provide a picture of a plant in your board room*

Max points: 200

**2.12 Do you activate member organisations to create sustainable board/members-rooms for themselves?**

*(Shown if 0.5 is “Yes”)*

- [1] Yes, through a central policy all member organisations must obey (200 points)
- [2] By activating member organisations during GMA’s or informally (100 points)
- [3] We do not (0 points)

Evidence is required.

*E.g. provide a screenshot of the written policy*

### 3. Food & Beverage

The following questions are related to food and drinks for activities within your organisation.

Max points: 400

#### 3.1 The food offered during the organisation's activities and events is:

- [1] Fully plant-based (400 points)
- [2] About half vegetarian and half plant-based (300 points)
- [3] Fully vegetarian (250 points)
- [4] More than half vegetarian (100 points)
- [5] Less than half vegetarian (0 points)

**Evidence is required.** Provide an example for one activity; either a picture of the food at the activity or a screenshot of the promotion saying food will be for example vegetarian

Max points: 300

#### 3.2 Is there a written policy ensuring the offered food is as you specified above?

- [1] Yes (300 points)
- [2] No (0 points)

**Evidence is required.** Please make a screenshot of the paragraph in your policy that states this

Max points: 100

#### 3.3 Does your organisation ensure that the food offered is organic or bio?

- [1] Yes, and there is a written policy to ensure it (100 points)
- [2] Yes, but there is no written policy (50 points)
- [3] No (0 points)

**Evidence is required.** Please make a screenshot of the paragraph in your policy that states this or add a photo of a receipt

Max points: 100

#### 3.4 Does your organisation ensure that the food offered is seasonal and local?

- [1] Yes, and there is a written policy to ensure it (100 points)
- [2] Yes, but there is no written policy (50 points)
- [3] No (0 points)

**Evidence is required.** Please make a screenshot of the paragraph in your policy that states this or add a photo of a receipt

Max points: 100

### 3.5 Does your organisation ensure that the food offered is Fair Trade?

(when applicable, such as for coffee or chocolate)

- [1] Yes, and there is a written policy to ensure it (100 points)
- [2] Yes, but there is no written policy (50 points)
- [3] No (0 points)

Evidence is required. Please make a screenshot of the paragraph in your policy that states this or add a photo of a receipt

Max points: 300

### 3.6 How does your organisation handle food leftovers?

- [1] We distribute them among members, or we donate them, and there is a written policy guideline to make it mandatory (300 points)
- [2] We distribute them among members, or we donate them, but there is no written policy guideline to make it mandatory (200 points)
- [3] There is no set system to handle leftovers (0 points)

Evidence is required. Please make a screenshot of the paragraph in your policy that states mandatory distribution among members or donation of food leftovers

Max points: 200

### 3.7 How does your organisation order food?

- [1] We write food quantity, attendance, sign-ups, and leftover amount after every event so we can better estimate how much food to order to reduce leftovers (200 points)
- [2] We order it based on the sign-ups or simple estimation, but we don't consider previous events data (0 points)

Evidence is required. E.g. provide a screenshot of a table which shows attendance rates, food quantity and the amount of leftovers of an activity

Max points: 200

### 3.8 Do you activate member organisations to create sustainable food habits? (Shown if 0.5 is "Umbrella organisation")

- [1] Yes, through a central policy all member organisations must obey (200 points)
- [2] Yes, by activating member organisations during GMA's or informally (100 points)
- [3] We do not (0 points)

Evidence is required. Fill in the appliance inventory evidence file for this question

## 4. Procurement & Waste

The following questions pertain to items you procure as student organisation and policy/systems related to waste.

Max points: 100

### 4.1 Does your organisation encourage members to avoid excessive paper waste?

This question relates to communication towards active members/committee members regarding work within the organisation (it is not related to the personal life of members)

[1] Yes (100 points)

[2] No (0 points)

Evidence is required.

*E.g. provide a screenshot of communication towards members about when (not) to print out files*

Max points: 150

### 4.2 What type of paper does your organisation use when printing?

[1] We never print (150 points)

[2] We use RU printers, or sustainable alternatives (50 points)

[3] We don't use sustainable printing paper and/or ink (0 points)

Evidence is required.

*If you use RU printers; e.g. make a screenshot of Kuario. You can also provide e.g. a policy paragraph about printing on sustainable paper*

Max points: 200

### 4.3 How does your organisation decide to distribute the periodic material, such as almanacs, yearbooks, or magazines?

[1] We only distribute the material digitally, either through email or through a link, and have a policy regarding this (200 points)

[2] We ask members to sign up to receive them and print only the necessary amount (100 points)

[3] We only print a couple of example items which we e.g. spread in the common rooms, but not more than this (50 points)

[4] We optimistically print an estimate and hope we have no leftovers (0 points)

[5] Not applicable, e.g. we don't distribute periodic material (N/A)

Evidence is required.

*E.g. provide a screenshot of a paragraph in your policy or a screenshot of promotion*

Max points: 200

#### 4.4 During your organisation's activities and events, most of the decoration used is:

The term “durable” is subjective but use your best judgment. For sustainable, think of materials such as organic fabric (e.g. cotton) or recycled materials).

- [1] No decoration is used, or it is made out of reusable, durable, and sustainable materials (200 points)
- [2] Reusable and durable, but not very sustainable (100 points)
- [3] Reusable but not very durable (50 points)
- [4] Single use (0 points)

Evidence is required.

*E.g. provide a paragraph in your policy about sustainable decoration*

Max points: 200

#### 4.5 During your organisation's activities and events, the plates, cutlery and cups used are:

The term “durable” is subjective but use your best judgment.

- [1] Plates, cutlery and cups are made out of reusable, durable, and sustainable materials (200 points)
- [2] Plates, cutlery and cups are reusable and durable but not very sustainable (150 points)
- [3] Plates, cutlery and cups are reusable, but not very durable or sustainable (100 points)
- [4] Only 1 category of these items is reusable (e.g. only plates) (50 points)
- [5] Our plates, cutlery and cups are not reusable (0 points)

Evidence is required.

*E.g. provide a paragraph in your policy about sustainable plates/cutlery/cups, or insert a picture of the plates/cutlery/cups you use*

Max points: 200

#### 4.6 Does your organisation have a written policy regarding member gifts, such as goodie bags?

Gifts also include sponsor-provided items. Stickers are not considered here.

- [1] Yes, it bans free items (200 points)
- [2] No, but we do not give out any free items (175 points)
- [3] Yes, by which free items must be offered on demand, and they must be sustainable and useful (150 points)
- [4] Yes, by which free items must be offered on demand (100 points)
- [5] No (0 points)

Evidence is required.

*E.g. provide a policy paragraph that is in line with the answer you gave*

Max points: 200

#### 4.7 Does your organisation have a system to track already-owned items?

For example, can a member track whether there are cups or plates available in the organisation to use at an activity.

- [1] Yes, and we refuse financing to members or committees who buy something that was already owned instead of reusing it (200 points)
- [2] Yes, it is known to all committees, but there are no consequences for buying duplicates (100 points)
- [3] Only partially (e.g. only one category or for one committee) or poorly updated or known to members (50 points)
- [4] There is no system in place (0 points)

Evidence is required.

*E.g. provide a screenshot of a policy paragraph and provide a screenshot of an excel sheet with an inventory of items.*

Max points: 200

#### 4.8 How does your organisation handle its stickers?

- [1] Our organisation doesn't use stickers (200 points)
- [2] Biodegradable materials are used for all the stickers (150 points)
- [3] Biodegradable materials are used in part of our sticker collections (100 points)
- [4] Stickers are bought with no consideration for their sustainability (0 points)

Evidence is required.

*E.g. provide a screenshot of a policy paragraph about stickers, or a sticker receipt.*

Max points: 200

#### 4.9 Does your organisation prioritise buying second-hand items whenever possible?

- [1] Yes (200 points)
- [2] No (0 points)

Evidence is required.

*E.g. provide a screenshot of a policy paragraph about procurement of second-hand items*

Max points: 200

#### 4.10 Does your organisation have a policy or system for items that they no longer need?

For example, if there is something you no longer need, is there a policy for either throwing it away, recycling it, sharing it with other organisations or putting it in the second-hand market?

- [1] Yes, we have a policy/system for this (200 points)
- [2] No, we do not have a policy/system for this (0 points)

Evidence is required.

*E.g. provide a screenshot of a policy paragraph about this*

Max points: 100

#### 4.11 How does your organisation procure items when buying new ones?

Here, we also mean the origin of the product that is bought.

- [1] We mostly buy in local physical stores (100 points)
- [2] We mostly buy within The Netherlands (50 points)
- [3] We mostly buy within Europe (25 points)
- [4] We mostly buy outside of Europe (0 points)

Evidence is required.

*E.g. provide a policy paragraph that states where new items are bought*

Max points: 200

#### 4.12 Does your organisation have any measures to reduce excessive clothing items to be purchased?

These could include reducing the number of committee clothes to one per member, updating them if necessary, or replacing committee clothing with committee pins or patches.

- [1] Yes (200 points)
- [2] No (0 points)
- [3] Not applicable, e.g. we do not buy apparel items (N/A)

Evidence is required.

*E.g. provide a policy paragraph stating the measures you take to reduce excessive clothing items to be purchased.*

Max points: 100

#### 4.13 Does your organisation have any measures to reduce the environmental impact of clothing items purchased?

These could be, for example, buying clothes made with sustainable materials or sold by sustainable brands.

- [1] Yes (100 points)
- [2] No (0 points)
- [3] Not applicable, e.g. we do not buy apparel items (N/A)

Evidence is required.

*E.g. provide a policy paragraph stating you e.g. only buy clothing items of sustainable materials/sold by sustainable brands*

Max points: 200

**4.14 Does your organisation have any measures to reduce plastic use?**

- [1] Yes, we have a policy enforcing the reduction of plastics (200 points)
- [2] Yes, but we don't have a policy about it (100 points)
- [3] No (0 points)

Evidence is required. *E.g. provide a plastic use reduction policy paragraph*

Max points: 200

**4.15 Does your organisation help members to resell second-hand study material?**

A system can be quite informal and does not need to be visible in your policy documents; as long as you can provide evidence for it in some way, we can assign points to this

- [1] Yes, we have a system in place for this (200 points)
- [2] No, we do not have a system for this (0 points)

Evidence is required. *E.g. provide a screenshot of the excel sheet you use for this, or a message to members about this*

**4.16 Do you actively encourage member organisations to create sustainable procurement and waste habits? (Shown if 0.5 is "Umbrella organisation")**

- [1] Yes, through a central policy all member organisations must obey (200 points)
- [2] Yes, by activating member organisations during GMA's or informally (100 points)
- [3] No, we do not (0 points)

Evidence is required.

Max points: 200

## 5. Social Sustainability

Social sustainability is about making sure that your student organisation members feel included, are treated equally and about taking care of their mental and physical health and well-being. The following questions pertain to this.

Max points: 200

### 5.1 How many of the activities organised had mental health as (part of) the theme?

The activities should be explicitly about mental health (e.g. in the promotion of the activity).

Please calculate this using the formula  $[\text{Mental health-themed activities}] / [\text{Tot. activities}] * 100$ . Please round to the nearest integer.

- [1] 50-100% of the activities (200 points)
- [2] 25-49% of the activities (150 points)
- [3] 10-24% of the activities (100 points)
- [4] 5-9% of the activities (50 points)
- [5] 1-4% of the activities (25 points)
- [6] 0% of the activities (0 points)

Evidence is required. *Fill in the activities evidence file for this*

Max points: 200

### 5.2 Does your organisation have an official confidant to whom members can go to resolve conflicts, seek help, or file a complaint?

- [1] Yes, we have two confidants of different gender (200 points)
- [2] Yes, we have one confidant (150 points)
- [3] No, we do not have a confidant (0 points)

Evidence is required. *E.g. provide a screenshot of a message to members about the confidant(s) they can contact, or provide a policy paragraph about this*

Max points: 200

### 5.3 Does your organisation provide members with mental health resources?

Mental health resources could be, for example, crisis hotlines or information about university therapists.

- [1] Yes (200 points)
- [2] No (0 points)

Evidence is required. *E.g. provide a screenshot of a message to members that informs them about mental health resources*

Max points: 200

#### 5.4 How does your organisation ensure activities are accessible to all members?

[1] Accessibility is accounted for during activities, for instance, by explicitly asking during activity sign-ups (200 points)

[2] Accessibility is not accounted for during activities unless directly asked (0 points)

Evidence is required. *E.g. provide a screenshot of a signup form for an activity in which you ask whether people need anything regarding diet or location to ensure it accessible for them*

Max points: 100

#### 5.5 How does your organisation use gender-neutral language in communication?

a. We do not use gendered language in any communication, and we default to gender-neutral pronouns like "they" (100 points)

b. We make an effort to avoid gendered language, but it doesn't happen all the time (50 points)

c. We do not use gender-neutral pronouns, and we do not avoid gendered language (0 points)

Evidence is required. *E.g. provide a screenshot of a message towards members in which gender-neutral language is used*

Max points: 150

#### 5.6 Do you activate member organisations to create a socially sustainable environment?

(Shown if 0.5 is "Umbrella organisation")

[1] Yes, through a central policy all member organisations must obey (200 points)

[2] Yes, by activating member organisations during GMA's or informally (100 points)

[3] No, we do not (0 points)

Evidence is required.

Max points: 150

#### 5.7 Does your organisation have a written code of conduct or inclusivity policy that all members agree to?

[1] Yes (150 points)

[2] No (0 points)

Evidence is required. *E.g. Provide a screenshot of the policy or code of conduct*

Max points: 150

**5.8 Are activities designed to be inclusive for members from different cultural, socio-economic, religious or educational backgrounds?**

- [1] Yes, we have a checklist for inclusivity for events (150 points)
- [2] Yes, other, namely: (T.B.D.)
- [3] No

[Text] (If 5.8 is "Yes, other, namely")

Evidence is required. E.g. Provide a screenshot of the checklist or policy

Max points: 150

**5.9 Does your organisation have clear procedures for reporting and handling misconduct, discrimination, or harassment? Does your organisation monitor member well-being beyond formal complaints (e.g. check-ins, evaluations, anonymous feedback)?**

- [1] Yes, namely: (150 points)
- [2] No (0 points)

[Text] (If 5.9 is "Yes")

Evidence is required. E.g. provide a screenshot of a policy or HR

Max points: 150

**5.10 Are board members and/or committee members trained in recognising and addressing unsafe or exclusionary behaviour?**

- [1] Yes, board and/or committee members had a formal training (150 points)
- [2] Yes, board and/or committee members were trained by the previous board and/or committee members (50 points)
- [3] No (0 points)

Max points: 150

**5.11 How do members influence new policies/decision-making within the organisation?**

- [1] The board makes all decisions (0 points)
- [2] Only through a GMA (0 points)
- [3] Through an Advisory Council/Supervisory Council a select group of members is a part of (50 points)
- [4] Through a taskforce in advance of GMA's with a select group of members (100 points)
- [5] Through a survey sent in advance of a GMA to all members (150 points)
- [6] Other, namely:

[Text] (If 5.11 is "Other, namely")

Evidence is required. E.g. provide a screenshot of a policy, HR, minutes of a GMA

Max points: 150

**5.12 Does your organisation actively encourage new members or underrepresented groups to become active within the organisation? E.g. a contact person for international students, a contact person for new members, a committee especially for an underrepresented group. E.g. screenshot policy, media promotion**

- [1] Yes
- [2] No

Evidence is required. E.g. provide a screenshot of a policy, (social media) promotion

## 6. Mobility & Trips

These questions pertain to how the members of your student organisation and others involved with your student organisation travel.

Max points: 200

**6.1 How many of the board members travel to the organisation's activities mainly by car? (within Nijmegen)**

- [1] No one (200 points)
- [2] Less than half (100 points)
- [3] More or equal to half (0 points)

Max points: 600

### 6.2 Organisation trips

Please answer this question in the trip evidence file.

- [1] I have filled in the trip evidence file (Max. 600 points)
- [2] I would like to skip this question (0 points)

Evidence is required. Fill in the trip evidence file

Max points: 500

### 6.3 Does your organisation have a written policy for plane use?

Note: 'Banning' could be implemented in many ways, such as not issuing financial reclaims

- [1] Yes, it bans plane use for trips shorter than 7 hours by train or less than 500 km (University Policy) (500 points)
- [2] Yes, it bans plane use for some trips, but not as many as the University Policy (250 points)

[3] Yes, it discourages plane use (100 points)

[4] No (0 points)

Evidence is required. Provide the policy paragraph about plane use within the organisation

Max points: 200

#### 6.4 Does your organisation have a written policy for car use?

[1] Yes, it bans car use for trips that can be taken with public transport (200 points)

[2] Yes, it discourages car use (100 points)

[3] No (0 points)

Evidence is required. Provide the policy paragraph about car use within the organisation

Max points: 100

#### 6.5 Does your organisation encourage sustainable transport for guest speakers at activities?

[1] Yes, we only reimburse travel by public transport or have another system for encouraging this (100 points)

[2] No, we do not have a system or policy related to this (0 points)

[3] Not applicable e.g. we do not have guest speakers (N/A)

Evidence is required. E.g. provide a policy paragraph about this topic

Max points: 200

#### 6.6 Does your organisation activate member organisations to travel sustainably? (Shown if 0.5 is "Umbrella organisation")

p. Yes, through a central policy all member organisations must obey (200 points)

q. Yes, by activating member organisations during GMA's or informally (100 points)

r. We do not (0 points)

Evidence is required. E.g. provide a policy paragraph

## 7. Policy & Financials

These questions pertain to the policy documents and financial documents of your student organisation.

Max points: 200

### 7.1 Does your organisation mention sustainability in your policy documents?

[1] Yes (200 points)

[2] No (0 points)

Evidence is required. Provide a paragraph of your policy in which sustainability is mentioned

Max points: 200

### 7.2 Does your organisation have explicitly designated roles on the board that are responsible for its sustainability?

This can be an additional role, such as a sustainability officer or a common role, such as a chairperson, who has been deemed responsible for sustainability.

[1] Yes (200 points)

[2] No (0 points)

Evidence is required. E.g. provide a paragraph of your policy that states that a person within the board is responsible for this

Max points: 200

### 7.3 Does your organisation have a committee that deals with sustainability issues?

[1] Yes (200 points)

[2] No (0 points)

[3] Not applicable, we don't deem it necessary, e.g., the organisation is too small, different systems are in place (N/A)

Evidence is required. E.g. provide a paragraph of your policy that states that there is a committee that deals with this topic

Max points: 300

### 7.4 Does your organisation have a document in which a multi-year plan on sustainability is laid out?

[1] Yes, we specify goals to reach after a multi-year period, and we specify year-by-year steps to reach them (300 points)

[2] Yes, we specify goals to reach after a multi-year period (200 points)

[3] No (0 points)

Evidence is required. Provide a screenshot in which it is clearly visible that a multi-year plan on sustainability is made, or provide the document itself

Max points: 100

### 7.5 Does your organisation have a written policy on waste separation?

- [1] Yes, for all our activities and operations (100 points)
- [2] Yes, for our members and/or board areas (50 points)
- [3] No (0 points)

**Evidence is required.** *E.g. provide a screenshot of the paragraph in your policy in which this is mentioned. An example of a policy is that it is ensured by a person responsible at activities, or communicated within the association rooms (e.g. with a sign) that waste is separated correctly*

Max points: 300

### 7.6 Does your organisation produce a yearly or more frequent sustainability report?

In the (annual) report, you would reflect on the sustainability of e.g. the activities you did the last year.

- [1] Yes (300 points)
- [2] No (0 points)

**Evidence is required.** *Provide a screenshot of (part of) the relevant report*

Max points: 200

### 7.7 Does your organisation have a budget allocated for sustainable efforts?

- [1] Yes, we have a designated budget for this, written down in our annual financial plan (200 points)
- [2] Yes, we have designated budgets within committees for this. (100 points)
- [3] No, we do not have a budget for sustainable efforts. (0 points)

**Evidence is required.** *E.g. provide a screenshot of your annual financial plan in which the budget is visible.*

Max points: 300

### 7.8 What bank does your organisation use for financial matters?

Some banks invest in the fossil fuel industry and other non-ethical sectors. See [EerlijkeBankwijzer](#) for more information.

- [1] ASN / Regiobank / SNS bank (300 points)
- [2] Triodos Bank (200 points)
- [3] Rabobank / BunQ / NIBC (50 points)
- [4] ABN-AMRO/ Van Lanschot /ING (0 points)
- [5] Other (specify) (Points to be determined)

**Evidence is required.** *E.g. provide us with a picture of the bank card on which your organisation's name is clearly visible*

Max points: 200

**7.9 Do you activate member organisations to embed sustainability into their organisations policy plan? (Shown if 0.5 is “Umbrella organisation”)**

- [1] Through a central policy all member organisations must obey (200 points)
- [2] By activating member organisations during GMA's or informally (100 points)
- [3] We do not (0 points)

Evidence is required.

*E.g. provide a screenshot of a policy or minutes of a GMA*

## 8. Generative AI & Data

Max points: 200

### 8.1 Does your board use generative AI (i.e. ChatGPT) for board-associated tasks?

- [1] No, we do not (200 points)
- [2] Yes, we do (0 points)

Max points: 200

### 8.2 Does your board discourage the use of generative AI (i.e. ChatGPT) by its members for organisation-related tasks?

- [1] Yes, we have policy on discouraging AI (200 points)
- [2] Yes, we implicitly discourage the use of AI (100 points)
- [3] No, we do not discourage the use of AI (0 points)

Evidence is required.

*E.g. provide a screenshot of a policy, screenshot of a statement*

Max points: 200

### 8.3 Does your board inform its members of the impact of generative AI on the environment?

- [1] Yes, we do (200 points)
- [2] No we do not (0 points)

Evidence is required.

*E.g. provide a screenshot of a text in a members groupchat, screenshot of (social media) promotion*

Max points: 200

### 8.4 Does your organisation regularly clean out their data storage? (i.e. photographs, emails, documents on drives)

- [1] Yes, every year or more (200 points)
- [2] Yes, every 2-5 years (100 points)
- [3] Yes, when we think of it (50 points)
- [4] No (0 points)

Max points: 200

**8.5 How do you encourage member organisations to be mindful of their data storage?**

*(Shown if 0.5 is “Umbrella organisation”)*

- [1] Through a central policy all member organisations must obey (200 points)
- [2] By activating member organisations during GMA's or informally (100 points)
- [3] We do not (0 points)

Evidence is required.

*E.g. provide a screenshot of a policy or minutes of a GMA*

## 9. Extra

Here, points are not directly attributed, an answer can add points in previous sections. The section to which points are added depends on the subject of the sustainable initiative.

**8.1 Are there other sustainable initiatives by your organisation that you would like to share that were not touched upon in the above questionnaire?**

- [1] Yes (Please specify in the evidence file)
- [2] No

Here, points are also not directly attributed or changed. Action will be undertaken based on what is specified in the evidence file.

**8.2 Were there questions in the above questionnaire for which none of the options applied to your organisation?**

- [1] Yes (Please specify in the evidence file)
- [2] No