

BYLINE FUNDING FINAL APPLICATION

SUBMISSION FOR YEAR 2018-2020

Submitted respectfully on September 10th, 2017 to the Student
Assembly Appropriations Committee

From: Cornell Environmental Collaborative

Advisor: Don Rakow

TABLE OF CONTENTS

A.	Mission, Constitution, Bylaws	3
	Our Mission	3
	ECO Umbrella Membership	3
	Composition and Membership.....	3
	Our Meetings.....	7
B.	Group Profile	7
	Officers from the 2016-2017 Academic Year	7
	Officers for the 2017-2018 Academic Year	8
	List of Active Members in 2014-2016 Cycle (and future if applicable)	8
C.	Organization History.....	11
D.	Summary of Request.....	12
	Reason for Request	12
	2016 - 2017 Calendar & Description of Events.....	12
	Narrative of Plans for the Next Funding Cycle	14
	Financial Statements	17
E.	Appendix.....	18
	Appendix 1: Co-Sponsorship Events and Descriptions	18
	Appendix 2: Financial Statements	20
	2.1) AY 2014 – 2016	20
	2.2) AY 2016 – 2017	21
	2.3) Projected Budget Outline For 2017 – 2018	23
	Appendix 3: Financial Projections	30



A. MISSION, CONSTITUTION, BYLAWS

OUR MISSION

Cornell ECO (Environmental Collaborative) is a student organization that works to unite student groups on-campus toward environmental sustainability. We commit fully to the following:

- to increase dialogue amongst environmental organizations and all other interested organizations,
- to launch and uphold meaningful venues for reducing negative environmental impact and upholding social justice and to provide opportunities for all students to gain knowledge and experience in relevant issues,
- to provide support to and information for existing environmental initiatives, and
- to foster meaningful relationships with Cornell's administration and the Ithaca community.

ECO UMBRELLA MEMBERSHIP

- At least 1 member of each club under the ECO umbrella should be present at ECO open forums and will serve to represent the interests of their organization within ECO.
- Membership is open to all organizations who agree to the conditions set within the constitution.
- Full membership for an organization not previously a member will be attained upon the attendance of 3 meetings or ECO-sponsored events.
- Membership continues from year to year by default, unless objected to by the organization itself or a majority of voting members (club representatives, board members, and committee members present).
- An organization may either be removed from membership status through a $\frac{2}{3}$ majority vote at a general body meeting. Prior to being removed from membership, the organization will be notified of its standing.
- Full membership constitutes voting rights and access to priority access to funding.

Voting rights allocated as the following:

- 1 vote for each member organization, represented by a club member in attendance.
- 1 vote for each board member, with a maximum of one vote per person.
- 1 vote for each full committee member, as defined in C.b.ii.

COMPOSITION AND MEMBERSHIP

The organization of ECO will be as follows:

A. Club Representatives

I. Full Membership & Responsibilities

- a. Representative responsibilities are upheld by an individual serving as a trusted representative of the ideals and consensus of a member organization.



- b. Membership is open to all organizations who agree to the conditions set within this constitution.
- c. Full membership for an organization not previously a member will be attained only upon the attendance of 3 meetings or ECO-sponsored events.
- d. Membership continues from year to year by default, unless objected to by the organization itself or a majority of voting members.
- e. An organization may be either rejected or removed from membership status through majority vote at a general body meeting.
- f. In order to be in good standing, at least one club representative must attend each required Open Forum meeting.

II. Selection

- a. Each member club will send at least one representative to send to monthly Open Forum meetings.

B. Board of Directors

I. Responsibilities

- a. Attend all ECO board of directors, committee, and Open Forum meetings unless extenuating circumstances prevail.
 - i. Extenuating circumstances include illness, family emergency, or religious holiday.
 - ii. Additional extenuating circumstances are determined by the rest of the board of directors on a case-by-case basis.
- b. Lead and support their respective committee members.

II. Election Procedures

- a. Board members are selected once a year at an election called to occurrence by current co-facilitators.
 - i. Due to the specific set of skills required by the Branding Director, this position is voted on by the current board.
 - ii. Co-Facilitators are also selected by the current board due to their close working relationship to other board members and their committees.
- b. Candidates will present their platform to the ECO community, followed by a question & answer session, and a discussion of their candidacy within the general body. Each candidate will be given an equal amount of time.
- c. Voting organizations have the option of abstaining from a vote.
- d. For single positions, candidates must win by a simple majority.
- e. If 2 or more candidates run for a position, and there is a tie between 2 of them, it will be broken by the current executive board.



- f. If the incumbent is running, then they do not get to vote.
- g. Board members shall take the lead in all events sponsored by ECO.
- h. A board member may resign by sending a resignation letter to the entire board. Co-facilitators will call elections for a replacement as soon as possible.
- i. If a board member is negligent in carrying out their role, a board member or an advisor may propose a recall vote by the general body.
 - i. In such an event, the board will present the case for recall, and the board member in question may defend him/herself, followed by a discussion amongst the general body.
 - ii. The board member is recalled if there is a 2/3 majority vote in the general body. Co-facilitators will call an election for a replacement as soon as possible.

C. Structure

- I. 2 Co-facilitators, designated to lead day-to-day affairs, serve as the main contact between ECO and other bodies including, but not limited to, umbrella organizations, the Student Assembly, the Campus Sustainability Office, and the greater Ithaca community. Candidates for co-facilitator are eligible only after being involved in ECO for at least 2 semesters.
- II. 1 VP of Community Development, whose role is to support member organizations in existing initiatives to improve campus sustainability, connect organizations inside and outside the umbrella with similar interests and to bridge gaps in student action.
- III. 1 VP of Events, responsible for overseeing community-building initiatives to raise Cornell's collective environmental awareness and to increase and uphold the effectiveness of existing events.
- IV. 1 VP of Finance, required to oversee financial well-being, transactions, obligations of ECO.
- V. 1 VP of Communications, required to oversee the use of various mediums to increase community awareness of ECO's initiatives to the Cornell community. The VP supports member organizations in advertising initiatives and in centralizing events and initiatives in a common newsletter and online platform.
- VI. 1 VP of Environmental Justice, who is responsible for partnering with both member and nonmember organizations to amplify the voices of marginalized communities impacted by environmental issues, such as climate change, through the organization of various educational events, initiatives, and actions.
- VII. 1 Branding Director, who manages the design and branding team to design the brand experience, ensuring consistency in the representation of the organization and producing marketing materials for events.



- VIII. 1 ECO-CSO Liaison Intern from the Cornell Sustainability Office (CSO) to create a cohesive vision between ECO and the CSO. The intern will work along with the ECO VP of Events, acting as the liaison between ECO and the Campus Sustainability Office for event planning, including arranging, coordinating and ensuring follow-up for monthly meetings between ECO and the Campus Sustainability Office.

D. Committees

I. Structure

- a. Each VP and director leads their own committee.

II. Selection & Membership

- a. Committee members will be accepted on a rolling basis each semester.
 - i. The number of committee members accepted, and whether an application is required is decided at the discretion of each committee's respective VP or Director.
- b. Committee members will gain full membership upon attendance of 3 general body meetings.

III. Responsibilities

- a. Committee members are required to attend all general body meetings unless extenuating circumstances prevail as defined:
 - i. Extenuating circumstances include illness, family emergency, or religious holiday.
 - ii. Additional extenuating circumstances are determined by the board of directors on a case-by-case basis.
- b. Committee members absent from more than 4 general body meetings each semester will be required to step down from all responsibilities.

E. Advisor Position

I. Qualifications

- a. An advisor must be university employed.

II. Selection

- a. An advisor will be selected and approved through majority vote by board of directors.

III. Responsibilities

- a. The advisor may raise issues and questions at any meeting.
- b. The advisor is expected to attend monthly General ECO meetings.
- c. The advisor offers advice on budgets and approves necessary applications and requests in a timely manner before deadlines.



OUR MEETINGS

A. ECO Open Forums

- The ECO Open Forums are open to all umbrella organizations, general body members, members of the Cornell community, and the general public.
- ECO Open Forums welcome all other interested parties.
- Only present members under the ECO umbrella who are eligible to vote may vote through a previously designated proxy.
- All event proposals, changes to the constitution, and changes to ECO must pass a majority vote within an ECO Open Forum.
- Any member may call a vote on an issue if the call is taken up by at least one-third of present members or an officer.
- The delegate meeting shall meet at minimum monthly, and may increase meetings as necessary.
- All votes may be taken by consensus vote by raised hands, or upon request, by secret ballot.

B. General Body Meetings

- A weekly general body meeting will occur with the board of directors and general body members.
- General body meetings are open to the public and welcome all interested parties.
- Day-to-day operations of ECO are discussed at general body meetings, and committees will work on initiatives and event-planning.
- General body meetings are primarily structured by co-facilitators, or by a director, with discretion from the board.

B. GROUP PROFILE

OFFICERS FROM THE 2016-2017 ACADEMIC YEAR

Name	Position	Email	Semester
Jen Juliano	Co-Facilitator	jtj34@cornell.edu	Fall/Spring
Tishya Rao	Co-Facilitator	trr47@cornell.edu	Fall
Cynthia Bensburg	Co-Facilitator	cab545@cornell.edu	Spring
Brendon Brown	ECO- CSO Liaison	bsb97@cornell.edu	Fall/Spring
Daniel Szabo	VP of Events	ds788@cornell.edu	Fall
Martha Williams	VP of Events	mdw223@cornell.edu	Spring
E Jin (Leah) Kim	VP of Finance	ek489@cornell.edu	Fall
Jee Won Yang	VP of Finance	jy634@cornell.edu	Spring
Keanna Chang	VP of Communications	klc257@cornell.edu	Fall



Emma Hoarty	VP of Communications	egh58@cornell.edu	Spring
Mitchell Lee	VP of Community Development	mal364@cornell.edu	Fall/Spring
Cole Norgaarden	VP of Environmental Justice	chn32@cornell.edu	Fall/Spring
Mind Apivessa	Director of Branding	ta273@cornell.edu	Fall
Mii Darakananda	Director of Branding	pd279@cornell.edu	Spring
Samsuda Khem-nguad	Honorary Senior Advising Member	sk2392@cornell.edu	Fall

I.

OFFICERS FOR THE 2017-2018 ACADEMIC YEAR

Name	Position	Email	Semester
Mitchell Lee	Co-Facilitator	mal364@cornell.edu	Fall/Spring
Tishya Rao	Co-Facilitator	trr47@cornell.edu	Fall (up for re- election)
Brendon Brown	Intern for the Campus Sustainability Office	bsb97@cornell.edu	Fall/Spring
Martha Williams	VP of Events	mdw223@cornell.edu	Fall (up for re-election)
Jee Won Yang	VP of Finance	jjy634@cornell.edu	Fall (up for re-election)
Emma Hoarty	VP of Communications	egh58@cornell.edu	Fall (up for re-election)
Chelsea Peterson	VP of Community Development	cmp272@cornell.edu	Fall/Spring
Clay Davis	VP Of Environmental Justice	cbd54@cornell.edu	Fall/Spring
Mii Darakananda	Director of Branding	pd279@cornell.edu	Fall (up for re-election)

LIST OF ACTIVE MEMBERS IN 2014-2016 CYCLE (AND FUTURE IF APPLICABLE)

ECO Committee Members

Name	Committee
Eesha Khanna	Branding
Fauna Mahootian	Branding
Maya Kumaran	Branding
Mii Darakananda	Branding
Mind Apivessa	Branding
Xinyuan Shi	Branding
Emma Hoarty	Communications
Keanna Chang	Communications



Clarie Ng	Communications/Branding
Chelsea Peterson	Community Development
Christopher Galantino	Community Development
Darren Chow	Community Development
Lyana Geng	Community Development
Adam Spaulding-Astudillo	Environmental Justice
Amy DeGaetano	Environmental Justice
Amy Gonzalez	Environmental Justice
Asela Kapparova	Environmental Justice
Claire Hacker	Environmental Justice
Cole Norgaarden	Environmental Justice
Cynthia Bensburg	Environmental Justice
Cynthia Chu	Environmental Justice
Elizabeth Chi	Environmental Justice
Jintana Cunningham	Environmental Justice
John J Tumolo	Environmental Justice
Kayla Cleggett	Environmental Justice
Maia Kunzman	Environmental Justice
Maya Chang Matunis	Environmental Justice
Sarah Li	Environmental Justice
Vandita Khanna	Environmental Justice
Willy Yang	Environmental Justice
Julie Kapuvvari	Environmental Justice/Events
Brendon Brown	Events
Daniel Szabo	Events
Elizabeth Couse	Events
Kamakhya Misra	Events
Leilani Peralta	Events
Martha William	Events
Meghan Hayden	Events
Nadine Fuller	Events
Sophia Chen	Events
Summer Calvache	Events



Eric Kim	Finance
Jee Won Yang	Finance
Joy Park	Finance
Colton Poore	Finance

ECO Representatives from Umbrella Organizations

Name	Organization
Janet Back	Amnesty International
Julian Kroll	Amnesty International
Kerry Mullins	Anabel's Grocery
Marek Kwasnica	Beekeeping Club
Gabriela Vega	Climate Justice Cornell
Elizabeth Chi	Climate Justice Cornell
Elizabeth Chi	Cornell Roosevelt Institute
Karolina Pyrycz	Cornell Nature Society
Cynthia Bensburg	Cornell Sustainability Office
Cynthia Bensburg	CU Reuse
Taylor Hughes	Cornell Thrift
Taylor Hughes	Waste Not
Elizabeth Couse	Cornell Vegan Society
Brittney Thompson	Cornell Waste Council
Meghan Hayden	CU Thrift
Christopher Galantino	CU Thrift
Xinyuan Shi	CU Thrift
Danielle Rutkowski	Ecology house
Sarah Barr Engel	Engineers for a Sustainable World
Sarah Barr Engel	Take Back the Tap
Gabrielle Lynch	Food Recovery Network
Becca Merenbach	Greeks Go Green
Emily Parish	Greeks Go Green
Jennifer Jackson	Green Catch
Karen Ceballos	Nature RX
Sarah Marino	Nature RX
Thomas Read Barbee	Project Greenhouse
Alexia Heinrich	SNRC
Keanna Chang	SNRC



Claire Hacker	SNRC
Kristina Filippini	Sustainable Enterprise Association
Samantha Kirsch	Sustainable Enterprise Association
Samantha Kirsch	Green Ambassadors
Anna Doyle	Take Back the Tap
Angela Justin	Take Back the Tap

C. ORGANIZATION HISTORY

Cornell's rich history as the 'Green Ivy' is rooted in the persistent and thoughtful action of its students. Some examples include pledging support and participation from all levels of the campus in protecting the environment in 1997, making Cornell the first university to sign onto the Kyoto Protocol in 2001 and creating the Sustainability Hub in 2007.

From 2008-2014, the club Sustainability Hub served as an incubator for ideas that helped reduce the negative environmental impact of the Cornell campus. Some of the projects that were created under Hub's umbrella include Big Red Bikes, Greeks Go Green, Take Back the Tap and Green Catch. While Sustainability Hub provided the support necessary to bring new ideas into action-oriented clubs, it became clear in the years that followed that a new uniting force was needed to bring the environmental community at Cornell back together.

In September 2014, 130 Cornelians marched on NYC for the People's Climate March, which over 100,000 people attended, making it the largest known march to date on any environmental issue. What this march showed was that when the impetus is there, students have the ability to come together from the Cornell community and across over 40 registered environmental clubs towards a common goal – but that this wasn't something that was happening on campus, on a regular basis. Much like the environmental movement that exists nationally and internationally, a lack of communication across groups and between individuals interested in sustainability often hinders us from best addressing our shared mission of creating a more environmentally responsible future.

By creating something that would foster a sense of community and unity among students with a similar end-goal, we wanted to help bridge the gaps that exist between our aspiring environmental activists, policy-makers, energy researchers and economists, clean-tech designers, architects, educators, conservationists, planners, and all others interested in making our future a better place. Additionally, we hoped this would encourage further collaboration with the administration working on the Climate Action Plan, as well as the Atkinson Center for a Sustainable Future, who struggled to engage with student groups because of the high turnover rate of regular clubs and such a wide variety of clubs that they did not know who to approach.



After the Climate March in September 2014, a group of student leaders from different environmental clubs began planning a summit that would bring together the entire environmental community in shaping a new force for the future of sustainability at Cornell. On December 6, 2014, over one hundred students gathered in Warren Hall who represented more than 40 environmental clubs, all seven undergraduate units, and a diverse array of majors, to establish a new, cohesive environmental alliance at Cornell. It was through this summit that ECO, the Environmental Collaborative, was born – Cornell’s first formal environmental council.

D.SUMMARY OF REQUEST

REASON FOR REQUEST

Throughout the past 2 years, ECO has continued to strive to build a stronger network among various student-run and faculty-run environmental organizations and efforts on campus. ECO requests funding to broadcast sustainability education to the greater Cornell and Ithaca communities, and continue building a stronger connection in order to develop a vibrant and engaging programming for a healthier campus environment.

ECO’s goal is to now involve students who are not already a part of the sustainability community and make them more aware of initiatives on campus that are geared towards achieving Cornell’s Climate Action Plan. The events mentioned below were planned in 2016- 2017 for the sake of fulfilling this mission. We hope to continue and expand on this list with the help of byline funding in the upcoming few years.

2016 - 2017 CALENDAR & DESCRIPTION OF EVENTS

A. Annual Campus Events & Festivals

- I. **Fall Fest** - Fall Fest is an event to introduce students to sustainability on the Cornell Campus. It launched in fall 2015 to showcase all of the different environmental clubs.
- II. **Annual Leadership Summit** - Each year, we will choose a topic that allows students to gain skills related to an environmental issue and network with students with similar interests on campus. In December 2014, ECO was founded at this summit. In December 2015, the summit focused on Environmental Justice and the Paris Climate Action Talks, and the summit in 2016 worked on the Climate Action Plan and executing change at a micro-level through collaboration with the Presidential Sustainable Campus Committee.
- III. **Ecouture Fashion Show** - This event is a chance to partner with our world-class Fiber Science and Apparel Design program to focus on how to improve social and environmental sustainability within the apparel industry. The event allows students to showcase their design, and also involves students in modeling for the show and performing at the event.



- IV. **SpringFest** - Annual Earth Day festival featuring interactive games, vendors from the Cornell and Ithaca community, music, dancing, and a showcase of information on making the world more sustainable.
- V. **Green Gala** - This is an end of the year event for Cornell's sustainable community to recap and celebrate the year's accomplishments and highlight individuals nominated for being outstanding contributors towards sustainability efforts on campus.

B. Community-Building Events

- I. **ECO Dialogue** - A series of events encouraging roundtable dialogue on contemporary issues like waste, tackling droughts in Ithaca and encouraging environmental activism.
- II. **Environmental Justice (EJ) Series (with organizations inside ECO Umbrella)** - A series of events discussing environmental justice issues like the flint water crises, engendering climate change. Co sponsored with organizations under the ECO umbrella.
- III. **Environmental Justice (EJ) Series (with organizations outside ECO Umbrella)** - A series of events discussing environmental justice issues like racism and the climate movement and the Dakota Access Pipeline. Co-sponsored with organizations like the Tompkins County Climate Protection Initiative and the Native American Students at Cornell (NASAC) to name a few.

C. Co- sponsorship Funded Events

These are events hosted by clubs inside and outside of ECO's umbrella organizations that benefitted from ECO's byline funding in 2016 - 2017. Descriptions of these events can be found in appendix 1 at the bottom of the document.

- **CAPalooza** for Climate Justice Cornell
- **Write for Rights Write-a-thon** for Amnesty International
- **True Cost Movie Screening** for Cornell Thrift
- **Death by Design Screening** for SNRC
- **Grand Opening and Mending Workshop** for Cornell Thrift
- **Nature RX at SpringFest**
- **Earth Day 5K** for SNRC
- **Global Enterprise Networking Session** for Sustainable Enterprise Association (SEA)
- **Sustainable Education in Ghana Exhibition** for CUSD
- **Disrupting the Food System Promotion** for SEA
- **Half-Baked** for Medium Design Collective
- **Creative Sprint** for Spark
- **Maker Faire** for Cornell Maker Club



NARRATIVE OF PLANS FOR THE NEXT FUNDING CYCLE

ECO supports events, either co-sponsored or planned within its board, that are innovative, appeal to a wide arrange of students' diverse interests pertaining to sustainability and the environment, enhance the campus academic and social climate, serve a large number of students, and are a result of the collaboration of many student organizations. Below are our specific guidelines for funding events and the breakdown of our projected budget.

Proposed Funding Model Summary:

As part of our annual operating budget, we are requesting \$0.75 per student. Since there are approximately 14,300 undergraduate students at Cornell, this leaves us with a budget of approximately \$10,725.

ECO will serve primarily as a **programming board**, but will also reserve a large portion of our budget to **co-sponsorships**.

- >> \$6250 - allocated to **programming board** for large-scale events and community building smaller events organized by the umbrella
- >> \$4500 - allocated to **co-sponsorships** initiated by organizations within and outside of the umbrella organization

In addition to receiving funding from the student activity fee, ECO expects to continue to receive funding from the Sustainability Office. It will also begin negotiations to receive funding from the Atkinson Center for a Sustainable Future this fall for initiatives led by our Director of Sustainable Initiatives and clubs within our umbrella, such as updating compost signs or providing reusable water bottles across campus.

Programming Board:

A. Summary

The budget of the programming board will be used to plan large-scale events for the benefit not only the clubs within our umbrella but also the the entire student body, including Fall Fest, the ECOture Fashion Show, and Spring Fest. These events will be planned primarily by our Co-Facilitators, VP of Events, VP of Communications, the ECO-CSO Liaison and our valued committee members that attend our weekly meetings. Our entire council of delegates from our umbrella will help us decide which events to put on and what we will offer at these events. We will also use Facebook polls, communication with our listserv, tabling events, and conversations at our events to determine which programs the community would like to see. Organizations in our umbrella can initiate ideas for events to add to our calendar and be organized in partnership with the programming board. The events listed in the calendar for the 2016-2017 school year are examples of events that were paid for under the budget of the programming board and will continue to be funded in the future years.

I. Annual Campus Events & Festivals:



- a. ECOfest (formerly known as Fall Fest) - \$550 will be allocated in order to ensure recruitment for new members and all other sustainability groups on under our umbrella
- b. Annual Leadership Summit - \$500 will be allocated to ensure annual communication with faculty groups focused in sustainability
- c. ECOuture Fashion Show - \$1000
- d. SpringFest - \$1000
- e. Green Gala - \$300

II. Community-Building Events

- a. Our budget allows for \$2600 for community-building events per year, which would be split into ECO Dialogues led by Events Committee, Environmental Justice (EJ) Series with organizations inside the umbrella, and EJ Series with organizations outside the umbrella. These events will be solicited in the semester before the semester in which the event takes place at all-delegate ECO meetings.
- b. Each ECO Dialogue events should not exceed a cost over \$200, so that 2 events can take place in each semester.
- c. Examples of events that would fulfill this category are listed above in the 2016-2017 calendar.

B. Criteria for Events Planned by the ECO Board:

- I. Evaluate the cost per person for the event or program
- II. Evaluate the expected number and diversity of attendees
- III. Evaluate percentage of our budget that will be allocated to the event
- IV. Evaluate whether or not the event or program is open to the entire Cornell community
- V. Evaluate how the event or program aligns with our mission of increasing dialogue amongst interested organizations, launching and upholding meaningful venues for reducing negative environmental impact and upholding social justice, and providing opportunities for all students to gain knowledge and experience in relevant issues
- VI. Evaluate our ability to bring in other organizations to co-sponsor and attend the event

Co-Sponsorships:

A. Summary

The budget for co-sponsorship will be used to support events that are not initiated by the programming board or groups within our umbrella, but still help us fulfill our mission of providing opportunities for all students to gain knowledge and experience in relevant issues related to the environment. Examples of these types of events include co-sponsorship for talks or conferences hosted by social entrepreneurship or cultural organizations that address environmental issues in some way. This will help us expand our reach on campus, and ensure that we are addressing our environmental mission through a diverse range of



perspectives. In order to receive funding from the ECO board, organizations applying for funding will have to submit an application and meet with the ECO board for a hearing.

Applications for co-sponsorship will be received on a rolling basis and reviewed twice each semester:

1. Beginning of September: for events taking place in the months of September and October
2. Middle of October: for events taking place in November, December, and January
3. Beginning of February: for events taking place in February and March
4. Middle of March: for events taking place in April, May, and the end of August.

Financial Grant Criteria for Co-Sponsorships:

- A. The event should be open to the entire Cornell community. The nature of the event should not be exclusive to ensure the diversity of attendees.
- B. Marketing and outreach plans in the application must contain methods to promote the event to outside of the environmental umbrella. All promotional materials **must include ECO's logo**, which we will be happy to provide, **or acknowledge our support**.
- C. The purpose of the event should achieve at least two of ECO's mission which are
- D. increase dialogue amongst interested organization
- E. uphold meaningful venues for reducing negative environmental impact and upholding social justice
- F. provide opportunities for all students to gain knowledge and experience in relevant issues
- G. The organization must apply for at least two purposes for funding (e.g. \$50 for Food/Beverages + \$10 Marketing)
- H. The organizations must be registered under Student Activities Office. ECO may also co-sponsor events organized by Program Houses, Study Programs, Sororities and Fraternities.
- I. The organization must provide **weekly updates** on the planning on the events (via email or in person).
- J. The organization must provide copies of all receipts for their spending **within 3 days following the event**. Failure to do so will jeopardize the reimbursement process as well as future applications.
- K. The organization must report the actual number of attendees **within 3 days following the event**. Failure to do so will jeopardize future applications.
- L. To avoid double funding of a particular item using Student Activity Fee (SAF) money, each group seeking co-sponsorship will be required to detail what their SAFC funding is to be used for. ECO co-sponsorship can be used for items not covered by SAFC funding as well as to supplement SAFC funding where this is not adequate to cover a particular item.
- M. If a student organization feels that it was not treated fairly, it has the right to appeal to the Board to reconsider the funding decision within 1 week of the original decision.
- N. The E-Board must review all budget proposals. A full quorum (three quarters) of the Board is required to allocate funds. In the case of an organization unable to have its budget reviewed at a regular meeting



- before the event (for some acceptable reason), the Board may call an emergency meeting to review the budget. **We consider all financial decisions primarily on cost per attendee.**
- O. The organization must return any unused funds and submit a document containing receipts of expenses by the date notified by ECO.

NOTE: If the organization is under ECO's umbrella, active participation at ECO's delegate meeting and/or events will favorably factor into the final decision

FINANCIAL STATEMENTS

[See Appendix 2 for Financial Statements AY 2014-2015, AY 2015-2016, AY 2016-2017]

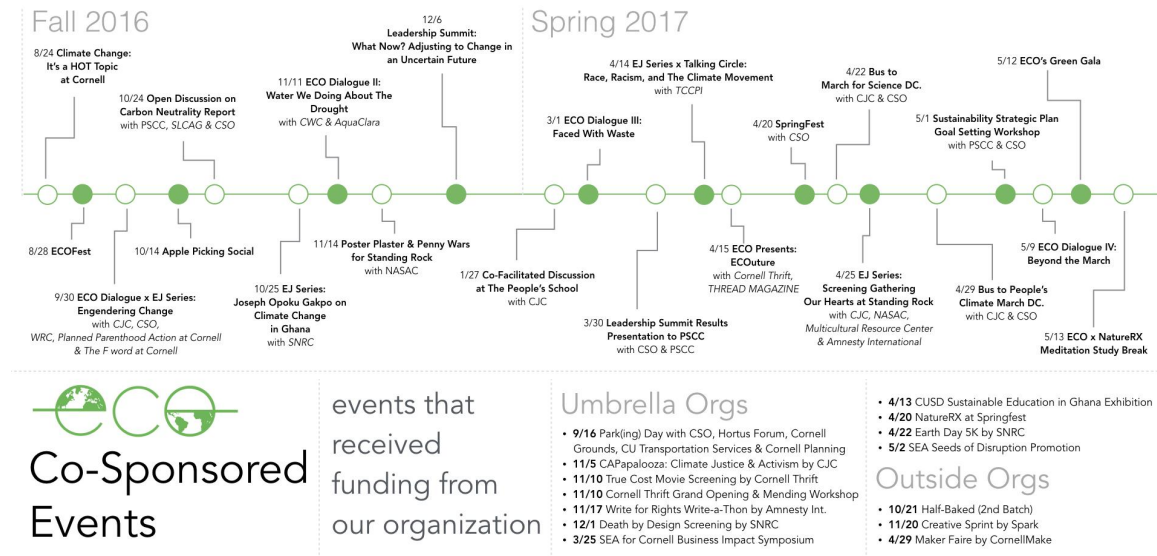
Analysis of AY 2015-2016 financial statements showing hypothetical spending on each budget item in an organization's financial statements if the organization received **10%, 25%, and 35%** less funding than its current allocation. [See Appendix 3 for details]

100%
\$10,750 = \$0 less
10% Less
\$9675 = \$1,075 less (taken out of small events budget)
25% Less
\$8062.50 = \$2,687.50 less (taken out of all budget and Co-Sponsorship funds for outside organization)
35 % Less
\$6987.50 = \$3,762.50 less (taken out of all events budget and Co-Sponsorship funds for inside organization)

E. APPENDIX

APPENDIX 1: CO-SPONSORSHIP EVENTS AND DESCRIPTIONS

Cornell Environmental Collaborative Timeline 2016 - 2017



- A. **CAPalooza** by Climate Justice Cornell - This activist concert was dedicated to further educating Cornell's student body about the details of the updated Climate Action Plan and how carbon neutrality would not only reduce our carbon footprint, but allow Cornell to give back to the world after years of environmental injustice.
- B. **Write for Rights Write-a-thon** by Amnesty International - Every year, millions of Amnesty activists and supporters around the world wrote letters on behalf of a handful of prisoners. This internationally coordinated "Write for Rights" effort has successfully secured the release of dozens of unfairly imprisoned human rights defenders over the years.
- C. **True Cost Movie Screening** by Cornell Thrift - Movie screening of "True Cost" and discussion to bring awareness to the detrimental effects of the fashion and clothing industry.
- D. **Death by Design Screening** by SNRC - A film screening that highlights the "dirty secrets of our digital addiction" and underlines the importance of creating safe and sustainable electronic products.
- E. **Grand Opening and Mending Workshop** by Cornell Thrift - Opening of Ezra's Exchange in Willard Straight Hall. Students can dump unused/unwanted clothing in exchange for clothes donated by other students.
- F. **Nature RX at SpringFest** - Club launch through tabling at SpringFest
- G. **Earth Day 5K** by SNRC - Charity 5K annual run for Earth Day
- H. **Global Enterprise Networking Session** by Sustainable Enterprise Association (SEA) - Cornell Business Impact Symposium (CBIS) is a regional event drawing student leaders and professionals from around the



northeastern United States focused on the unique, positive impact the private sector is having on social and environmental challenges. The conference explores how business can address some of the world's most pressing problems to create a more sustainable economy using innovative solutions.

- I. **Sustainable Education in Ghana Exhibition** by CUSD - An exhibition of the Ghana Project by CUSD to help the organization raise funds to travel to the country and implement change.
- J. **Disrupting the Food System Promotion** for SEA - A discussion on why animal protein alternatives are gaining popularity with the biggest tech investors in Silicon Valley, including Bill Gates, Biz Stone, and Sergey Brin; how slaughter-free meat grown in a brewery will change how the world eats; and, why the future of protein is directly linked to the future of the planet itself.
- K. **Half-Baked** by Medium Design Collective - An open platform for students to present unfinished ideas to the Cornell Community to give them a chance to collaborate and act on developing ideas.
- L. **Creative Sprint** by Spark - A mini hackathon where teams work towards combining innovative ideas and real-world feasibility through design with the goal of producing a product with real market viability. Successful teams were invited by Spark to continue developing their ideas into physical prototypes.
- M. **Maker Faire** by Cornell Maker Club - A Maker Faire is considered the largest "show-and-tell" on earth - a community event showcasing the hard work of 'makers' in the STEM, art, humanities, startup, and hobbyist communities. The first of its kind, the Cornell Maker Faire was the largest and most collaborative display of student and community work in the recent history of the university.



APPENDIX 2: FINANCIAL STATEMENTS

2.1) AY 2014 – 2016

Appendix 2: Financial Statement 2014-2016				
Funding Sources	2014-2015			2015-2016
Cornell University Office of Sustainability	\$4,570.84			\$800.00
Bartels Grant	\$250.00			\$0.00
College of Human Ecology	\$500.00			\$500.00
CUTonight	\$2,270.10			\$2,710.00
SAFC	\$0.00			\$450.00
CICCA	\$0.00			\$200.00
Cornell University Public Service Center	\$0.00			\$988.08
Unknown	\$0.00			\$489.32
Byline Funding	\$0.00			\$0.00
Total	\$7,590.94			\$6,137.40
Events	2014-2015			2015-2016
	Expenditures	Attendees	Cost Per Attendee	Expenditures
CUnite				
Food and Beverage	\$1,100.00			
Total	\$1,100.00	130	\$8.46	
Orientation Week				
Resource Fair	\$606.00			
RA Fair	\$530.00			
OL EcoReps	\$480.00			
Total	\$1,616.00	250	\$6.46	
Ecouture fashion show				
Facility Rental	\$60.00			\$0.00
Equipment Rental	\$0.00			\$250.00
Custodial Charges	\$0.00			\$250.00
Food and Beverage	\$1,200.00			\$900.00
Supplies	\$77.02			\$150.00
Decoration	\$373.08			\$700.00
Publicity/Marketing	\$88.88			\$180.00
Total	\$1,798.98	350	\$5.14	\$2,430.00
Spring Fest				
Performances	\$160.00			\$450.00
Publicity/Marketing	\$132.00			\$254.00
Supplies	\$29.79			\$74.67
Parking	\$225.00			\$50.00
Tents	\$292.00			\$1,105.00
"Thank You" Donation	\$100.00			\$0.00
Photographers	\$150.00			\$0.00
Total	\$1,088.79	1000	\$1.09	\$1,933.67

Fall Fest				
Marketing/Publicity	\$125.00			
Food and Beverage	\$201.00			
Activities	\$0.00			
Supplies	\$0.00			
Total	\$326.00	500	\$0.65	
Fall Leadership Summit				
Facility Rental				\$100.00
Food and Beverage				\$669.32
Attendance Revenue				-\$280.00
Total				\$489.32
Environmental Justice Series				
Marketing/Publicity				\$78.60
Food and Beverage				\$899.48
Supplies				\$10.00
Total				\$988.08
Total Expenses	\$5,929.77			\$5,841.07
Total Surplus	\$1,661.17			\$296.33

2.2) AY2016 – 2017

Appendix 2: Financial Statement 2016-2017					
	Breakdown	Adjusted to Actual Total	Amount Spent	Attendees	Cost per Attendee
Initiated By ECO					
Administration	Recruitment/Durable Goods	160	252.39		
	Chalk		10.78		
	Stickers		134.31	200	0.67
	Screen printer ink		25.15		
	ECO Banner		36.72		
	E-Board Training Retreat Materials		45.43	11	4.13
Large Annual Events	Fall Fest (8/28)	550	558.97	300	1.86
	Leadership Summit: What Now? Adjusting to Change in an Uncertain Future (12/6)	500	597.17	101	5.91
	Springfest	1000	825.63	1000	0.83
	ECOOutoure	1000	1382.57	124	11.15
	Green Gala		224.29	53	4.23
	Club Fest		12		
Total		3210	\$3,853.02	1578	
Community Building	Events Committee	800	737.29		
	-ECO Dialogue: Engendering Change (9/30)		77	50	1.54
	-ECO Dialogue: Water We Doing About the Drought w/ CWC & AguaClara (11/11)		95.51	42	2.27
	-ECO Dialogue: Faced With Waste? (3/1)		126.53	35	3.62
	-ECO Dialogue: Beyond the March (5/9)		168.76	52	3.25
	-ECO + Nature Rx		202.07	52	3.89
	-Project Greenhouse Open House		67.42	42	1.61
	EJ series (with orgs inside ECO umbrella):	764	545.21		
	-Engendering Change w/ CJC & CSO (9/30)		-	-	
	-Joseph Opoku Gakpo on Climate Change in Ghana w/ SNRC (10/25)		0	33	
	-DC March for Science & People's Climate March w/ CJC		430.62	140	3.08
	-Sign Making Session for D.C. & Ithaca People's Climate March		114.59	34	3.37
	EJ series (with orgs outside ECO umbrella):	700	450		
	-Engendering Change w/ Cornell Women's Resource Center, Planned Parenthood Generation Action at Cornell, The F Word at Cornell (9/30)		-	-	
	-Poster Plaster & Penny Wars for Standing Rock w/ NASAC (11/14)		0	18	
	-ECO x TCCPI Talking Circle		100	21	4.76
	-Standing Rock Film Screening with Multicultural Resource Center, Amnesty, CJC, NASAC		350	217	1.61
Total		2264	\$1,732.50	736	
Not initiated by ECO					
Co-sponsorship funds	Sponsorship with orgs inside ECO umbrella:	2500	2145.75		
	-CAPalooza by CJC		136.00	160	0.85
	-Write for Rights Write-a-Thon by Amnesty International		93.84	80	1.17
	-True Cost Movie Screening by Cornell Thrift		41.23	50	0.82
	-Death by Design Screening by SNRC		24.08	50	0.48
	-Cornell Thrift Grand Opening & Mending Workshop		40.20	30	
	-NatureRX at Springfest		111.71		
	-Earth Day 5K by SNRC		287.50	150	
	-SEA Facebook Ad for Cornell Business Impact Symposium		50.00	150	0.33
	-SEA Global Enterprise Networking Session		750.00	150	5.00
	-CUSD Sustainable Education in Ghana Exhibition		317.17	90	3.52
	-SEA Disrupting the Food System Promotion		100.00	70	1.43
	-Nature Rx Durable Goods (Yoga Mats, Singing Bowl, Vases)		194.02		
	Sponsorship with orgs outside ECO umbrella:	2000	1398.94		
	-Half-Baked		104.49	140	0.75
	-Creative Sprint by Spark		94.45	100	0.94
	-Maker Faire		1200.00	2000	0.60
Total		4500	\$3,544.69	3220	
Grand Total			\$9,974	\$9,130.21	5534
			<i>Remaining</i>	<i>843.79</i>	

Appendix 2: Financial Statement 2016-2017					
Notes: 1) Engendering Change 9/30 is noted in three places in order to show that it was both an EJ and ECO Dialogue event. It is noted twice within EJ to show the appropriations committee that we worked with orgs inside and outside of the umbrella. The cost and attendance was only noted once so as not to inflate our numbers. Please do not delete any of this, thank you! 2) Be careful to fix the sum formulas after adding rows for new entries.					
CUtonight should reimburse us back--approved 2000, dealt with Catering Invoice, not the rental invoice					

<i>ECOFest (Formerly FallFest)</i>			
Funding Source:	Amount:		
Byline Funding	\$550.00	Total:	\$558.97
Category	Item	Expenditure	Total Cost
Marketing			\$12.00
	Poster design	\$12.00	
Food and Beverage			\$296.43
	Wegman's Catering	\$296.43	
Activities			\$79.63
	Dilmun Hill Tye Dye	\$79.63	
Supplies			\$170.91
	Miscellaneous (e.g. napkins, utensils, etc.	\$170.91	
Total			\$558.97
Surplus			\$0.00
Attendees			300
Cost per attendee			\$1.86

<i>ECO Leadership Summit</i>			
Funding Source:	Amount:		
Byline Funding	\$500.00	Total:	\$597.17
Category	Item	Expenditure	Total Cost
Marketing			\$25.02
	Facebook Ad	\$25.02	
Food and Beverage			\$466.13
	Firehouse Subs Catering	\$466.13	
Supplies			\$106.02
	Miscellaneous (e.g. Sticky notes, p	\$106.02	
Total			\$597.17
Surplus			\$0.00
Attendees			101
Cost per attendee			\$5.91

<i>ECOtoure Fashion Show</i>			
Funding Source:	Amount:		
CU-Tonight	\$2,000.00	Total:	\$3,000.00
Byline Funding	\$1,000.00		
Category	Item	Expenditure	Total Cost
Facility rental fee			\$1,300.00
	Johnson Museum Rental	\$1,300.00	
Food and Beverage			\$1,093.50
	Cornell Dining catering service	\$1,093.50	
Supplies			\$82.57
	Materials for designers	\$82.57	
Total cost			\$2,476.07
Surplus			\$523.93
Attendees			124
Cost per attendee			\$3.84
Actual Cost per attendee			*\$11.15
* CUTonight approved \$2000 funding, but had only took invoice for Catering Service.			
\$906.50 that should've been reimbursed wasn't received yet			

<i>Spring Fest</i>			
Funding Source	Amount		
Byline Funding	\$1,000	Total:	\$1,000.00
Category	Items	Expenditures	Total Cost
Performances			\$657.04
	Rot 'n Roll (band)	\$657.04	
Supplies			\$167.94
	Henna	\$59.91	
	Mason Jars	\$71.92	
	Ice	\$12.00	
	Miscellaneous	\$24.11	
Marketing			\$21.71
	Snapchat Geofilter	\$21.71	
Total			\$846.69
Surplus			\$153.31
Attendees			1,000
Cost per attendee			\$0.85

<i>Green Gala</i>			
Funding Source:	Amount:		
Byline Funding		Total:	\$224.29
Category	Item	Expenditure	Total Cost
Decorations			\$67.00
	Plants	\$67.00	
Food and Beverage			\$157.29
	Food	\$157.29	
Total			\$224.29
Surplus			
Attendees			53
Cost per attendee			\$4.23

2.3) PROJECTED BUDGET OUTLINE FOR 2017 – 2018

Appendix 2: Projected Budget Outline 2017-2018				
	Breakdown	number of events	amount per event	total amount
Initiated By ECO				
Administration	Recruitment, printing	1	200	200
Large Annual Events	Fall Fest	1	550	550
	Leadership Summit	1	500	500
	Springfest	1	1000	1000
	Green Gala	1	300	300
	Ecoutoure	1	1000	1000
Total		5		3550
Community Building	ECO Dialogue	4	200	800
	EJ series (with orgs inside ECO umbrella)	3	300	900
	EJ series (with orgs outside ECO umbrella)	3	300	900
Total		10		2600
Not initiated by ECO				
Co-sponsorship funds	Sponsorship with orgs inside ECO umbrella			2500
	Sponsorship with orgs outside ECO umbrella			2000
Total		0		4500
Grand Total		15		10650

APPENDIX 3: FINANCIAL PROJECTIONS

Appendix 3: Financial Projection 2018-2019, Reductions

Expected SAF funding:	\$10,750.00
Total Funding for Annual Campus Events:	\$4,000.00
Total Funding for Co-sponsorship fund (Inside Umbrella):	\$2,500.00
Total Funding for Co-sponsorship fund (Outside Umbrella):	\$2,000.00
Total Funding for Community Events:	\$2,250.00
Total SAF funding used:	\$10,750.00

10% reduction in expected SAF funding:	\$9,675.00
Total Funding for Annual Campus Events:	\$4,000.00
Total Funding for Co-sponsorship fund (Inside Umbrella):	\$2,500.00
Total Funding for Co-sponsorship fund (Outside Umbrella):	\$2,000.00
Total Funding for Community Events:	\$1,175.00
Total SAF funding used:	\$9,675.00

25% reduction in expected SAF funding:	\$8,062.50
Total Funding for Annual Campus Events:	\$3,250.00
Total Funding for Co-sponsorship fund (Inside Umbrella):	\$2,500.00
Total Funding for Co-sponsorship fund (Outside Umbrella):	\$1,250.00
Total Funding for Community Events:	\$1,062.50
Total SAF funding used:	\$8,062.50

35% reduction in expected SAF funding:	\$6,987.50
Total Funding for Annual Campus Events:	\$2,500.00
Total Funding for Co-sponsorship fund (Inside Umbrella):	\$2,250.00
Total Funding for Co-sponsorship fund (Outside Umbrella):	\$1,250.00
Total Funding for Community Events:	\$987.50
Total SAF funding used:	\$6,987.50

Expected SAF funding:	\$10,750.00			
Annual Campus Events	Cost of event	Remaining Funding	Expected attendees	cost per attendee
ECOFest (formerly Fall Fest)	\$600.00		1,000	\$0.60
Leadership Summit	\$500.00		150	\$3.33
ECOtoure	\$1,600.00		500	\$3.20
Springfest	\$1,000.00		2,000	\$0.50
Green Gala	\$300.00		75	\$4.00
Total expected cost of annual events:	\$4,000.00	\$6,750.00		
Co-sponsorship fund:	\$4,500.00	\$2,250.00		
Events Committee:				
1st Semester ECO Dialogue	\$200.00		100	\$2.00
1st Semester ECO Dialogue	\$200.00		100	\$2.00
2nd Semester ECO Dialogue	\$200.00		100	\$2.00
2nd Semester ECO Dialogue	\$200.00		100	\$2.00
Environmental Justice Series:				
With organizations inside umbrella	\$750.00		200	\$3.75
With organizations outside umbrella	\$700.00		200	\$3.50

10% reduction in expected SAF funding:		\$9,675.00		
Two ECO Dialogues will be cancelled, and the size of all Community Building Events will decrease				
Annual Campus Events	Cost of event	Remaining Funding	Expected attendees	cost per attendee
ECOFest (formerly Fall Fest)	\$600.00		1,000	\$0.60
Leadership Summit	\$500.00		150	\$3.33
ECOutoure	\$1,600.00		500	\$3.20
Springfest	\$1,000.00		2,000	\$0.50
Green Gala	\$300.00		75	\$4.00
Total expected cost of annual events:	\$4,000.00	\$5,675.00		
Co-sponsorship fund:	\$4,500.00	\$1,175.00		
Events Committee:				
1st Semester ECO Dialogue	\$100.00		50	\$2.00
2nd Semester ECO Dialogue	\$100.00		50	\$2.00
Environmental Justice Series:				
With organizations inside umbrella	\$475.00		150	\$3.17
With organizations outside umbrella	\$500.00		150	\$3.33



25% reduction in expected SAF funding: \$8,062.50				
<i>Size of the ECOtoure will decrease by half, Co-sponsorship funds for organizations outside the umbrella and the size of EJ series will decrease</i>				
Annual Campus Events				
	Cost of event	Remaining Funding	Expected attendees	cost per attendee
ECOFest (formerly Fall Fest)	\$600.00		1,000	\$0.60
Leadership Summit	\$500.00		150	\$3.33
ECOtoure	\$850.00		300	\$2.83
Springfest	\$1,000.00		2,000	\$0.50
Green Gala	\$300.00		75	\$4.00
Total expected cost of annual events:	\$3,250.00	\$4,812.50		
Co-sponsorship fund:	\$3,750.00	\$1,062.50		
Events Committee:				
1st Semester ECO Dialogue	\$100.00		50	\$2.00
2nd Semester ECO Dialogue	\$100.00		50	\$2.00
Environmental Justice Series:				
With organizations inside umbrella	\$475.00		150	\$3.17
With organizations outside umbrella	\$387.50		100	\$3.88
35% reduction in expected SAF funding: \$6,987.50				
<i>Size of all Annual Campus Events will decrease, Co-sponsorship funds for organizations under Umbrella will decrease, and the size of EJ series will decrease further</i>				
Annual Campus Events				
	Cost of event	Remaining Funding	Expected attendees	cost per attendee
ECOFest (formerly Fall Fest)	\$300.00		1,000	\$0.30
Leadership Summit	\$500.00		150	\$3.33
ECOtoure	\$800.00		200	\$4.00
Springfest	\$600.00		1,200	\$0.50
Green Gala	\$300.00		75	\$4.00
Total expected cost of annual events:	\$2,500.00	\$4,487.50		
Co-sponsorship fund:	\$3,500.00	\$987.50		
Events Committee:				
1st Semester ECO Dialogue	\$100.00		50	\$2.00
2nd Semester ECO Dialogue	\$100.00		50	\$2.00
Environmental Justice Series:				
With organizations inside umbrella	\$400.00		120	\$3.33
With organizations outside umbrella	\$387.50		100	\$3.88