OfS Summer 2014 Report
Leigha Palm

As the Student Office Manager for the department of Solid Waste Reduction (SWR), it is my job to handle daily office tasks, research waste reduction issues, collect and report waste data from campus, attend and table events to promote the OfS (Office for Sustainability), and direct the department in the absence of Carolyn Noack, SWR Manager. Most of my time and effort this semester has been focused on outreach to new incoming students during orientation and transfer transition, as well as inputting data into our waste database.

I attended Freshman Orientation and Transfer Student Transition this semester to support and promote the OfS on campus. We were located in the center of the café, which was a prime location. We talked to roughly 100 families over 14 days of orientation. The display highlighted the Bike Stable, Ecomug and Ecojug program with two Ecomugs on display, ongoing internship projects, the definition of sustainability, OfS mission, and green dorm packing tips. There have been four Transfer Student Transition sessions, in which we spoke to 18 families. This event is harder to speak to students because they are encouraged into the ballroom and not to browse the tabled offices/organizations in the entrance.

Recommendations:
• Update info on trifold to look consistent and professional

• Have brochures on various activities to distribute: Gibbs House Fellowship, Student Sustainability Fee, Solid Waste Reduction, internships, etc.

• Update OfS brochure (have more detailed information about the office such as: instead of having big pictures, have more wording describing the topics- currently it makes people have to go to the website to learn more. Our brochure should educate our receptive audience enough that they are not required to go through our website to understand the basics to our internship program, grant, Gibbs fellowship, or projects. Also the graphic design on the inside of brochure needs some modernization.

• Do not attend Transfer Student Transition unless changes are made (tables are set up in the ballroom, students encouraged to browse tables and not persuaded to sit in the ballroom, etc.)