**Green Fund Letter of Support Guidelines**

1. Get letters from appropriate deans, chairs, building managers, existing land use stakeholders, any faculty or staff that have any role in the implementation or ongoing operations and maintenance (O&M) of the project.
2. Typical letters of support include the following information:
3. Name of sponsoring department
4. Brief description of the project
5. Statement of support. Why did the sponsoring department choose to support this project?
6. Required language as outlined below
7. Letters should include the following language: “The \_\_\_\_\_\_\_\_ department understands that any and all future expenses (describe the expenses) must be covered by \_\_\_\_\_\_\_\_\_ department. We understand that the Green Fund is only responsible for the initial purchase of the materials approved in this proposal and will not fund continued maintenance of the program.”