



Leiden University
Green Office

LUGO

Sustainability label

For study associations: 2024-2025

Introduction

Despite the increased awareness for sustainability within the university, 'becoming more sustainable' might still sound rather vague to many. This is no different for study associations, and despite growing interest into becoming more sustainable, truly applying sustainability measures in policy and operations can be tricky.

This is why LUGO has, taking inspiration from the green office of Delft, developed their own sustainability label. The sustainability label is a checklist, divided in categories with points allotted to them, used to measure how sustainable a study organization is. The study associations can fill in this checklist on the LUGO website and award themselves the relevant amount of points (which will be checked by the LUGO members). Twice a year (In March and November, exact dates to be decided) participating associations might be awarded a label. This label can be bronze, silver or gold depending on the score of the association. This label can be used to show companies or (coming) members that sustainability is being integrated into your study association.

The sustainability label aims to provide the board of study associations with implementations useful to becoming more sustainable and to provide some structure and reward to the process. The criteria will be updated every academic year, therefore the label also only applies to the current academic year.

Categories and Points

In total, 100 points will be awarded divided over different categories. Categories include:

- Policy (11 points)
- Operations (63 points)
- Career and education (10 points)
- Collaboration (8 points)
- Mental health and inclusivity (5 points)
- Bonus (3 points)

A checklist of every category as well as an exact point division will be included below. Labels will be awarded as following:

Point division

Gold label	86 – 100 points
Silver label	71 – 85 points
Bronze label	51 – 70 points
No label	0-50 points

	Policy	Points
A. <i>Sustainable policy and awareness</i>	Policy & strategic plan Describe the extent to which sustainability is integrated into the long term plans/vision of the association. (1 point = Minimally included, 5 points = clear and ambitious sustainably policy in all relevant aspects of policy plan)	5
	Activities Describe at least one activity that your study association did related to sustainability. (1 point = There was an activity)	1
	Awareness and communication: Describe the extent to which members are aware of your sustainability policy, and to which extent this policy is communicated to the members. (1 point = Only board members are somewhat aware, 5= All members aware & there is regular communication regarding the sustainability of the association)	5

	Operations	Points
B. Zero Waste	Paper use Describe how paper use is reduced. Describe the policy on printing. Describe how choices on amount and type of paper for printing were made. If you do not use paper at all, award yourself will full points. (1 point = There is some policy to reduce paper use, but this is minimally known and not often applied, 5 points = All members are aware and only use paper when absolutely necessary, printing is kept to a minimum and posters etc. are used multiple years)	3
	Disposable items Explain how your organization aims to decrease the use of disposable items such as cutlery, cups etc. If you do not use disposable items at all, award yourself with full points. (1 point = There is some awareness to minimize waste, but disposable items are by all means still the standard, 5 points = The usage of disposable items is kept to an absolute minimum and most activities are waste-free)	3
	Items for activities Provide information on the use of items for activities, such as decoration. Are they purchased each year or used for multiple years? Also, include what happens to the material after the year ends. (1 point = There is some awareness to minimize waste, but new items are bought for almost every activity and thrown away afterwards, 5 points = One-time-use items are avoided,	3

most items are used multiple times and only thrown away when they are no longer useable because of wear and tear, and most activities are waste-free)

Clothing

Explain your policies regarding clothing for the board, committees and any other purposes. Are new uniforms purchased every year or used for multiple years? Do you have any policies or practices related to buying second-hand clothes or only purchasing from sustainable suppliers? If you do not make use of study association related clothes, reward yourself with full points.

(1 point = There are some efforts to minimize the usage of new clothing, but not much and most boards / committees use new clothes every year, 5 points = Maximum efforts are made to use uniforms and clothes several years. When new clothing needs to be purchased efforts are made to do so from a sustainable brand / (partially) second hand. Personal clothing like suits for the board members are fashioned in such a way that they can be used after the board year is over as well.)

5

Merchandise

Explain how your organization aims to minimize waste from merchandise, such as pens, notebooks, totebags etc. If you give out such items, what considerations do you take into mind regarding sustainability? (re-usability, suppliers, do you give them to anyone?) If you do not have merchandise items, reward yourself with full points.

(1 point = There is some awareness to minimize wasting merchandise, but new items are bought for almost every activity and every new year and thrown away afterwards, 5 points = Merchandise consist of items that are useful and will not have to be thrown away after the activity / recruitment period / event, are not too event or year specific so stock can be reused and are preferably ordered from sustainable brands)

5

Inventory

Discuss how the organization aims to make the inventory sustainable, by using items such as furniture and electronics or purchasing second-hand. Inventory refers to larger items not covered in the above four criteria, including furniture, electronics, office supplies etc. If you do not have any inventory, reward yourself with full points.

(1 point = sustainability is taken into consideration as an afterthought only when purchasing new items, but sometimes influences decisions, 5 points = almost all inventory is sourced sustainably or second hand)

5

Discuss how your organization reduces the consumption of animal products during activities. Are members motivated to do this in their personal life as well? Higher scores are awarded for preferring vegan alternatives. <i>(1 point = There are vegetarian food options at most events, but not many people make use of them, 5 points = There are vegetarian or vegan food options at most events and at least 50% of the members make use of these options, 10 points= all events are entirely vegan)</i>	10
Local and seasonal food Discuss where the food that is used is usually bought and whether any considerations are made with regard to CO2 emissions of the food or the country of origin. <i>(1 point = Sometimes local or seasonal food is preferred, but not often, 3 points = As often as possible food is bought locally or in season)</i>	3
Food Waste Discuss what happens to the leftovers from activities involving food and drink. <i>(1 point = An effort is made to finish all the food, but often food gets thrown away still, 4 points = Food is rarely ever / never wasted)</i>	4

D. Mobility	Events (within the Netherlands) Discuss the transportation of the members and visitors to activities. If your association organizes a rally, explain how you minimize the CO2 impact of this. <i>(1 point = Some members try and travel sustainably but do so on their own accord. Sometimes an effort is made to organize events in such a way that sustainable travel is possible or encouraged, but this is by no means the standard. (sustainably travel being: taking public transportation or going by bike), 6 points = Activities are organized in a way that traveling sustainably to a location is almost always possible, and all members are aware that this is considered the standard.)</i>	6
	Trips abroad Describe any policies you have in place with regard to transport for trips abroad. Discuss any recent trips abroad and how you minimized the co2 impact of these. Also include here what your policies are for course related trips abroad (if applicable). <i>(1 point = Some thought is given to traveling sustainably, but when making the decisions on planning trips abroad this plays a minimal role. Trips including travel by plane are still common, 6 points = When organizing trips abroad, destinations where sustainable travel is possible are heavily</i>	12

preferred. Most travels abroad are by train or bus, but sometimes members share cars. Flying is heavily discouraged and only used when there is little choice, such as when an activity is planned in a country only realistically reachable by plane, 12 points = Trips abroad are always organized in a way that traveling sustainably to a location is possible, and all members are aware that this is considered the standard. Trips never include travel by plane.)

Career and Education	Points
Sustainable Career Opportunities Discuss where the sustainable career opportunities lie in your field of study and if/how these are highlighted. Also include the method in doing this (congress, presentation, social media etc.) <i>(1 point = some attention is given to sustainable career opportunities, but rarely actually highlighted, 5 points = every member is aware of the sustainable career opportunities as they are actively given a platform in our association)</i> Sustainable Education and research opportunities Discuss how courses, research and other sustainable education options in your programme(s)/ faculty are highlighted. <i>(1 point = some attention is given to sustainable education and research opportunities, but rarely actually highlighted, 5 points = every member is aware of the sustainable education and research opportunities as they are actively given a platform in our association)</i>	5 5
Collaboration	Points
Sponsoring Discuss how choices are made in your association with regards to funding received from external organizations and the choices made regarding sustainability when selecting sponsors. <i>(1 point = in choosing sponsors for events sustainable partners are preferred, but not required in any way, 5 points = we only receive funding from sustainable cooperations)</i> Collaboration on events When selecting external partners, do you consider sustainability in your choices (if yes, please elaborate how). <i>(1 point = in choosing collaborators for events sustainable partners are preferred, but not required in any way, 5 points = we only collaborate with sustainable partners)</i>	5 3

Mental Health and Inclusivity		<i>Points</i>
Mental Health Is there an (external) confidant? Is there knowledge among members on how to reach this person? <i>(1 point = yes)</i>		1
Inclusivity Do you have a policy on inclusivity and how inclusive is your policy with regards to gender, nationality and less-abled members? <i>(1 point = We do not have clear policy on inclusivity, but we do consider it when making plans. For example, we try and keep most activities accessible for everyone including physically less-abled members, 4 points = we have clear policy on inclusivity, as well as a good awareness amongst members what this policy entails. Most / all of our activities are accessible for everyone and when they are not this is clearly mentioned)</i>		4
Bonus!		<i>Points</i>
Best Practice Please use this to highlight a best practice regarding sustainability that has not been covered in the previous criteria points.		3