

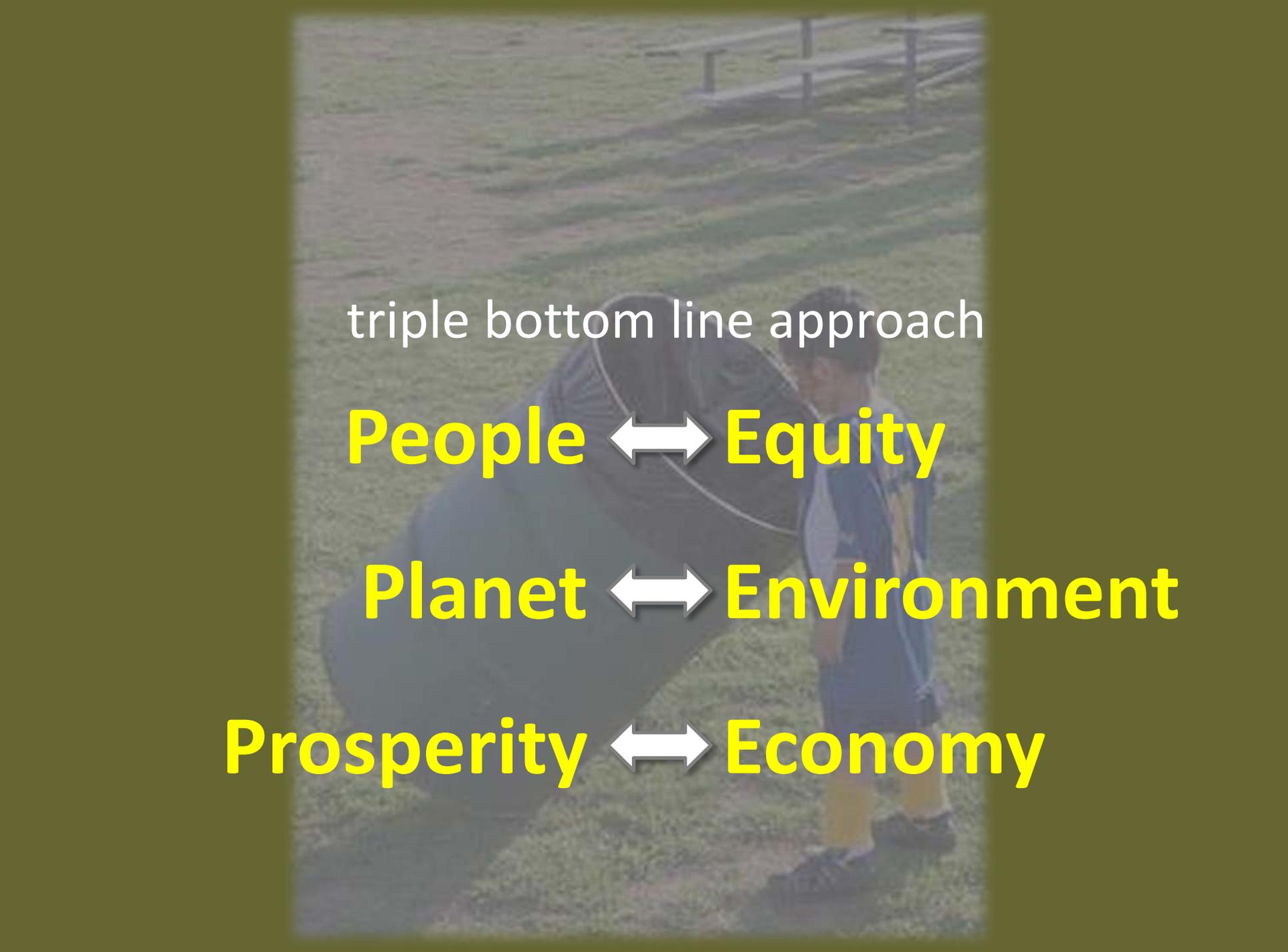
A young boy in a blue soccer uniform stands next to a large blue recycling bin on a grassy field. The bin is tilted, and the boy is looking into it. In the background, there are wooden bleachers. The entire image is overlaid with a semi-transparent green filter.

People:Planet:Prosperity  
hosting sustainable events where *you* live



# Sustainability meaning....?

“... meeting today’s needs without compromising the ability of future generations to meet their needs.”



triple bottom line approach

**People ↔ Equity**

**Planet ↔ Environment**

**Prosperity ↔ Economy**

A young boy in a blue soccer uniform stands on a grassy field next to a large black trash can. The background shows a wooden fence and a grassy area. The text is overlaid on the image.

**Triple Bottom Line**  
A decision-making framework to help us think about and explore environment, equity and economic impacts, benefits and trade-offs of our decisions.

# Ask Questions...

How would this proposal affect community relationships, effective government, social justice, and overall livability? Does the proposal account for differing impacts on community members (vulnerable populations, specific neighborhoods, distinct groups, others)?

**equity**

# Ask Questions...

How would this proposal affect the local economy and what are its costs to the community, now and over the long term?

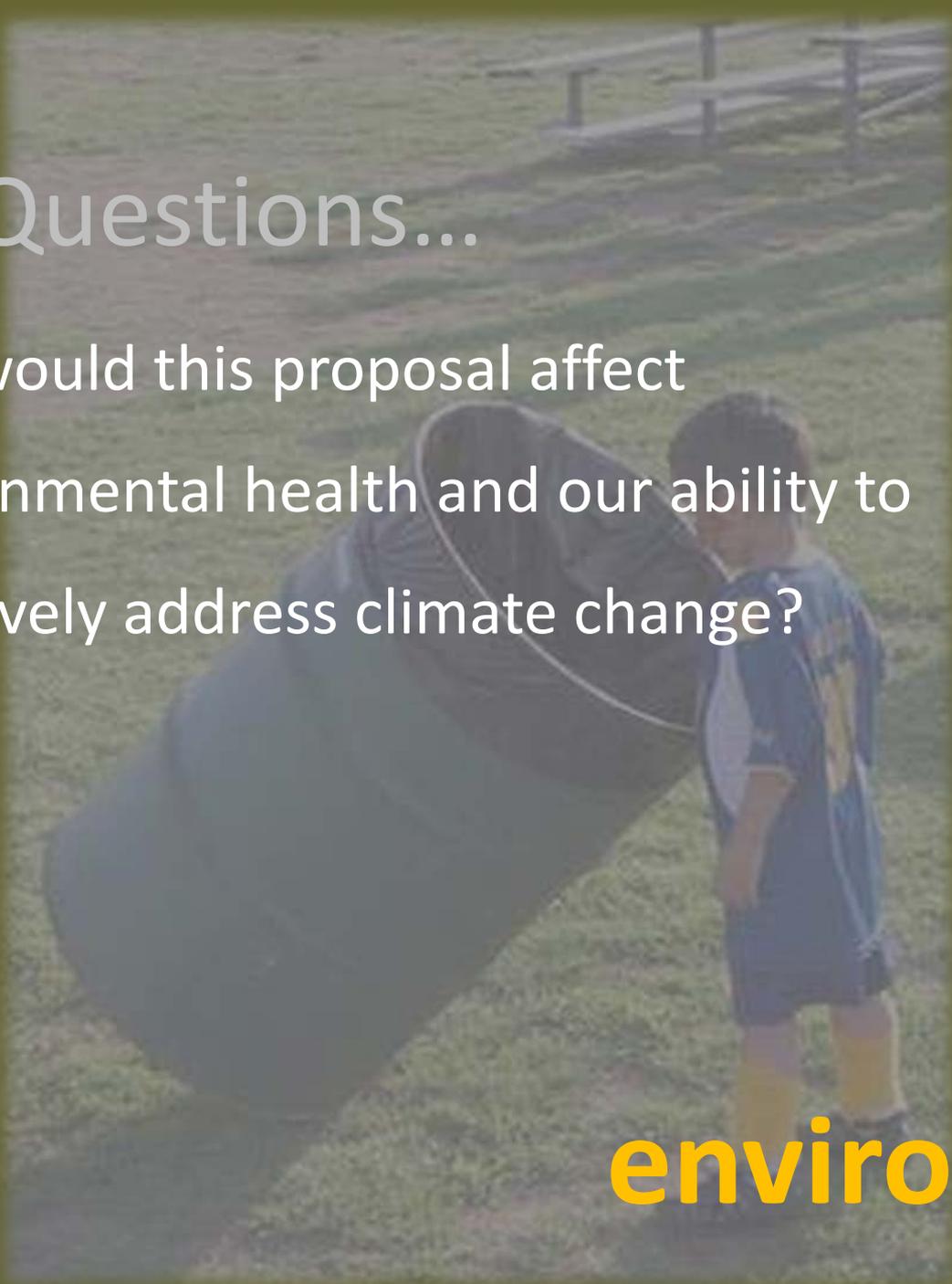
How does the proposal support responsible stewardship of public resources?

**economy**

# Ask Questions...

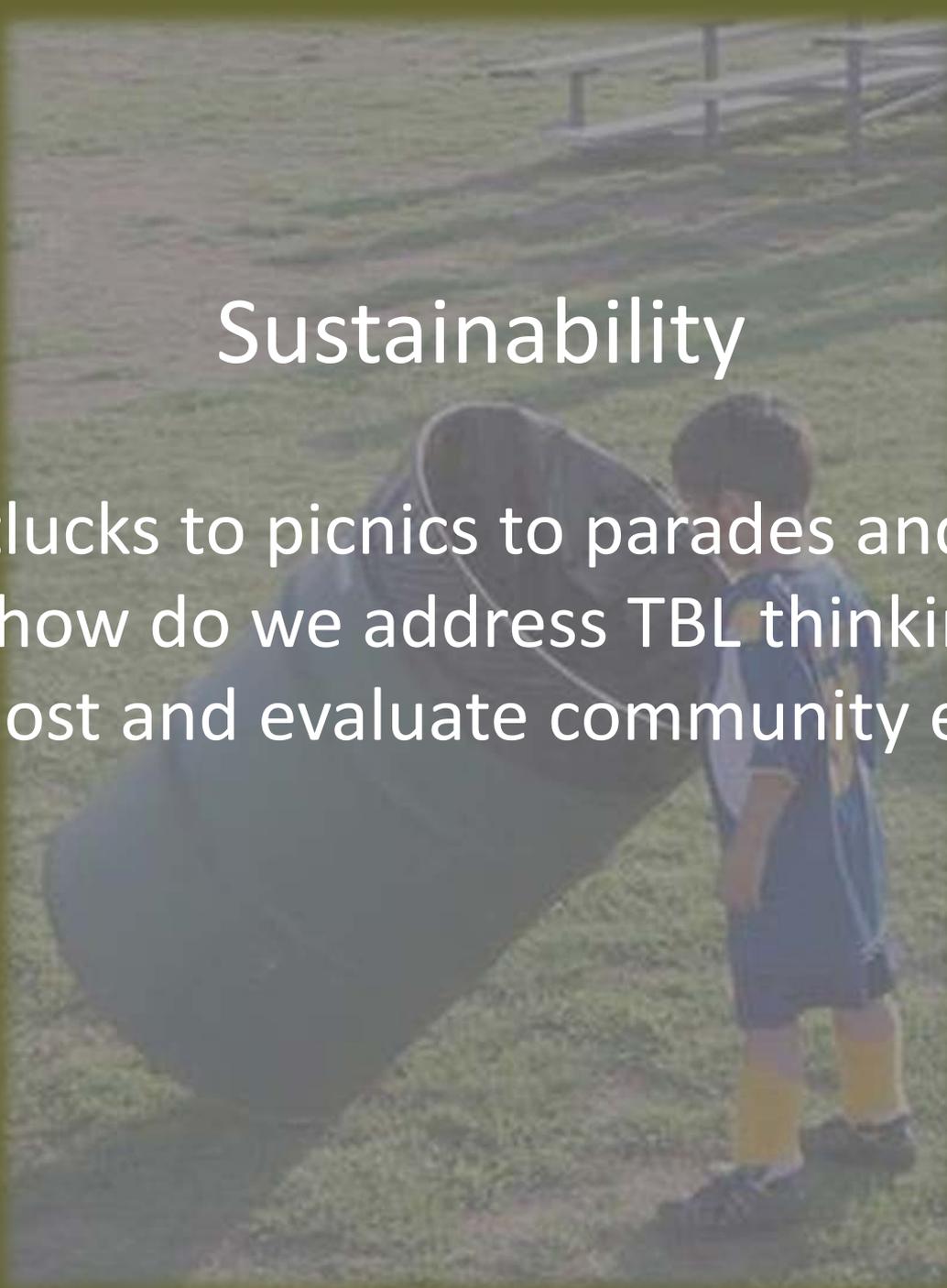
How would this proposal affect environmental health and our ability to effectively address climate change?

**environment**



# Sustainability

From potlucks to picnics to parades and regional events, how do we address TBL thinking as we plan, host and evaluate community events?





PLANET

(resources)



PLANET

(waste)



PROSPERITY

(benefits)

...and costs



# PROSPERITY

(intangibles)



PEOPLE  
(inclusion)



PEOPLE

(access)






**Love Food  
Not Waste**

**local compost**

This voucher entitles you to one free (18-quart) bag of 100% recycled compost made from the food scraps from Eugene businesses!



**Love Food  
Not Waste**

**REXIUS**

Pick up your compost at Rexius;  
150 Hwy 99, Eugene, OR 97402  
Location map at [www.rexius.com/New-Yard-Flyer.pdf](http://www.rexius.com/New-Yard-Flyer.pdf)

To learn more about Love Food Not Waste  
visit <http://www.eugene-or.gov/lovefood>  
or call 941-682-5652



# Sustainable Events Checklist

Simple steps to producing a more environmentally friendly and socially conscious event

**Provided by**



**In partnership with**



**COUNCIL *for***  
**RESPONSIBLE**  
**SPORT**



## INTRODUCTION

Events such as conferences and meetings are great places for fun and shared learning, and provide opportunities for people to socialize, share experiences and return to their own communities with renewed energy, skills and knowledge. Events require housing, moving, feeding and educating people in large numbers -- all of which require energy and resources and impacts our social and natural environment. With some forethought and planning, there are several actions event planners can take to reduce the negative environmental impacts and enhance the positive social and community building aspects of events.

This checklist will assist event planners with event decision-making and in understanding potential impacts of these decisions.

The checklist lists proposed actions or activities during the pre-event planning and for the event itself. Organizers will benefit most from considering this checklist early in the planning process—preferably before most major decisions are made (e.g. venue, food contracts, printing, etc.).

### First Things First—consider & discuss the following basic questions about your event

- What are your sustainability goals and objectives? Waste reduction? Increased use of renewable or alternative energy sources? Increased participation of underrepresented community members?
- What level of support and expertise for these goals does your event's senior leadership team bring to the table?
- Who among your sponsors, vendors and civic partners will you ask to support your efforts?
- Who will actually manage this aspect of your event on a day-to-day basis?
- Consider how you will fund initiatives that have a cost impact. Are you willing to spend a bit more for the more socially and environmentally responsible option?
- How will you measure your efforts and successes?
- How will you share your accomplishments and lessons learned?
- Once you've answered these questions, develop a purpose statement for your sustainability work.

### Key Terms

**Sustainability** — meeting the current generation's needs without sacrificing the ability of future generations to meet theirs.

**Procurement** — the act of obtaining equipment, materials and supplies.

**Zero Waste** — it is said that 'zero waste' was achieved when 90% or more of discarded material is diverted from the landfill.

**Carbon Footprint** — the amount of greenhouse gas emissions emitted by activities, or, the event's contribution to climate change.

**Accessibility Service** — a service offered that allows for greater access by a person or group of people by overcoming a barrier to their participation.

In addition to having an overarching set of goals and objectives, also consider developing specific plans or policies for sustainable procurement, waste diversion, safety, and community inclusion.



### Organization

- Develop a clear set of goals and objectives (no more than 5). Then develop a detailed plan for how each goal will be implemented.
- Thoughtfully address barriers to participation of underrepresented community groups.
- Assign a “green team” leader, but make the effort a goal of the whole event production team.
- Develop an approach to diverting as much waste from landfill as possible.
- Budget for new initiatives; consider getting a sustainability sponsor.
- Share your goals and objectives with sponsors, partners and vendors; develop a sustainable procurement policy to guide their actions.

### Publicity

- Have a clear, consistent point of view about what you are trying to accomplish.
- Develop Web page and social media content about your initiatives.
- Include something about your social and environmental responsibility agenda in every press release.

### Printing

- Minimize printing, maximize use of electronic communications.
- Use online registration systems for participants and volunteers.
- Use recycled paper stock, soy-based inks for any necessary printing (posters, fliers, brochures, etc.).
- Offer guests the option to opt-out of printed materials during the registration process and offer easy access to them online.

### Expo

- Maximize awareness, building engagement through educational events and signage.
- Eliminate single-use plastic bottled water by setting up water stations and reminding guests to bring reusable bottles.
- Provide highly visible, easily accessible waste collection stations; staff them with trained volunteers.

### Event Giveaways & Merchandise

- Source responsibly produced clothing with organic cotton or recycled fiber content.
- Offer visitors the option to opt-out of giveaways.



## AT THE EVENT—ACTIONS SPEAK!

### Participant Travel to and from Event

- Encourage/reward carpooling and mass transportation options: offer free or discounted mass transportation fares, preferred parking for carpoolers, and bike valet.
- Provide accessible transportation and/or parking options for the disabled.
- Work with volunteers to calculate and offset the carbon impact of travel to and from event.

### Event Operations

- Use fuel efficient and/or biodiesel vehicles.
- Use alternative or renewable energy sources—ask your utility what they can offer.
- Calculate and offset the carbon impact of event operations.

### Equipment

- Rent, reuse and share everything you can; equipment that sits in a warehouse 364 days a year is not cost effective nor environmentally responsible.

### Meals and Food

- Work with caterers/vendors to minimize waste and maximize recycling.
- If bottled water is necessary, make sure bottles are recycled.
- Work with caterers who prioritize serving organic and/or locally produced food.
- Utilize reusable plates and utensils, signage that builds awareness of your sustainability actions/goals, and provide centralized waste collection stations (ideally staffed with trained volunteers).
- Send leftover food to a local shelter.
- Compost food waste if possible.

### Post Event

- Conduct a post-event review to evaluate efforts and outcomes.
- Critique your efforts and accomplishments.
- Summarize event outcomes and publicize or event sustainability report on the web page.
- Celebrate your achievements!



A 'zero waste' station at the Neighborhoods, USA conference, May 2014 in Eugene, Oregon featured three clearly marked sorting bins and an interactive chalkboard where people wrote the ways they prevent waste in their lives.

## ABOUT THE COUNCIL FOR RESPONSIBLE SPORT

When the Council for Responsible Sport (CRS) began in 2007, our founders' vision was of a world where responsibly produced sports events are the norm. That remains our vision today as we fulfill our mission to support, certify and celebrate responsibly produced sports events. We:



COUNCIL *for*  
RESPONSIBLE  
SPORT

- 1 – **SUPPORT** event organizers who strive to produce socially and environmentally responsible events through hands-on coaching and a variety of support group programs and tools
- 2 – **CERTIFY** responsible event production practices through our independent, third-party certification program.
- 3 – Actively **CELEBRATE** events that have become certified by the Council.

For more information, please visit [www.CouncilforResponsibleSport.org](http://www.CouncilforResponsibleSport.org) or you can drop us a note at [info@CouncilForResponsibleSport.org](mailto:info@CouncilForResponsibleSport.org) .

## Sustainability Resources/NUSA 2015

Center for a New American Dream

<http://www.newdream.org/>

The story of stuff

<http://storyofstuff.org/> start with: <http://storyofstuff.org/movies/story-of-bottled-water/>

City of Eugene (Oregon) sustainable events page

<http://www.eugene-or.gov/index.aspx?nid=2747>

City of Eugene (Oregon) Triple Bottom Line resources

<http://www.eugene-or.gov/index.aspx?nid=512>

Sustainable Eugene

<http://www.eugene-or.gov/index.aspx?nid=504>

Travel Lane County Sustainable Conference page

<http://www.eugencascadescoast.org/meeting-planners/green-meetings/>

Sustainable.org/How to plan a sustainable event

<http://sustainable.org/living/responsible-buying-a-consumption/473-how-to-plan-a-sustainable-event>

Council for Responsible Sports

<http://www.councilforresponsiblesport.org/certified-events/#>

Sustainable Event Alliance

<http://sustainable-event-alliance.org/>

Yale Green Event Certification

<http://sustainability.yale.edu/tools-resources/certifications-we-offer/green-events>

Not Triple Bottom Line, but some good ideas...

ICLEI Sustainable Events page (International Council for Local Environmental Initiatives) <http://www.iclei-europe.org/topics/sustainable-events/>

Rene Kane

Neighborhood Planner, Human Rights & Neighborhood Involvement

City of Eugene

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Eugene OR 97401

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### Triple Bottom Line Tool - short form

<b>Proposals:</b>  [Scoring: + Positive overall 0 Neutral overall < Negative overall]	<b>Environmental Health:</b> How would this proposal affect environmental health and our ability to effectively address climate change?	<b>Economic Prosperity:</b> How would this proposal affect the local economy and what are its costs to the community, now and over the long term? How does the proposal support responsible stewardship of public resources?	<b>Social Equity:</b> How would this proposal affect community relationships, effective government, social justice and overall livability? Does the proposal account for differing impacts on community members (vulnerable populations, specific neighborhoods, distinct groups, other)?	<b>Notes:</b> Is special leadership required? Are risks manageable? Have organizational impacts and connections been considered?
Your text goes here	+	0	<	Etc., etc.

Note: This tool is intended to support quick triple bottom line analyses and may be appropriate for preliminary studies, scoping efforts, and as a screen for highlighting and describing potential impacts. For in-depth analyses, refer to the detailed TBL tool.

# City of Eugene TRIPLE BOTTOM LINE ANALYSIS TOOL (TBL ) Updated 6/2013



## Creating a sustainable community

### ***The City Vision:***

- *Value all people, encouraging respect and appreciation for diversity, equity, justice, and social well-being. We recognize and appreciate our differences and embrace our common humanity as the source of our strength;*
- *Be responsible stewards of our physical assets and natural resources. We will sustain our clean air and water, beautiful parks and open space, livable and safe neighborhoods, and foster a vibrant downtown, including a stable infrastructure;*
- *Encourage a strong, sustainable and vibrant economy, fully utilizing our educational and cultural assets, so that every person has an opportunity to achieve financial security.*

## How to use the tool

The TBL tool is designed to inform a deeper understanding of how policy and program choices will affect the social equity, environmental health and economic prosperity of the community. To facilitate a close and deliberate look at those effects, the tool should be used in the following circumstances:

- When formulating a recommendation to the City Council about a policy, program, proposal or initiative in an Agenda Item Summary (AIS). Use this tool to inform the development of the proposal and then summarize the analysis in the AIS.
- To aid in program reviews.
- To help guide service improvements.
- To evaluate the effects of significant budget changes.

The TBL tool does not dictate a particular course of action; rather, the analysis provides policy makers and staff with a greater awareness of some of the trade-offs, benefits and consequences associated with a proposal, leading to more mindful decision-making.

**Brief description of proposal**

*Please provide a brief description of your proposal – (~100 words )*

**Staff lead(s):**

Staff Name:	Position/Division	Phone

**NOTE: Reference documents** - The TBL Tool will include links to relevant City policies and plans.



## **Social Equity**

**Described as:** Placing priority upon protecting, respecting, and fulfilling the full range of universal human rights, including civil, political, social, economic, and cultural rights. Providing adequate access to employment, food, housing, clothing, recreational opportunities, a safe and healthy environment and social services. Eliminating systemic barriers to equitable treatment and inclusion, and accommodating to differences among people. Emphasizing justice, impartiality, and equal opportunity for all.

**Goal/outcome:** It is our priority to support an equitable and adequate social system with access to employment, food, housing, clothing, education, recreational opportunities, a safe and healthy environment and social services, as well as to provide equal access to services and avoid negative impact for all people regardless of age, economic status, ability, immigration or citizenship status, race/ethnicity, gender, relationship status, religion, or sexual orientation. Equal opportunities for all people are sought. A community in which basic human rights is addressed, basic human needs are met, and all people have access to tools and resources to develop their capacity. This tool will help identify how the proposal affects community members and if there is a difference in how the decisions affect one or more social groups in the community. Areas of consideration in creating a vibrant socially equitable Eugene are: basic needs, inclusion, community safety, culture neighborhoods, and advancing social equity.

### **Analysis prompts**

- *The prompts below are examples of the issues that need to be addressed. **They are not a check list.** Not all of the prompts and issues will be relevant for any one project. Issues not covered by these prompts may be very pertinent to a proposal- please include them in the analysis.*
- *Is this proposal affected by any current policy, procedure or action plan? Has advice been sought from organizations that have a high level of expertise, or may be significantly affected by this proposal?*

### **1. Meeting Basic Human Needs**

- How does the proposal impact access to food, shelter, employment, health care, educational and recreational opportunities, a safe and healthy living environment or social services?
- Does this proposal affect the physical or mental health of individuals, or the status of public health in our community?
- How does this proposal contribute to helping people achieve and maintain an adequate standard of living, including housing, or food affordability, employment opportunities, healthy families, or other resiliency factors?
- How does this proposal address or respond to disparities that exist between communities on the basis of race, gender, social economic factors, ability, and geography?

## 2. Addressing Inequities and being Inclusive

- Are there any inequities to specific groups of people in this proposal, if so how will they be addressed?
- How have the needs of disabled populations been accounted for in this project? For example, does this proposal meet the standards of the American's with Disabilities Act?
- How does this proposal support the participation, growth and healthy development of our youth? Does it include Developmental Assets, described as a set of skills, experiences, relationships, and behaviors that enable young people to develop into successful and contributing adults (<http://www.search-institute.org/developmental-assets>)?
- If the proposal affects a vulnerable section of our community (i.e. youth, persons with disabilities, etc.) has their voice been heard in this proposal?
- Does this proposal take into account language or cultural barriers?
- If outreach is a part of this project, how does the project uphold the Values and Principles identified in the City of Eugene [public participation guidelines](#)? For example, what steps will be taken to include a wide variety of people (including disabled, non-English speakers, illiterate, working, etc.)?
- How does this proposal align with the City of Eugene [Human Rights Code 4.613-4.650](#)? This section of city code establishes anti-discrimination law for the city and defines “protected” classes for that purpose. Note: code provisions are subject to change. Make sure to consult most current version.
- How will this proposal or project include communities who are most impacted in the decision-making process?

### **3. Ensuring Community Safety**

- How does this proposal address the specific safety and personal security needs of groups within the community, including women, people with disabilities, seniors, minorities, religious groups, children, immigrants, workers and others?
- How does this proposal include crime prevention strategies, including environmental design?
- Does this proposal affect civil rights (i.e. discrimination of protected classes as defined in City of Eugene [Human Rights Code 4.613-4.650](#))?
- Could this proposal/project or process of decision-making be perceived as bias against protected classes?

#### **4. Culture**

- Is this proposal culturally appropriate and how does this proposal affirm or deny the cultures of diverse communities? How is this project upholding the values and perspectives of multiple cultures?”
- How does this proposal create opportunities for, and access to, artistic expression, cultural celebration or education of a cultural exchange?
- How does this proposal ensure language access to affected populations (i.e. non-native English speakers, ADA accommodations, etc.)?

#### **5. Addressing the Needs of Community Members and Neighborhoods**

- How does this proposal impact specific Eugene neighborhoods?
- How are all community members, stakeholders and interested parties provided with opportunities for meaningful participation in the decision making process of this proposal?
- How does this proposal enhance neighborhoods and stakeholders’ sense of commitment and stewardship to our community?
- What mechanisms are included in the proposal that allow for community feedback and timely and effective follow-up?

## **6. Building Capacity to Advance Social Equity**

- What plans have been made to communicate about and share the activities and impacts of this proposal within the City organization and/or the community?
- How does this proposal strengthen collaboration and cooperation between the City organization and community members?

**Social Equity summary**

Overall, the effect of this proposal on social equity would be:

Negative

Somewhat  
Negative

Neutral

Somewhat  
Positive

Positive

If needed, use this space to elaborate on the proposal's effect on social equity:

## Environmental Health

**Described as:** Healthy, resilient ecosystems, clean air, water, and land. Decreased pollution and waste, low carbon emissions that contribute to climate change, lower fossil fuel use, decreased or no toxic product use. Prevents pollution, reduces use, promotes reuses, recycles natural resources.

**Goal/outcome:** Protect, preserve, and restore the natural environment to ensure long-term maintenance of ecosystem functions necessary for support of future generations of all species. Reduce the adverse environmental impacts of all activities, continually review all activities to identify and implement strategies to prevent pollution; reduce energy consumption and increase energy efficiency; conserve water; reduce consumption and waste of natural resources; reuse, recycle and purchase recycled content products; reduce reliance on non-renewable resources.

### Analysis prompts

- *The prompts below are examples of the issues that need to be addressed. **They are not a check list.** Not all of the prompts and issues will be relevant for any one project. Issues not covered by these prompts may be very pertinent to a proposal- please include them in the analysis*
- *Is this proposal affected by any current policy, procedure or action plan? Has advice been sought from organizations that have a high level of expertise, or may be significantly affected by this proposal?*

### 1. Environmental Impact

- Does this proposal affect ecosystem functions or processes related to land, water, or air?
- Will this proposal generate data or knowledge related to the use of resources?
- Will this proposal promote or support education in prevention of pollution, and effective practices for reducing, reusing, and recycling of natural resources?
- Does this proposal require or promote the continuous improvement of the environmental performance of the City organization or community?
- Will this proposal affect the visual/landscape or aesthetic elements of the community?
- Will the environmental impacts of this proposal disproportionately affect any segment of the population based on race, gender, social economic factors, ability or geography?

## **2. Climate change**

- Does this proposal directly generate or require the generation of greenhouse gases (such as through electricity consumption or transportation)?
- How does this proposal align with the internal carbon neutral by 2020 goal adopted by the City Council?
- Will this proposal, or ongoing operations result in an increase or decrease in greenhouse gas emissions?
- How does this proposal affect the community's efforts to reduce greenhouse gas emissions or otherwise mitigate adverse climate change activities?
- Will this proposal promote resiliency amongst vulnerable populations in response to climate change?

## **3. Protect, preserve, restore**

- Does this proposal result in the development or modification of land resources or ecosystem functions?
- Does this proposal align itself with policies and procedures related to the preservation or restoration of natural habitat, greenways, protected wetlands, migratory pathways, or the urban growth boundary
- How does this proposal serve to protect, preserve, or restore important ecological functions or processes? How do these changes affect the people that are interacting with or dependent on those ecosystem services?

#### **4. Pollution prevention**

- Does this proposal generate, or cause to be generated, waste products that can contaminate the environment?
- Does this proposal require or promote pollution prevention through choice of materials, chemicals, operational practices and/or engineering controls?
- Does this proposal require or promote prevention of pollution from toxic substances or other pollutants regulated by the state or federal government?
- Will this proposal create significant amounts of waste or pollution? If so, will the waste or pollution have a particular impact on any segment of the population?

#### **5. Rethink, replace, reduce, reuse, recirculate/recycle**

- Does this proposal prioritize the rethinking of the materials or goods needed; reduction of resource or materials use, reuse of current natural resources or materials or energy products, or result in byproducts that are recyclable or can be re-circulated?

**6. Emphasize local**

- Does this proposal emphasize use of local materials, vendors, and or services to reduce resources and environmental impact of producing and transporting proposed goods and materials?
- Will the proposal cause adverse environmental effects somewhere other than the place where the action will take place?

**Environmental Health summary**

Overall, the effect of this proposal on environmental health would be:	Negative	Somewhat Negative	Neutral	Somewhat Positive	Positive
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If needed, use this space to elaborate on the proposal's effect on environmental health:

### **Economic prosperity**

**Described as:** Support of healthy local economy with new jobs, businesses, and economic opportunities; focus on development of a diverse economy, enhanced sustainable practices for existing businesses, green and clean technology jobs, creation or retention of family waged jobs.

**Goal/ outcome:** A stable, diverse and equitable economy; support of business development opportunities.

#### **Analysis prompts**

- *The prompts below are examples of the issues that need to be addressed. **They are not a check list.** Not all of the prompts and issues will be relevant for any one project. Issues not covered by these prompts may be very pertinent to a proposal- please include them in the analysis*
- *Is this proposal affected by any current policy, procedure or action plan? Has advice been sought from organizations that have a high level of expertise, or may be significantly affected by this proposal?*

#### **1. Infrastructure and government**

- How will this proposal benefit the local economy?
- If this proposal is an investment in infrastructure is it designed and will it be managed to optimize the use of resources including operating in a fossil fuel constrained society?
- Can the proposal be funded partially or fully by grants, user fees or charges, staged development, or partnering with another agency?
- How will the proposal impact business growth or operations (ability to complete desired project or remain in operation), such as access to needed permits, infrastructure and capital?

## **2. Employment and training**

- What are the impacts of this proposal on job creation within Lane County?
- Are apprenticeships, volunteer or intern opportunities available?
- How will this proposal enhance the skills of the local workforce?
- Will this proposal enhance the skills or underserved populations within the workforce such as the underemployed, veterans or those who face barriers due to other protected class status? (see City of Eugene [Human Rights Code sections 4.613-4.650](#) for definition of protected classes)
- Will this proposal enhance the diversity of the workforce?

## **3. Diversified and innovative economy**

- How does this proposal support innovative or entrepreneurial activity?
- What types of jobs will be created by this proposal? Will they pay living wages and provide access to health benefits?
- Will “clean technology” or “green” jobs be created in this proposal?
- How will the proposal impact start-up or existing businesses or development projects?

**4. Support or develop sustainable businesses**

- What percentage of this proposal budget is for local services or products? Identify for Lane County and State of Oregon.
- Will this proposal enhance the tools available to businesses to incorporate more sustainable practices in operations and products?
- Are there opportunities to profile sustainable and socially responsible leadership of local businesses or educate businesses on triple bottom line practices?

**5. Relevance to local economic development strategy**

**Economic Prosperity summary**

Overall, the effect of this proposal on economic prosperity would be:

Negative

Somewhat  
Negative

Neutral

Somewhat  
Positive

Positive

If needed, use this space to elaborate on the proposal's effect on economic prosperity:

**Proposal triple bottom line analysis summary**

*If needed: space to add graphic showing summary social, environmental and economic effects of the proposal*

1/9/13

Neighborhoods, USA 2014 Conference

Equity, Access and Inclusion Policy

Eugene, Oregon

The team of community organizers of the 2014 Neighborhoods, USA (NUSA) Conference in Eugene, Oregon recognizes every choice we make comes with the opportunity to benefit our friends, neighbors, and broader community by creating a safe and welcoming event for all interested participants, including accommodations and assistance to address any potential participation barriers.

The following is a comprehensive equity, access, and inclusion policy providing considerations and guidance for decision makers as well as event participants in the form of employees, partners, contractors, speakers, volunteers, visitors, attendees, or others affiliated with the 2014 NUSA conference in Eugene.

**Contents:**

- Declaration of Equity, Access and Inclusion
- Statement of Accessibility
- Requests and Feedback Mechanisms

➤ **Declaration of Inclusion**

On behalf of the Neighborhoods, USA 2014 Conference in Eugene, Oregon we, the undersigned organizers hereby declare an invitation to participate in the event to all interested and willing parties. We hereby declare our intention to create an event that adheres to principles of social equity and inclusion and is open, welcoming, safe, and accessible for all who have an interest in participating provided that they have obtained a valid pass of entry to the event.

➤ **Statement of Accessibility**

In accordance with the Americans with Disabilities Act, the City of Eugene has an established process for Accessibility matters pertaining to the City's events, facilities, and programs. The City of Eugene is committed to access for all participants involved with the Neighborhoods, USA 2014 Conference. This includes participants without the financial means to pay the full cost of registration. A number of scholarships will be available on a first come first serve basis.

➤ **Requests and Feedback Mechanisms**

To ensure proper communication and to optimize the organizer's ability to best meet accommodation requests, requests must be received during the conference registration process.

All requests for accommodations will be acknowledged within 72 hours. Clarification of the specific ability of the organizer to meet the request will be provided within one business week of the request and upon consultation with the participant requesting the accommodation. All events are held in mobility device accessible rooms and ADA equipped buses can be provided with advance notice. Alternative format documents are available, as are interpreters, captioning, and assistive listening devices upon completion of an accommodation request prior to the event.

**For these and any other accommodation requests, or for more information, please contact Erica L. Abbe, Equity and Accessibility Analyst at 541-682-5177 or via email at [Erica.L.Abbe@ci.eugene.or.us](mailto:Erica.L.Abbe@ci.eugene.or.us).**

Conference organizers are committed to ensuring the best possible experience of participants. Participants can submit feedback regarding the activities and facilities at the conference, including responsiveness to accommodation needs, using an evaluation form that will be provided to all attendees. Alternative formats will be available.

<b>Section 1: Planning &amp; Communications</b>		
<b>Credit</b>	<b>Type</b>	<b>Description</b>
1.1	Mandatory	Develop a formal plan to reduce event's environmental footprint and increase social impact
1.2	Mandatory	Publicize your intentions and plans
1.3		Choose sites and/or facilities that minimize environmental impacts
1.4		Choose sites that allow for the participation of differently-abled people
1.5	Mandatory	Solicit stakeholder feedback regarding sustainability efforts
1.6	Mandatory	Notify community and solicit feedback on how to mitigate any negative impacts of your event on the surrounding neighborhoods/communities
1.7	Mandatory	Publish a sustainability report
1.8, 1.9	up to 2 credits	A la carte, choose as many as two initiatives from the adjacent list; 1) promoting sustainable options for food & lodging; 2) developing a community engagement plan; 3) developing a safety & security plan; 4) developing a child protection policy
1.10		Innovation credit: Events must describe 1) what the intent of the innovation is, 2) how the innovation will be implemented, 3) how success will be measured, and 4) documentation of success
<b>Section 2: Procurement</b>		
2.1	Mandatory	Event has a written sustainable procurement policy
2.2		Event organizers rely upon online systems for both participant and volunteer registration and communications
2.3		Provide athletes, volunteers and spectators easy access to food and beverages that are locally and/or sustainably produced
2.4-2.6	up to 3	A la carte, choose as many as three initiatives from the following list: 1) tracking and reducing volume of professionally printed materials on an annual basis; 2) maximizing sustainability attributes of official event mementos; 3) maximizing sustainable attributes of official event awards; 4) maximizing sustainable attributes of event-branded merchandise; 5) requiring event participants to opt-in to receive official event mementos; 6) restricting lodging contracts to sustainably managed properties; 7) signing contracts with women and/or minority owned businesses. (Samples and specific criteria to be provided)
2.7		Innovation credit

<b>Section 3: Resource Management</b>		
<b>Credit</b>	<b>Type</b>	<b>Description</b>
<i>Waste Diversion</i>		
3.1	Mandatory	Event has a written waste diversion plan
3.2	Mandatory	Event tracks waste diversion from landfill
3.3	1 credit @ 60% 2 credits @ 75% 3 credits @90+%	Event strives for “zero waste”
3.4		Event composts organic waste
3.5, 3.6	up to 2 credits	A la carte, choose as many as two initiatives from the following list: 1)diverting at least 50% of a hard-to-manage item from landfill; 2) hosting e-waste collection in conjunction with event 3) reusing or donating one non-food item 4) having a robust food donation program 5)eliminating promotional gifts and materials 6) educating participants and/or spectators about waste diversion efforts
3.7		Innovation Credit
<i>Water</i>		
3.8		Measure the water footprint of the event
3.9, 3.10	up to 2 credits	A la carte, choose as many as two initiatives from the following list: 1) implementing an initiative that conserves water at the event; 2) implementing an initiative that reduces the environmental impact of water runoff and/or wastewater 3) replacing bottled water with tap water, raising awareness of local water related issues.
3.11		Innovation credit
<i>Carbon Footprint</i>		
3.12		Calculating carbon footprints
3.13	1 credit @ 25% 2 credits @ 50% 3 credits @ 100%	Offset carbon footprint of event operations
3.14-3.16	up to 3 credits	A la carte, choose as many as three initiatives from the following list: 1) offsetting 50% of the carbon footprint of local travel, 2) offsetting 100% of the carbon footprint of local travel, 3) offsetting 25% of the carbon footprint of long distance travel, offsetting 4) 50% of the carbon footprint of long distance travel, 5) offsetting 100% of the carbon footprint of long distance travel, 6) educating participants and/or spectators about how they contribute to the event’s carbon footprint; 7) supporting a viable local offset provider
3.17		Innovation credit
<i>Energy</i>		
3.18	1 credit @ 60% 2 credits @ 75% 3 credits @90+%	Using alternative and/or renewable energy sources

<b>Section 4: Access &amp; Equity</b>		
<b>Credit</b>	<b>Type</b>	<b>Description</b>
4.1		Event has a formal access and equity policy
4.2	up to 2 credits	Develop plan for outreach to under-represented groups in your community, and implement plans to reduce barriers to participation of under-represented group(s)
4.3		A la carte; choose one of the following: 1) teach healthy training skills to people new to the sport; 2) stage exhibition events to showcase differently abled athletes/sports; 3) raise money to support the efforts of groups that serve under-represented populations in your community. (Samples and specific criteria to be provided)
4.4		Innovation
<b>Section 5: Community Legacy</b>		
<b>Credit</b>	<b>Type</b>	<b>Description</b>
5.1		Measure the event's economic impact on the host county or city
5.2		Support (patronize) local businesses
5.3-5.5	up to 3 credits	A la carte, choose as many as three of the following actions: 1) invest in a community legacy project on behalf of the event; 2) show that new community infrastructure was developed due to event actions; 3) link with local government to track and report year-to-year results in a sustainability report; 4) partner with a non-profit organization to promote the mission of the organization through co-branding or publicity initiatives; 5) actively fundraise on behalf of the organization; 6) make a donation to the organization; 7) organize a group of volunteers to support the organization's field work. *note*: Local chapters of national non-profits are excluded from this credit, this credit is intended to support truly local, grassroots organizations and/or community-based initiatives. Events that are non-profit organizations themselves, or are organized by non-profit organizations cannot achieve this credit by promoting the event itself. (Definitions and criteria to be provided)
5.6		Innovation