



ACADEMIC INSTITUTION	
PROJECT NAME	
REPORTING PERIOD:	SELECT ONE; February 28, 2024 – February 27, 2025 OR April 14, 2024 – April 13, 2025

PROJECT START DATE	
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 between reported period above)			
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”.