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| --- | --- | --- | --- | --- |
| **ACADEMIC INSTITUTION** |  |  | **PROJECT START DATE** |  |
| **PROJECT NAME** |  |  | **IS PROJECT WHOLLY OWNED AND OPERATED BY THE TEAM?** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **STANDARD METRICS**  (These metrics are related only to the project(s) presented and represent work done since March 1, 2023) | | | |
| Number of people directly impacted |  | Number of suppliers introduced to green business practices |  |
| Number of customers reached |  | Dollars saved through the reduction of waste |  |
| Tonnes of waste diverted |  | GHG emissions avoided |  |

**PROJECT OVERVIEW**

*Use any of this space (below “PROJECT OVERVIEW”) to talk about your project(s). We would recommend the following format and using the prompts as a guide:*

1. ***Need & Audience***
   * *What need does this project address? (Explain why you decided to run this project)*
   * *What audience(s) did you target and why?*
2. ***Action Taken***
   * *What activities did you undertake? (What did you do?)*
   * *What external partners, organizations, or stakeholders did you work with and why?*
   * *This is a great place to provide more info on ownership (if needed), lessons learned, new initiatives compared to previous years, etc.*
3. ***Impact***
   * *Outline the overall impact your project had on participants*
   * *Include any important metrics not in the table above*

***Note:***

* *You must use the template provided to complete the report.*
* *You cannot change the size of the provided boxes, margins, or orientation of the template.*
* *Your report must remain 1-page single sided.*
* *You can use any font and add anything you would like below “PROJECT OVERVIEW” (ex. images, logos, etc).*
* *You cannot delete metrics that are on the template, if they don’t apply to your project simply put a “0”.*