



GreenOffice

movement

Membership registration form to join the Green Office movement

The Green Office Movement stands for institutionalising sustainability in higher education through empowering students and staff. Join the movement to realise this mission together!

Benefits

By joining as a movement member¹, you can strengthen the capacity of your GO team and the movement as a whole to contribute to our common cause of [institutionalising sustainability in higher education](#).

- ✓ **Increase the effectiveness of your team and projects** through learning from other GOs and receiving support with your challenges
- ✓ **Receive more support from stakeholders and decision makers** at your university, thanks to the legitimacy of belonging to a larger movement
- ✓ **Help to grow an international movement** through stronger connections, aligned efforts and support for GOs independent of budget and location

Channels & resources

A variety of communication channels and information resources allow you to connect with and learn from other movement members and to receive support, tips and updates.

See the [movement membership page](#) for the complete overview and links to access them.

Registration

Please send this form via email to tim@sos.earth after completing it, or if you have any questions beforehand.

¹ You can join as a Green Office initiative or established Green Office team.

Engagement

Why engage with the movement? *The more actively you participate, share and interact with the movement channels, the more you and other members will benefit.*

Surely you will mostly be focusing on your own projects. Yet, *the potential value of the movement depends on each member to make some of their precious time available for participating in the movement channels to share and respond to each other's questions, inspiration, learnings and challenges.*

Here some **suggestions for how to engage** in the movement in ways that make it time-efficient and meaningful for everyone:

- ✓ Invite (new) team members to *sign up* to the [FB group](#) and [newsletter](#) and to *follow* the [Instagram](#) channel, so everyone is updated with posts and events
- ✓ Make it a *responsibility of the social media person(s)* in your team to
 - a) check the FB group and Instagram for relevant posts (ca 1x/week)
 - b) share content about what your GO is up to (ca 1x/month)
 - c) ask other team members for content to share (inspiring successes, questions, learnings)
- ✓ *Schedule time* in your planning to participate in the GO movement channels.
- ✓ *Share materials* like guides, templates or documentation of good practice that we can add to the [Resource Hub](#) (you can [send these to Tim](#) and he will add them)
- ✓ Make the all the above part of your *team transition protocol* to onboard new team members

About your GO

Name of your GO

Name of your institution

Website of your Green Office

Social media of your Green Office (Facebook, Instagram)

Logo

Please send us your logo via [email](#), together with this form, once completed.

Communication

We will occasionally send you a newsletter with information about upcoming GO movement activities, practical tips and any other relevant information. Below you can enter the email addresses of the team members that should receive the newsletter. To make sure that all team members get them in a timely manner, we recommend providing each of their email addresses rather than one address per team (e.g. generic GO email address). You can always add more recipients or unsubscribe later.

Email addresses of all team members that shall receive the update emails:
Name and email address of main contact person(s) (or general GO email):

Characteristics

Tell us a bit more about your GO, so we can add you as a "Green Office" or as a "Green Office Initiative"² to the [map](#)³ and to better understand the movement and how the model is being adapted to the local university context.

Question	Yes	No	Details
Are you a sustainability department/office or team at a higher education institution? <i>If so, how do you best describe your role in the institution?</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Are you integrated in the official structure of your institution or approved by a body of the institution? <i>If so, where are you integrated?</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there students and staff in your core team? <i>If so, how many students and staff?</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Do students in your main team get paid or compensated in another way? ⁴ <i>If so, for how many hours do they get paid/compensated?</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a budget for projects, trainings, etc (additional to the salaries of students and staff)? <i>If so, how much per year?</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Is there **anything else** about your answers, or your team that you would like to further clarify?

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Tick the box, if you would like to have a more detailed **case profile**⁵ of your GO on [the website](#):

² Generally, we consider you a "Green Office" if you can answer yes to all the questions in the table, and a "GO Initiative" if you don't yet meet all the criteria. If you consider yourself a full Green Office, despite not matching all the criteria, please explain in the box below the table.

³ This information does not influence your acceptance as a movement member, nor the channels you have access to.

⁴ If only some, but not all students get paid and/or if they get compensated in a different way (e.g. with credits), please mention this in your comments.

⁵ To write the **case profile**, we will conduct a 30-45 min interview with you. If you are just getting started as a Green Office, we will wait some time until you are more established (details to be discussed).

Solidarity-based Contribution

Your financial contribution enables [Students Organizing for Sustainability \(SOS\)](#) to support and connect the members of the GO movement in a way that's inclusive. Considering the varying financial capacities of GOs and GO initiatives, we opted for a **solidarity-based model: this means you can choose which amount seems appropriate to you**, given your annual budget and willingness to contribute to the movement. All movement channels are freely available also to those who are unable to contribute financially, so your choice of contribution does not affect what channels you can access. If you cannot contribute financially at the moment but still want to join, let us know if and by when you expect to receive a budget.

The contributions are paid in advance and per year.⁶ The money is used to pay for the working hours of the Green Office Movement Coordinator (as SOS staff) to organise the above-mentioned channels and promote the expansion of the movement. In the future, as more GOs join, this may be used to increase GO Movement coordination capacity or offer support funds to GO initiatives or projects.

Remember to include this contribution in your annual budget.

Select your choice	Contribution level ⁷	Per month	Per Year
<input type="checkbox"/>	Movement superstar (annual budget of 60 000+ €)	60 €	720 €
<input type="checkbox"/>	Solidary (annual budget of 30-60 000 €)	45 €	540 €
<input type="checkbox"/>	Average (annual budget of 5-30 000 €)	30 €	360 €
<input type="checkbox"/>	Reduced (annual budget below 5 000 €)	15 €	180 €
<input type="checkbox"/>	Determine your own contribution	_____ €	_____ €
<input type="checkbox"/>	Unable to contribute (no budget available)	<i>(All amounts excl. VAT)</i>	

most popular

Your invoice details

Please include the **invoice address, value added tax (VAT) number and an order number⁸** (if applicable). We will then send you an invoice (if you contribute financially).

⁶ **You officially join by the 1st of the following month** after submitting this form. You are then billed once for the remaining year and then for the entire year from the next January onwards. You can end your membership at any point, effective by the end of the current month. You are then refunded the remaining contribution for the remaining months of the year. You can also modify your contribution at any point, effective on the 1st of the following month.

⁷ **The suggested contribution levels** reflect different amounts that existing GOs are contributing and a rough estimate of their available annual budgets. "Annual budget" includes money for projects and salaries.

⁸ Some universities require an **order number** for invoices to be processed. In some cases, this can be the same number for subsequent invoices, in other cases we need a unique number for each invoice. Please check with your finance department, if this applies to you and let us know if it does and if we need a unique number for each invoice.