



**GreenNonprofits**

## CERTIFICATION RENEWAL APPLICATION

**NOTE:** To be environmentally sensitive we do NOT advocate printing this document it should only be read digitally.

### GREEN NONPROFIT CERTIFICATION RENEWAL PROGRAM Application and Points Checklist

Nonprofit Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Original Certification Date: \_\_\_\_\_

A Green Nonprofit is a smart Nonprofit, and smart Nonprofits run successful organizations while protecting the environment, which sustains our economy. By assuming a leadership and environmental stewardship roles, Green Nonprofits will:

- Reduce solid waste disposal and promote recycling
- Become energy and water efficient
- Purchase products that are less harmful to human health and the environment
- Minimize pollution contributions to the environment
- Help improve indoor air quality and reduce smog formation
- Educate their customers, employees and other Nonprofits about Green Nonprofit practices

In an effort to recognize and certify outstanding Green Nonprofits and promote their services, GreenNonprofits has established this program. By participating in this program and becoming certified, your Nonprofit will publicly declare your commitment to these principles while joining this unique global group of superior organizations.





## HOW TO GET STARTED: CERTIFICATION RENEWAL PROCESS

1. Print or download the appropriate Green Nonprofit Renewal Certification Application checklist.
2. Your renewal application should be submitted 90 days before the expiration of your current GreenNonprofits certification. If you have any questions regarding the timing of your renewal application, contact the Green Nonprofit Certification Program co-coordinator, at [certification@greennonprofits.org](mailto:certification@greennonprofits.org) or call **888-99-GREEN**.
3. Read through the checklist options and check all boxes that apply to your Nonprofit. These can be existing or newly adopted measures implemented in order to meet the GNPC program requirements.
4. **Complete all REQUIRED measures while earning a minimum of 100 points before submitting application.**

Submit via fax or email your completed checklist with payment to **GreenNonprofits**:

**Green Nonprofit Certification RENEWAL Program**  
 1101 15th Street NW • Suite 200  
 Washington DC, 20005  
[certification@greennonprofits.org](mailto:certification@greennonprofits.org)

Please make check payable to: GreenNonprofits. **Please Note: Payment is non-refundable.**

If you do not pass application verification, you will be granted 90 days to complete corrective measures.

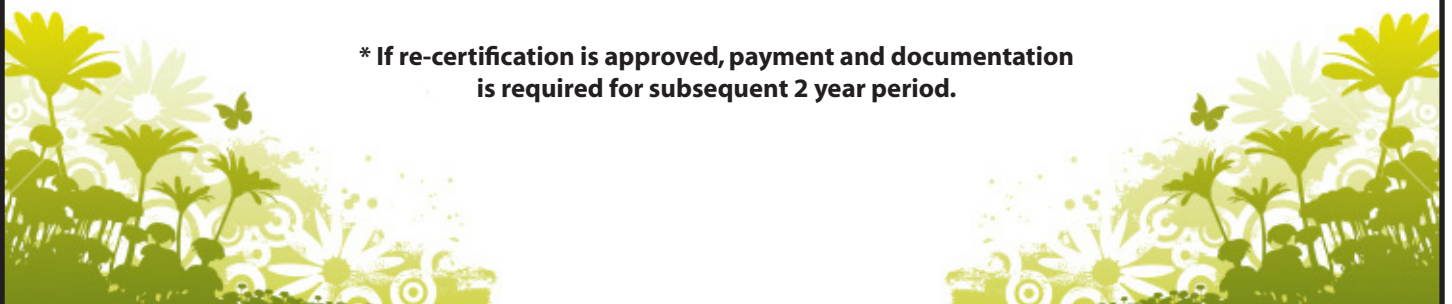
**Renewal fee schedule below:**

### GREEN NONPROFIT CERTIFICATION FEE SCHEDULE

TYPE OF NONPROFIT			
A	B	C	D
BUDGET SIZE			
< \$500,000.00	\$500,000 - \$2.5 Million	\$2.5 Million - \$10 Million	>\$10 Million
\$100.00	\$125.00	\$200.00	\$250.00

5. We are thrilled to have you pursue the renewal of your GreenNonprofits Certification. Assuming your renewal application review is a success, your certification will be extended an additional two years. You will be able to continue using the digital CERTIFIED logo to use on your website and in promotional materials.

**\* If re-certification is approved, payment and documentation is required for subsequent 2 year period.**





## **HONOR SYSTEM/ ENFORCEMENT:**

The GreenNonprofits Program is based on the honor system. Nonprofits/NGOs are expected and trusted to submit only factual information. However, any member of GreenNonprofits may challenge a certification of another organization, stating specifically why the organization in question is not in compliance with GreenNonprofits standards. GreenNonprofits will then review the matter and take such measures as it feels appropriate to further verify the matter in question. This can result in the certified organization being required to provide additional information and/or make arrangements for site visit. The result may result in extension of certification, suspension or removal of certification. All decisions made by the GreenNonprofits Board of Directors are final.

## **FREQUENTLY ASKED QUESTIONS:**

### **Where can I get assistance?**

- GreenNonprofits offers online and offline Greening Your Nonprofit Programs. These programs can put your Nonprofit on the path to becoming certified and receiving recognition for your efforts. To learn more about these programs, visit [www.greennonprofits.org](http://www.greennonprofits.org) or contact the Nonprofit Greening Program at 888-99-GREEN.

### **Do I get credit for good things I'm already doing?**

- Yes! Your Nonprofit will get credit for existing Green practices, as well as newly adopted ones implemented to meet the GNPC renewal program requirements.

### **Do I have to do everything on the checklist to become certified as a Green Nonprofit?**

- No! Although you must complete the "Required Measures" in each category to receive certification, the additional "Elective Measures" in the checklist are intended to give Nonprofits flexibility in their approach to becoming Green. Many certified Green Nonprofits have taken their program to the next level using the additional measures as motivation and guidance.

### **Does it cost to become a Certified Green Nonprofit?**

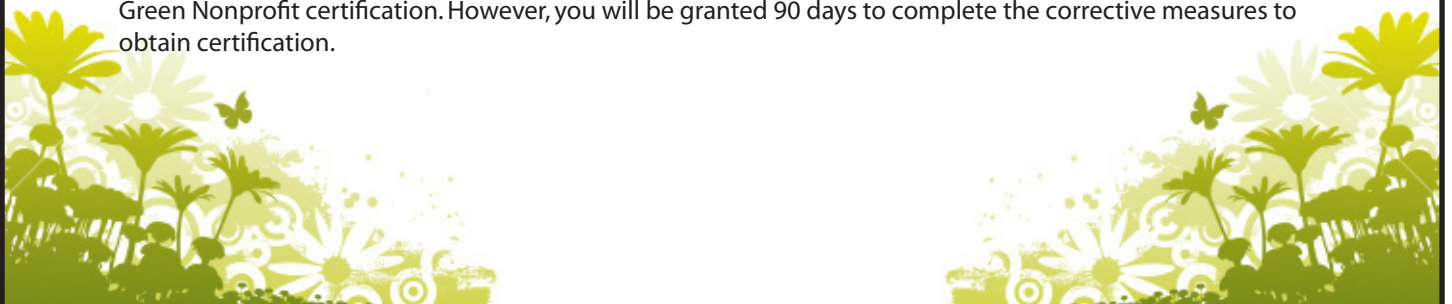
- Yes. A reduced fee structure is applied to cover costs to administer certification by GreenNonprofits staff. See the fee schedule listed in the How to Get Started Section.

### **How long does my certification last?**

- The Green Nonprofit RENEWAL Certification is valid for two additional years.

### **What if I don't pass certification?**

- If the measures you selected in the checklist are not verified by documentation presented, you will not obtain Green Nonprofit certification. However, you will be granted 90 days to complete the corrective measures to obtain certification.





## **GREEN NONPROFITS CERTIFICATION (GNPC) APPLICATION: GENERAL**

### **Complete 5 Required Measures**

**REQUIRED:** Board/ leadership has voted to continue its endorsement of the of the GreenNonprofits Pledge and to seek renewal of its certification.

**REQUIRED:** Certify that you have continued to discourage the use of non-recyclable plastic food service containers and reduce the use of Styrofoam products over the past two years.

**REQUIRED:** Since your initial certification describe how you have provided incentives or training aimed at encouraging management and employees to continue greening your organization. Describe specific initiatives you have undertaken in the past two years. (a minimum of two initiatives must be described):

**\*\*Attach to application and label.**

#### **Examples of areas you might address (examples only, not requirements):**

- Performance appraisals, training programs, job descriptions, new employee orientations
- Staff meeting discussion or presentations
- Employee reference materials
- Company newsletters or bulletins

Inform your clients, supporters and donors regarding your nonprofits environmental efforts and what you are doing to meet the GNPC standards.

#### **For example:**

- Post on your website examples of steps you have taken to become certified as a Green Nonprofit [ provide URL for example: \_\_\_\_\_ ]
- Offer clients, supporters and donors "Green" service or amenities options
- Offer tours that highlight your Green Nonprofit successes
- Post your GNPC efforts and/or certification on your website
- Upon completion hang the GNPC decal in a visible location and post to your website.

Upon completion of the Green Nonprofit Certification Program, encourage other Nonprofits to participate in the Program and provide their contact information to GreenNonprofits.

Name of Nonprofit: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_





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## **GREEN NONPROFITS CERTIFICATION (GNPC) APPLICATION: PURCHASING**

Purchasing products made from recycled materials conserves resources and is essential for supporting markets for recycled materials. Close the loop!

**REQUIRED:** Certify that you continue to purchase 100% of office paper – minimum 30% post-consumer recycled content

**REQUIRED:** Certify that you purchase 100% Paper towels – minimum 30% post-consumer recycled content

**REQUIRED:** Certify that you have reviewed and considered the option of purchasing refurbished, used or remanufactured furniture and equipment

**REQUIRED:** Certify that you have requested that deliveries come in returnable or reusable containers.

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## **GREEN NONPROFITS CERTIFICATION (GNPC) APPLICATION: SOLID WASTE**

**REQUIRED:** Certify that you have updated your own mailing list annually to avoid duplicate mailing or outdated information being sent to your customers.

**REQUIRED:** Certify that you reuse packaging (bubble wrap, cardboard boxes, and polystyrene peanuts) or donate to a local shipping company.

**REQUIRED:** Certify that you have donated or exchanged unwanted furniture, supplies, electronics, scrap materials, linens, etc. to other nonprofits like schools, churches, hospitals, libraries, nonprofit organizations, museums, teacher resource organizations, etc.

**REQUIRED:** Certify that you have purchased reusable kitchenware (silverware, mugs, plates, etc.) for staff use.

**REQUIRED:** Certify that you reuse envelopes and file folders.

**REQUIRED:** Certify that you have trained housekeeping staff to reuse clean trash liners.

**REQUIRED:** Certify that you recycle toner and inkjet cartridges.

**REQUIRED:** Perform a self assessment of your waste using the Waste Assessment Form (next page)

**Provide a narrative about your findings and steps you have taken to reduce/ reuse/ recycle**





# **GREEN NONPROFITS CERTIFICATION (GNPC) APPLICATION: SOLID WASTE/REUSE:**

## **GREENNONPROFITS SOLID WASTE ASSESSMENT FORM**

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Waste Hauler: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

### **Solid Waste Assessment Instructions**

This process will help you identify and quantify the items in your organization's waste stream.

1. If applicable, obtain your waste hauling invoice. If you lease your space and/or share your dumpsters with other Nonprofits, go to #2. Write down your trash bin/s size (measured in 'yards'), number of bins, and how many times trash is picked up per week in spaces provided.

2. Perform two waste assessments:

- Choose two different days to assess your company's trash and write in the dates.

**NOTE:** Pick days/times where bin is more than half full (e.g., end of day before trash collection). If your company does not have its own dumpster (e.g., you share with other Nonprofits), write N/A and use trash bins around your office to obtain the following info.

- Look in your trash. What items do you see?
- Estimate, then write down percentages of the items listed that you see in the trash

Bin Size: \_\_\_\_\_ #Bins: \_\_\_\_\_

Recycling Program Available? \_\_\_\_\_ # Pick-ups per week: \_\_\_\_\_

Assessment Day #1 Date: _____	Assessment Day #2 Date: _____
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### **List % of the following items found in trash:**

Mixed paper \_\_\_\_\_% Cardboard \_\_\_\_\_%

Mixed paper \_\_\_\_\_% Cardboard \_\_\_\_\_%

Cans \_\_\_\_\_% Plastic \_\_\_\_\_% Glass \_\_\_\_\_%

Cans \_\_\_\_\_% Plastic \_\_\_\_\_% Glass \_\_\_\_\_%

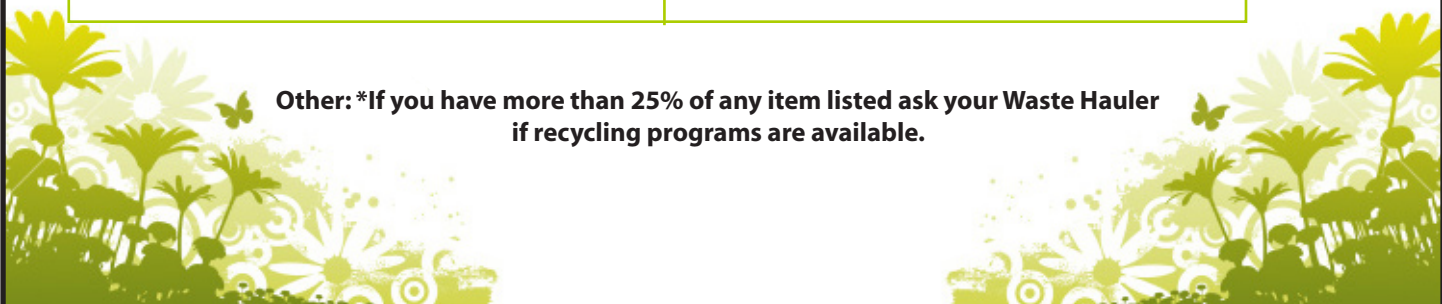
Compost vegetable/fruit trimmings \_\_\_\_\_%

Compost vegetable/fruit trimmings \_\_\_\_\_%

How full is trash bin? \_\_\_\_\_%

How full is trash bin? \_\_\_\_\_%

**Other: \*If you have more than 25% of any item listed ask your Waste Hauler if recycling programs are available.**







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## **GREEN NONPROFITS CERTIFICATION (GNPC) APPLICATION: EMPLOYEE PRACTICES**

**REQUIRED:** Regularly remind all staff members to power down all computers when work is completed.

**REQUIRED:** Designate time at staff meetings or other employee gatherings to cover existing new and environmental efforts.

**REQUIRED:** Educate staff regarding the hazards caused by run-off and how to prevent them.

## **GREEN NONPROFITS CERTIFICATION (GNPC) APPLICATION: ENERGY EFFICIENCY**

**Special note: Check for rebates with your local energy provider for any energy conservation steps taken. Rebates may be available for many of the energy efficient measures listed below.**

**REQUIRED:** Place "turn off light" labels on appropriate switches facility wide.

**REQUIRED:** Program computer monitors to sleep mode after 15 minutes or less.

**REQUIRED:** Review your facility's energy use. Provide a narrative regarding your findings and steps you have taken to reduce energy use and/or use renewable energy sources.

**REQUIRED:** Set the Energy Save feature on photocopier to default. When replacing equipment and appliances ensure that they are Energy Star rated and/or equipped with energy saving features by visiting [www.energystar.gov](http://www.energystar.gov)

**REQUIRED:** As available to your organization, depending on design of office and access to these items by your organization, insulate water heater, storage tanks and hot water pipes.

**REQUIRED:** Implement an office wide policy that encourages staff members to turn off equipment and lights when not in use.

**REQUIRED:** Clean light fixtures and diffusers regularly for optimal light output.

**REQUIRED:** Describe how you have implemented the use of "task" lighting where extra light is needed, rather than lighting an entire area.

**REQUIRED:** Instruct all employees to unplug equipment that is not being used.

**REQUIRED:** Describe how you have used caulk and/or weather-stripping around windows and doors to increase energy efficiency.

**REQUIRED:** Perform regular maintenance on your HAVC (heating, ventilation and air conditioning) system. If leasing your facility, ask the building owner or property manager to do the following:

- Clean or change filters every 2-4 months.
- Check entire system for coolant and air leaks, clogs and obstructions of air intake.

**REQUIRED:** Stock one non-toxic, biodegradable cleaner for daily use. For example multipurpose cleaner, glass cleaner, etc.

**REQUIRED:** Request that your pest control or landscape contractor reduce use of pesticides and/or use less-toxic pesticides. Get their commitment or stated program in writing.





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## **GREEN FACTS**

The average nonprofit office worker discards more than 175 lbs. of high-grade paper per year.

Businesses use 2 million tons of paper in copiers each year!

In the U.S. the average person generates 4.39 pounds of trash per day.

Every year, Americans make enough plastic film to shrink-wrap the state of Texas.

Americans receive approximately 4 million tons of junk mail every year – most of which ends up incinerated or in the landfill. (Source: Clean Air Council)

Only 1% of water on earth is drinkable.

A faucet with a slow leak can waste more than 10 gallons of water a day! A single leaky toilet can waste as much as 100 gallons per day!

Outdoor lighting provides an excellent opportunity for energy savings, as they often remain on for long hours. By using efficient light (compact fluorescents, etc.) your Nonprofit can reduce wasted energy and your monthly bill by up to 15%.

EnergyStar® monitors have power management features and consume up to 90% less energy than conventional monitors. Fax machines can reduce their annual electricity costs by about 50%.

A sample tune-up can increase the energy efficiency of your furnace by 5%. You can save up to 10% by insulating and tightening up ventilation ducts.

Each commuter driving alone to work creates more than 2 tons of auto exhaust annually.

If a commuter car in the U.S. carried just one more passenger, we would save 600,000 gallons of gas and reduce air emissions by 12 million pounds of CO<sub>2</sub> everyday.

An improperly tuned car produces 10-15 times more pollution than a tuned one.

Each person driving alone to work creates more than 2 tons of auto exhaust each year.

If every American home replaced just one light bulb with an ENERGY STAR qualified bulb, we would save enough energy to light more than 3 million homes for a year, more than \$600 million in annual energy costs, and prevent greenhouse gases equivalent to the emissions of more than 800,000 cars.

