



Terms and Conditions

Dear New Green Office!

We are excited to that you have partnered with Green Offices. CSUB sustainability has launched a new program to promote and educate about sustainability and in time reduce CSUB's carbon footprint. The Green Offices is an exciting new program that will allow campus students, staff and faculty to sign up their office to receive campus-wide recognition and awards for their dedication to environmental sustainability.

This letter summarizes the responsibilities of the Green Offices team and your office. Below, please find the detailed Terms and Conditions of this agreement.

GREEN OFFICES RESPONSIBILITES

- The Green Office Representative is the liaison between the participating office and the Green Office Administrator from Facilities Management
- To receive certification, a majority of your office much achieve the actions selected on checklist.
- Each semester approximately 10-20 minutes should be allocated to the program by the Green Office Representative for audits.
- The Green Office Partnership Form must be read and signed by the identified Green Office Representative.
- Some points on checklist require your office to purchase certain materials but is not required to meet Tree certification.
- The list is designed to be adaptable for the variety of offices on campus. Not all actions will apply to all offices. As a result, you need to select those actions that CAN be achieved by your office.
- Upon applying, we request an academic year of participation with program.

We believe that the GO program will provide exciting new information that will further enhance the environmental sustainability of our campus.

X _____
Green Office Leader Signature

Date