

2018

SUSTAINABLE SUMMER CAMP GUIDE

This guide is a tool intended to help organizers make summer camps more environmentally sustainable. It provides information and detailed checklists for incorporating sustainable concepts at event stage of camp planning and execution.

It also includes the guidelines for the **Green Seal Certification program**.



What is Sustainability?

The definition of sustainability is broad, and the world is a big, diverse place. Here at the University of Saskatchewan, we use two key reports to guide our interpretation.

In 1987, the World Commission on Environment and Development was asked to formulate “A global agenda for change.” It was an urgent call by the General Assembly of the United Nations. From their report, *Our Common Future* (also known as the Brundtland Report), came the definition:

“Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs.”

The Earth Charter, a declaration developed as a follow up to the United Nations Conference on Environment and Development’s 1992 Earth Summit in Rio de Janeiro, outlines ethical principles for building a just, sustainable, and peaceful society.

This view that sustainability is about the future of human societies on Earth is the most widely used definition of sustainability. While this definition is one that many can agree upon, it is very broad, and it can be hard to understand how to incorporate sustainability into your every day lives. This guide exists to help you incorporate sustainable practices into the operation of your summer camp!



Why Host a Sustainable Summer Camp?

Incorporating sustainable practices in your summer camp is a great way to assist the university in its mission to achieve sustainability. There are many reasons why sustainability can be a great fit for each summer camp at the U of S, and we will be happy to discuss those reasons with you in depth! But here are a few examples:

- To encourage a positive interest in environmental sustainability and conservation
- To create opportunities to engage camp participants and their parents in sustainability
- To support the University of Saskatchewan’s commitment to divert 90% of its waste from the landfill
- To conserve energy and reduce waste, save money, and protect our natural environment for future generations
- To create a positive public image for your camp and your organization

Planning

All of the planning materials you might need can be supplied or supported by the Office of Sustainability. The Sustainability Summer Student is always available to help you choose actions, make commitments, and follow through with those commitments. At any point in the planning process, feel free to reach out for assistance. Our goal is to support your camp in its journey to become more sustainable!



Tips for Success

Here are some tips that will help you succeed in achieving your Green Seal certification!

- Establish green goals as soon as possible.
- Understand the power of role models within the camp; all volunteers and staff associated with the camp should be models of sustainability.
- Delegate responsibility and establish a monitoring system.
- Consider involving community groups in the environmental effort to increase awareness, education and participation.
- Aim for a waste-free program and celebrate any achievements to this end.
- Communicate regularly and troubleshoot often, especially if it is your first attempt.
- Remember the Office of Sustainability is there to help if you run into problems.

Green Seal Certification Program

The Green Seal Certification Program was designed to provide summer camps with an opportunity to publicly commit to incorporating sustainability into their activities and operations. Joining the program is easy, and support is offered by the Office of Sustainability at each stage of camp planning and execution to help you earn your certification.



There are four levels of certification: **Bronze, Silver, Gold, and Platinum.**

To qualify for the program, each camp must have at least one **recycling bin** conveniently available for use by campers and volunteers (existing campus recycling bins can count towards this requirement, and additional bins can be requested from the Office of Sustainability). Camps can earn additional points towards their score by completing actions in seven different categories:

- **Office Procedures**
- **Camp Preparation**
- **Camp Activities**
- **Food & Beverage**
- **Transportation**
- **Products & Services**
- **Post-Camp Follow Up**

Each camp that participates and is awarded Green Seal Certification at any level will receive a certificate and will be recognized on the Office of Sustainability's website and social media pages.

Certification Requirements

Bronze: 10 points from at least 2 different categories.

Silver: 20 points from at least 3 different categories.

Gold: 35 points from at least 5 different categories.

Platinum: 50 points including all categories.

There are 7 categories in total, and each comes with a checklist of actions that can count towards certification. Some actions are worth more points than others. Many actions are things that already happen at your camps, and the Office of Sustainability wants to recognize your efforts! Once you have registered with the program, we can help you decide what actions to pursue and how you can implement those changes. Every camp is different, so actions can always be modified or added to the list to recognize sustainable practices in the camps. To request additional points or alter an action, please contact the Office of Sustainability.

What are the Categories?

Office Procedures outlines the basic sustainability principles that you likely already follow, like minimizing the amount of paper you need to print. If your workplace is part of the Work Green program, then these will be easy points for you.

Preparing for the Camp addresses basic organizational tasks such as registration and readying the facility for the undertaking of a successfully green camp. Some of these actions require advanced communication with parents and camp staff, so make sure you get a head start!

Camp Activities gives various waste reduction tips and ensures that the day to day operations of the camp are sustainable. This is where the most points can be earned.

Food & Beverage addresses the importance of waste-free lunches and other sustainable goals for provided food services.

Transportation applies to all travel for participants, organizers, and contracted services.

Products & Services should be consulted while procuring goods and services for an event.

Post-Camp Follow Up is provided to help refine your camp's sustainability program for future years and ensure the satisfaction of all who contribute to the sustainability effort. The highest-earning action is in this category, and requires that your team prepare a short report on your camp's sustainable efforts.

All together, your camp could potentially earn a total of 60 points. Only 10 are required to quality for the program.

For More Information

The contact person for this initiative is the office's Community Engagement Co-ordinator, who can be reached by phone or email.

Matt Wolsfeld

Community Engagement Co-ordinator

Office of Sustainability

email: matt.wolsfeld@usask.ca

phone: (306) 966-2200

Category 1: Office Procedures

Office Procedures outlines the basic sustainability principles that you likely already follow, like minimizing the amount of paper you need to print. If your workplace is part of the Work Green program, then these will be easy points for you.

1 pt **Minimize paper usage.** Communicate digitally whenever possible using email, web content, or by phone.

Avoid unnecessary mailing.

Re-use file folders and envelopes (ex. placing a label over the old address).

Collect paper that has been used on one side only and reuse for another project.

1 pt **Print smart.** Carefully consider everything you print and be thoughtful about your decisions.

Print paper only when necessary, and always print on both sides.

Keep documents as short as possible.

Edit on-screen, rather than printing unnecessary drafts.

Use smaller font size and minimize margins and white spaces.

Limit use of colour when printing. Print in black & white whenever possible.

2 pts Ensure that **paper products** are made from 90% or more post-consumer recycled content.

1 pt **Waste & Recycling Efforts**

Buy reusable products (ex. Rechargeable batteries)

Have a central area where co-workers can bring unwanted supplies for reuse by others.

Collect and recycle printer toner.

1 pt **Lights and Equipment Efforts**

Turn off lights and equipment when not in use.

Ensure that the energy savings features are enabled on all electronic equipment.

Consult the university's Sustainable Purchasing Guide for office appliances.

Purchase multi-use machines.

1 pt **Kitchen and Food**

Avoid disposable dishes, cutlery, straws, stir-sticks, napkins, etc.

Buy coffee, cream, sugar, mustard/ketchup packets, snacks, etc., in bulk.

Use coffee filters made of reusable cloth, steel, or unbleached recycled paper.

Encourage employees to turn off taps securely and promptly report dripping taps or other plumbing leaks to maintenance personnel.

Create a compost bin in a central area for the use of all office employees.

Category 2: Camp Preparation

Preparing for the Camp addresses basic organizational tasks such as registration and readying the facility for the undertaking of a successfully green camp. Some of these actions require advanced communication with parents and camp staff, so make sure you get a head start!

- 1 pt** **Inform participants in advance about green initiatives.** In advertisements and registration confirmations, mention the camp's commitment to sustainability and outline your expectations for how these will be met.

- 1 pt** Ensure all **staff and volunteers** understand your commitment to sustainability and how they must help meet these commitments.

- 1 pt** Consult the **U of S Purchasing Guide** when purchasing items for the camp.

- 1 pt** Ensure **prizes / swag for participants** are durable, valuable, minimally packaged, made from recycled materials and produced locally if available

- 2 pts** **Rent temporary equipment / materials** instead of purchasing new ones.

- 3 pts** Reduce waste with **environmentally friendly name tags.**
 - Print on recycled paper.
 - Make name tags that do not require plastic holders or choose plastic holders that can be re-used over a number of years.
 - Provide incentives for returning the name tags at the end of the camp (ex. draw prize).

Category 3: Camp Activities

Camp Activities gives various waste reduction tips and ensures that the day to day operations of the camp are sustainable. This is where the most points can be earned.

2 pts **Point out waste bins** during camp orientation, and explain type of waste goes in each bin.

1 pt **Reduce paper waste at registration** and check-in with electronic forms, etc.

1 pt Provide **registration packages in reusable holders** instead of disposable ones.

3 pts Create a **recycling plan** for the duration of your camp.

Indicate your biggest waste streams / causes (e.g., lunchtime waste) and ways you can mitigate this (e.g., reward campers who bring waste-free lunches)

Schedule appropriate pickup times for additional bins.

1 pt On a **DAILY basis**, remind campers, volunteers, and employees of waste reduction and other environmental opportunities and thank them for their help in making the camp sustainable.

1 pt Ensure a **sufficient number of recycling bins** are conveniently located.

2 pts Ensure **presentations are environmentally friendly**. Use whiteboards, blackboards, and projectors instead of paper flip-charts or handouts.

2 pts Provide **one-side used note pads** to campers to take notes.

1 pt **Limit the distribution of handouts/brochures**. Have someone supervise the brochures and give pamphlets to those with genuine needs or interest.

1pt **Ensure that exhibit components are reusable** and, if practical, made from used or recycled materials. Packaging should also be reusable, made from recycled materials, and as minimal as possible.

Category 4: Food & Beverage

Food & Beverage addresses the importance of waste-free lunches and other sustainable goals for provided food services.

For camps using **bagged lunches...**

- 2 pts** Encourage **waste-free bagged lunches** and celebrate campers for their waste-reduction efforts.

- 1 pt** **Discuss the difference** between wasteful and waste-free bagged lunches and the importance of being waste free.

- 1 pt** **Provide access to large water coolers** or water fountains throughout the day to encourage the use of re-usable water bottles.

- 3 pts** **Require camp staff and volunteers** to be role models and pack waste-free bagged lunches.

For camps using **catering...**

- 2 pts** Use **on-campus catering** to reduce motorized transportation impacts.

- 1 pt** Inform caterers of the **exact number of participants** to avoid waste. Reevaluate the quantity requires as the camp is on-going to minimize waste.

- 2 pts** Discuss options for **local food choices** with the caterers and integrate them into your menu when possible (see Appendix 4: Local/Canadian Businesses).

- 2 pts** Discuss **other opportunities for waste reduction** with the caterer.
 - All dishes, cutlery and linens are reusable or compostable (ex. no paper or polystyrene cups, plastic cutlery, disposable doilies, etc.).
 - Beverages are provided in bulk whenever feasible, or in containers that are reusable or recyclable in the facility's recycling program.
 - There are no single-serve containers for food and condiments (ex. mustard/ketchup packets). Provide these in bulk or larger containers

*Note: You can only earn points in one section (either bagged lunches or catering, not both), for a total of 7 points.

Category 5: Transportation

Transportation applies to all travel for participants, organizers, and contracted services.

4 pts Establish an **idle free-zone** around the camp venue.

2 pts **Minimize motorized transportation** as much as possible.

When motorized transportation is required, use appropriately sized vehicles and as few as possible (ex. one large van instead of two cars).

Consider using campus services for transportation whenever possible.

1 pt **Encourage participants to carpool** to the camp venue or use other means of transportation when possible.

Category 6: Products & Services

Products & Services should be consulted while procuring goods and services for an event.

1 pt **Check current supplies before purchasing new ones** to ensure that no comparable product is already on hand. Purchase the correct quantity to avoid waste.

2 pts Once a product seems ready to throw away, try to **reuse or re-purpose** it in different ways extend its life cycle, then recycle.

1 pt **Choose products that are:**

Easy to maintain and/or economical to repair.

Certified by a recognized eco-labeling program such as Energy Star, EcoLogo, Green Leaf, etc.

Made from post-consumer recycled materials.

Available from a local supplier.

Packed with minimal waste.

1 pt **Choose services that are:**

Mindful of all municipal, provincial/territorial and federal environmental legislation.

Being provided in a way that makes all reasonable efforts to reduce waste.

Category 7: Post-Camp Follow Up

Post-Camp Follow Up is provided to help refine your camp's sustainability program for future years and ensure the satisfaction of all who contribute to the sustainability effort. The highest-earning action is in this category, and requires that your team prepare a short report on your camp's sustainable efforts.

2 pts **All follow up communication** with campers and parents is done electronically or by phone.

2 pts Recognition is given to campers, volunteers, and staff for their efforts towards making a sustainable summer camp.

5 pts **Prepare a 1–2 page sustainability report** that discusses the sustainable efforts of your camp.

Summarize Green Seal actions from the year.

Indicate your biggest success and biggest area for improvement.

Share the report with the Office of Sustainability for review of the Green Seal program and sustainability on campus as a whole.

1 pt **Assess the camp**, identify ways your camp can be more sustainable, and share how the Office of Sustainability can help you achieve these goals.

Appendix 1: Sample Letter Regarding Green Initiatives

Dear Parent/Guardian,

Because working towards sustainability is a commitment made by the University of Saskatchewan, it is also a commitment made by this camp. Learning about and encouraging environmental stewardship will be an important part of your child's experience at [camp name].

As part of the University of Saskatchewan's mandate to become more environmentally responsible, we encourage you to pack waste-free bagged lunches for this summer camp.

The University's goal is to divert 90% of waste from the landfill by recycling and composting. On campus, we have now implemented a single-stream recycling system to make recycling easier for everyone. However, eliminated waste altogether is still our ultimate goal!

Getting the community involved will be a key part of reaching our goal. While planning and packing lunches for your child during camp week, try and make the transition from wasteful to wonderful lunches. Being waste-free is easy! Use the following guidelines to make sure your child's lunch is wonderful.

Wasteful		Wonderful
Paper or plastic bags	➔	Use a lunch box or nylon bag
Ziploc bags	➔	Use reusable containers or wrapping
Food packaged in single-serve disposable containers	➔	Avoid excessive packaging, and buy in bulk.
Disposable paper napkins	➔	Pack a reusable cloth napkin
Disposable beverage containers	➔	Bring reusable water bottles or thermoses that can be refilled throughout the day

Thank you very much for your support in making our university more sustainable!

Signed,

[Camp Coordinator]

Appendix 2: One-Side Printed Paper Notebook Craft

To make this notebook you'll need:

- Empty cereal box (or other thin cardboard)
- Scrap paper or one-side printed paper
- Paper hole punch
- Ruler
- Ribbon or string
- Pencil
- X-acto knife or scissors
- Duct tape (optional)



Instructions

1. Gather all the scrap papers, it's better if they're all of the same size. But you can keep the paper sizes random if you wish to.
2. Stack 4-6 papers together nicely and punch holes on them using the paper punch. Repeat with another small stack until all of your paper is hole punched.
3. Once you've punched enough papers for the notebook you'll need to make the cover pieces. Unfold the cereal box and lay it flat on a flat surface.
4. Place a sheet of punched paper on the cereal box and trace around the sides of the paper on the cereal box.
5. Cut out the traced parts from the cereal box. You will need to 2 pieces (front and back).
6. Place and line up the back piece and front piece together, insides together. Mark the areas for the holes and punch holes on them. Cover pieces are ready!
7. Optional: Use duct tape to create a spine. Place a piece of duct tape about 1 inch longer than the covers and lay it sticky-side up on a table. Carefully line up the punched-edge of the covers



with the tape so that they are centered (about 0.5 inch excess on top and bottom). Attach the covers to the duct tape, but do not cover up the punched holes. Cover the sticky part of the tape with another strip facing the opposite way.



8. Cut a long piece of ribbon (long enough to tie a bow knot). Insert the ribbon through the holes on the back piece of the cover. Insert it from the outside towards the inside. Now attach all the punched scrap papers through the ribbon. Finally, draw out the ribbon through the front piece of the cover.



9. Tie a bow and it's done! Enjoy!

Appendix 3: Other Sustainable Projects

Other Sustainable Art Projects

- Making Art Without Unmaking the Environment
<http://www.arthereandnow.com/2007/10/making-art-without-unmaking-the-environment/>
- Seven Easy Ways to Make Your Art Class Environmentally Friendly
<http://voices.yahoo.com/seven-easy-ways-art-class-6170644.html?cat=57>
- How to Make Eco-Friendly Paint
<http://greenliving.nationalgeographic.com/make-ecofriendly-paint-3196.html>
- Eco-Art Supplies:
<http://cdn.earthday.advomatic.com/sites/default/files/Green%20Art%20Supplies%20Background.pdf>

Other Sustainable Science Experiments

- Eco-Friendly Science Projects
http://www.ehow.com/info_8048828_ecofriendly-science-projects.html
- Easy Solar Energy Projects for Kids
<http://www.onegreenplanet.org/science/easy-solar-energy-projects-for-kids>
- How to Build a Wind Generator
http://www.ehow.com/how_6728616_build-wind-generator-science-project.html

Other Sustainable Agricultural Projects

- Growing a plant in an egg shell
<http://www.enviro-explorers.com/eggshellplantpotwebpage/eggshellplantpots.html>

Appendix 4: Local & Canadian Businesses

Gifts & Goods

The Better Good	604 Broadway Avenue <i>thebettergood.com</i>	(306) 242-4663
SaskMade Marketplace	1621 8th Street East <i>www.saskmade.ca</i>	1 (888) 955-1832

Food

Saskatoon Farmer's Market	414 Avenue B South <i>www.saskatoonfarmersmarket.com</i>	(306) 384-6262
Dad's Organic Market	1820 8th Street East <i>www.dadsorganicmarket.com/dads-organic-market-saskatoon</i>	(306) 373 7999
Saskatoon Co-op	Various Locations <i>www.saskatooncoop.ca</i>	
Earth Bound Bakery & Deli	1820 8th Street East <i>earthboundbakery.ca</i>	(306) 955-2184

Gardening

Early's Farm & Garden Centre	502 51st East 2615 Lorne Avenue <i>www.earlysgarden.com</i>	(306) 931-1995 (306) 931-1982
Wilson's Lifestyle Centre	303 Owen Manor <i>wilsonsgreenhouse.ca</i>	(306) 955-9580

Building Supplies

J&H Builders	3331 8th Street East 2505 Avenue C North <i>www.jhbuilders.com</i>	(306) 373-4300 (306) 652-5322
Co-op Home Centres	Various Locations <i>saskatooncoop.ca/home_centres</i>	

Appendix 5: Green Seal Calculator

Use this chart to help calculate your Green Seal Score.

Category 1: Office Procedures		
	1 pt	Minimize paper usage
	1 pt	Print Smart
	2 pts	Use only 90% recycled content paper
	1 pt	Waste & Recycling efforts
	1 pt	Lights & Equipment Efforts
	1 pt	Kitchen & Food
	7 pts	TOTAL

Category 2: Camp Preparation		
	1 pt	Inform participants in advance about green initiatives
	1 pt	Ensure all staff and volunteers understand your commitment to sustainability
	1 pt	Consult the U of S Purchasing Guide
	1 pt	Ensure prizes and gifts are sustainable
	2 pts	Rent temporary equipment / materials instead of purchasing new
	*3 pts	Use environmentally friendly name tags
	9 pts	TOTAL

Category 3: Camp Activities		
	2 pts	Point out waste bins during camp orientation
	1 pt	Reduce paper waste at registration
	1 pt	Provide registration packages in reusable holders
	*3 pts	Create a recycling plan for the duration of your camp
	1 pt	Remind campers, volunteers, and staff about recycling on a daily basis
	1 pt	Ensure a sufficient number of recycling bins are conveniently located
	*2 pts	Ensure presentations are environmentally friendly
	2 pts	Provide one-side used note pads
	1 pt	Limit the distribution of handouts / brochures
	1 pt	Ensure that exhibit components are reusable
	15 pts	TOTAL

* These actions can a range of points from 1 up to the stated amount, rewarded at the discretion of the Office of Sustainability based on the efforts of camp organizers.

Category 4: Food & Beverage		
For camps using bagged lunches...		
	*2 pts	Encourage waste-free bagged lunches
	1 pt	Discuss the difference between wasteful and waste-free lunches
	1 pt	Provide access to large water coolers or fountains
	3 pts	Require camp staff and volunteers to bring waste-free lunches
For camps using catering...		
	2 pts	Use on-campus catering
	1 pt	Order the exact amount of food, no waste
	*2 pts	Discuss options for local food choices
	*2 pts	Discuss opportunities for waste reduction
	7 pts	TOTAL

Category 5: Transportation		
	*4 pts	Establish an idle-free zone around your camp venue
	*2 pts	Minimize motorized transportation
	1 pt	Encourage participants to carpool to camp
	7 pts	TOTAL

Category 6: Products & Services		
	1 pt	Check current supplies before purchasing new ones
	2 pts	Reuse or re-purpose old items
	1 pt	Choose products that are sustainable (see full list)
	1 pt	Choose services that are sustainable (see full list)
	5 pts	TOTAL

Category 7: Post-Camp Follow Up		
	2 pts	All follow up communication is paperless
	2 pts	Recognition is given to campers, volunteer, and staff for sustainable efforts
	*5 pts	Prepare a 1-2 page sustainability report
	1 pt	Assess the camp for areas of improvement
	10 pts	TOTAL

	7 pts	Category 1: Office Procedures
	9 pts	Category 2: Camp Preparation
	15 pts	Category 3: Camp Activities
	7 pts	Category 4: Food & Beverage
	7 pts	Category 5: Transportation
	5 pts	Category 6: Products & services
	10 pts	Category 7: Post-Camp Follow Up
	60 pts	TOTAL

