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| Version #1 | Date: 14/08/2017 |

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| **Part 1: project INFORMATION** |
| Primary Project Theme (max. 1): | Secondary Project Theme/s (max. 2): |
| BiodiversityBuildingsClimateCommunityEnergy | FinanceFoodHealthLandMaterials | ProcurementTransportationWasteWaterWellbeing | BiodiversityBuildingsClimateCommunityEnergy | FinanceFoodHealthLandMaterials | ProcurementTransportationWasteWaterWellbeing |
| **Project Title**:HBI and Sugar Beverage Campus Mapping |
| **Project Main Purpose:**The purpose of this project is to improve the visualisation and completeness of the data already collected on sugar beverages sold across campus. This information will help build a case for the implementation of Healthy Beverage Initiative (HBI) on campus, and provide valuable information on the state of the current campus beverage landscape.  |
| **Project Background/ Context:**During the summer, a SEEDS project was commissioned to collect information on the state of the current beverage landscape at UBC. In the consideration of whether or not UBC should adopt a healthy beverage initiative, there was a desire to understand what types of beverages are sold on campus, and where. A student completing a SEEDS project took photos of all outlets and vending machines across campus that were available to access during the summer. These photos were then plotted on a google map.  |
| **Contribution to Sustainability at UBC:**Sugar sweetened beverages have serious negative impacts on health, and health and wellbeing on campus can be improved by the possible implementation of an HBI strategy.  |
| **Outline of Project Details:**Students will be asked to collect photos from the locations that were not catalogued by the last project, add it to the data already collected, and determine what percentage of the beverages sold at each location conform to HBI, or are considered sugar-sweetened beverages. Students will then be asked to plot the breakdown of sugar-sweetened versus HBI for each location on a map, in the shape of small pie charts for markers on each location.  |
| **Deliverables:***This section pertains to what is expected at project completion. All SEEDS Projects require an executive summary, a report, and a presentation.***Required**[Critical Milestones](https://sustain.ubc.ca/sites/sustain.ubc.ca/files/uploads/Critical_Milestones.docx) (please click on link for more information)Executive Summary (2 page max.)ReportPresentationOther (e.g. prototypes, a demonstration, conceptual designs, full build, video, application, installation, etc.) A map of campus with information on where beverages are sold across campus, and what percentage of drinks sold at each location are HBI or sugar-sweetened.  |
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| **Anticipated Outcomes:**That this project will inform the HBI discussion on campus, and provide a compelling visual to understand the widespread nature of sugar-sweetened beverages across campus.  |
| **Anticipated Initiation and Completion Date:**September 2017- December 2017 |
| **Special considerations:** *Please list any special factors that the student(s) will need to take into account (equipment, location, constraints, existing material, etc.).*  |
| **Potential information sources:**The previous report on HBI, including the photos of all of the locations, geotagged with their locations on-campus |
| **Desired Student Qualifications:***Please describe experience, background and skillset qualifications that students will need to have in order to successfully complete the project. This section will be used to match suitable students with your project.* |
| **Budget (if any):** |
| **Funding:** Students interested in funding opportunities for this project, please **check out the AMS Sustainability Fund** at: [*amssustainability.ca*](http://amssustainability.ca/) |

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| **Part 2: Project team** |
| **Primary Staff Client:** Melissa Baker |
| **Secondary Staff Client:**  |
| **Faculty:** |
| **SEEDS project Coordinator/Manager**: David Gill |

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| **Part 3: anticipated OperationaL staff, faculty and student responsibilities** |
| **Staff Client(s):*** Review project proposal.
* Attend initial project team “kick-off” meeting or workshop to review project proposal collaboratively, discuss expectations, identify resources, and to set agreed-upon project milestones.
* Commit to ongoing communication engagement with the project member or team. This is typically through meetings, email communication or in-class workshops.
* Review and provide comment on any submitted progress reports and draft report.
* Attend final project report presentation.
* Complete the end of term SEEDS Project Evaluation Surveys.
* Inform SEEDS Sustainability Program Representative if any work content is sensitive and/or confidential in nature, and what measures they would like to implement to manage this content.
* If you are contacted by the media or initiate contact with the media please inform them that you are not speaking on behalf of the SEEDS Sustainability Program. If you expect that your project will receive media coverage please inform SEEDS Sustainability Program Representative.

**Faculty:*** Explain how student will be graded for the project and how the project mark fits into the course mark.
* Support student throughout project with expertise and advice as needed.
* Ensure students understand their reports will be published and made available to the public.
* Ensure students understand that they can opt out of having reports published by submitting a written request to the SEEDS Program or contacting SEEDS.opt.outs@ubc.ca.
* Attend student presentation of project.
* Complete the end of term SEEDS Project Evaluation Surveys.
* If you are contacted by the media or initiate contact with the media please inform them that you are not speaking on behalf of the SEEDS Sustainability Program. If you expect that your project will receive media coverage please inform SEEDS Sustainability Program Representative.

**Student:*** Meet project deliverables.
* Propose and commit to ongoing communication engagement schedule with your staff clients and other project team members. This is typically through meetings, email communication or in-class workshops and serves as an opportunity to discuss project progress and receive guidance. Attend final meeting with staff and present final research deliverables including your recommendations for implementation and future research.
* Using the [SEEDS Cover Page template](https://sustain.ubc.ca/sites/sustain.ubc.ca/files/uploads/Cover_Page_Template_2015.docx), electronically submit the project report including an executive summary, to UBC SEEDS Sustainability Program within two weeks of project completion. SEEDS Sustainability Program staff will distribute the published report to all project team staff clients.
* Ensure there is no personal information (student ID, e-mail addresses, phone numbers, etc.) in the body of the final project report.
* Student reports will be published and made available to the public. Students will receive an email with a link to their report and opt-out information. If you do not want your report to be published through public channels, please inform the SEEDS Program in writing, or contact SEEDS.opt.outs@ubc.ca.
* Complete the end of term SEEDS Project Evaluation Surveys.
* If you are contacted by the media or initiate contact with the media please inform them that you are not speaking on behalf of the SEEDS Sustainability Program. If you expect that your project will receive media coverage, or have the opportunity to publish an article about the program or on your project, please inform a SEEDS Sustainability Program Representative.
* Have you considered taking and submitting photos of your SEEDS project?

You can submit up to eight (8) high-resolution photos with your final project report. The SEEDS Sustainability Program may use your photo for promotional purposes such as online (website), through social media (Facebook, Twitter, Instagram), or in print publications. * Campus and Community Planning is not able to post images of your work directly to social media on your behalf. For Campus and Community Planning to be able to promote your work through our digital communication channels, we need to be able to re-tweet, like or comment on your original social media content. Please ensure that you give Campus and Community Planning or UBC Sustainability the heads up that you’ve posted something online so that we can share it.

Photo credit will be given to the photographer in all instances so please tell us who took the photo. You will also need to have [photo consent forms](http://universitycounsel.ubc.ca/files/2011/01/Final-Consent-to-use-of-Image-Nov-23-10.pdf) signed by anyone who you photographed and submitted with the photograph. Some tips to taking a good photo with your phone:* Focus on capturing emotion and action
* Take the photo with your phone positioned horizontally
* Follow the rule of thirds (check out Wikipedia for a definition)
* If you are taking pictures with people, expressions should be confident, honest, open, sociable, and bold (looking directly at the camera), where appropriate
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