Draft Letter for colleges

Hello,

My name is Halie Collins, and I am a current sustainability intern working for Facilities & Services (F&S) under the supervision of Morgan White. The Energy Conservation Incentive Program (ECIP) is an important part of the Illinois Climate Action Plan (iCAP) because it helps grow the participation in campus sustainability through recognizing leaders in conservation.

Our ECIP program recognizes energy efficient buildings on campus by analyzing their energy and water consumption to reward the occupants for positive progress. Four buildings in each of two categories are recognized annually for achieving the best improvement in energy efficiency, and these awards for Energy Advancement and Occupant Action will continue like last year. Additionally, we will give out two new ECIP awards that recognize the buildings and the college with the most active sustainability advocates, based on a pledge system. Through this new ECIP Championship Challenge leaders in buildings can:

* **Sign up to be a part of the ECIP Championship Challenge** and get guidance and encouragement from campus sustainability leaders to reduce consumption
* Get connected with a **student sustainability representative** in the building to engage the student body
* Get access to the online ECIP pledge system, where students, faculty, and staff can pledge to be an active sustainability advocate on behalf of your building.
* **Receive recognition** for their representatives’ efforts at the Campus Sustainability Celebration each October
* Earn the ECIP Championship award and become part of the growing number of ECIP award winning buildings who have already made a substantial impact on energy and water consumption. Here is a list of buildings from the College of \_\_\_\_\_\_ who have previously received ECIP awards:
  + Building 1 saved xx% in 20xx and saved xx% in 20xx.
  + Building 2

Please read the **Vision Statement** attached to this email for further clarification about this initiative.

I would like to set up a zoom meeting with college communications and facilities directors . In this meeting I will give a presentation on the ECIP Championship Challenge, and we will discuss the College of Engineering’s progress in meeting iCAP objective #2.2.2 which is to “reduce the total annual energy consumption of each college-level unit by at least 20% from the FY08 baseline by FY30.”

**Please fill out this doodle poll, so I can set up a meeting:**

With your commitment, we will be able to strengthen this campus-wide initiative to allow any building in your college to join the ECIP Championship Challenge. We would like to get as many buildings as possible to join the Challenge and help us all reach our iCAP goals. At the Campus Sustainability Celebration each year, we will recognize the building with the most ECIP pledges and we will recognize the college with the highest percentage of pledges. **We ask that you forward this message and the vision statement to building representatives within your college and to encourage them to sign up for the ECIP Championship Challenge:**

We thank you for your contribution to the university, and I look forward to working with your college departments to help set an example for the community and other universities.