



Atlas Stage 1 Program FAQs

Atlas Stage 1 Program has two components - the Fellowship and Certification. The Atlas Fellowship is the program through which campuses can become Atlas Zero Waste Certified. All campuses can expect to follow the same steps outlined below to become Certified. Further information on the [Zero Waste Certification](#) is now available on our website.

Steps to Getting Certified



Why did we create the Atlas Fellowship?

Traditionally, Atlas staff members traveled to campuses to conduct the assessment with identified stakeholders in-person over the course of 2-3 days. We chose to transition to a student-led model for the Atlas Assessment for a number of reasons.

- Because PLAN's work is centered upon equipping students with the training and resources they need to be changemakers, this model is more aligned with our mission.
- The Fellowship provides students with the valuable learning experience of forming relationships with campus stakeholders and understanding the intricacies of their campus' organizational and materials management systems.
- The Fellowship saves the campus the costs of travel and accommodation associated with an Atlas staff member coming to their campus, because it can be conducted by a student who is already on campus, or conducted completely remotely.

What are my campus' options for signing up a student for the Fellowship?

There are a couple of options that have worked for campuses in the past. This list is not exhaustive, and we are always open to having a conversation with your campus to consider unique arrangements.

- Option A: Student already has a compensated on-campus internship, job, or research position and is interested in adding another project to their existing responsibilities. The campus does not have to submit a formal application for this option.
- Option B: A campus department creates a position for a student specifically to complete an Atlas Assessment for their campus. The campus does not have to submit a formal application for this option.



- Option C: A student wants to complete an Atlas Assessment of their campus and applies for funding and support from their campus to cover both the cost of the engagement and compensation for their work. **The campus will need to submit a [formal application](#) for this option.**

What will the Fellow's main responsibilities be?

The Fellowship is designed to be completed in approximately 50 hours, over the course of an academic semester. The Fellow's main responsibilities are:

- Completing Atlas trainings in preparation for the Fellowship (3%)
- Outreach, interview scheduling, and follow-ups with campus stakeholders (17%)
- Conducting interviews with campus stakeholders (60%)
- Attending weekly check-in meetings with Fellowship class and completing an exit interview with their campus supervisor and an Atlas staff member (20%)

Please see the current job description posted on our website for a more detailed explanation of expectations, timeline, etc.

What will the supervisor's main responsibilities be?

The biggest commitment of the supervisor's time will occur at the **start** of the Fellowship during campus on-boarding, and towards the **end** of the Fellowship when students are wrapping up interviews. Below are the estimated hour commitments for one supervisor, which may vary depending on the size of your campus:

Weeks 0-2:

- Prep for Campus Pre-Assessment: 1-2 hrs
- Campus Pre-Assessment & Stakeholder Identification Meeting with Atlas Team: 1.5 hrs
- Introduction emails to campus stakeholders: 1-3 hours

Weeks 6+:

- Following up with unresponsive stakeholders on the Fellow's behalf: 1-2 hours
- Exit Interview with Fellow and Atlas team: 1 hour
- Reviewing report draft & providing feedback/clarification: 2-4 hours

What deliverables will my campus receive following completion of the Fellowship?

Every campus will receive a Zero Waste Scorecard, and if they qualify, a Zero Waste Certification, benchmarking their progress towards zero waste. A Program Scoresheet with a more detailed breakdown of their points will also be provided, along with a list of 10-15 main recommendations. Campuses will receive the above components in a report, which will also include major findings summarized in easy-to-read assessment tables.



How much does the Fellowship cost?

There are three components to the cost of this program:

- **PLAN Membership:** Atlas engagements are an add-on to PLAN's Membership system because we want to make sure that we are able to provide year-round support and access to advising resources beyond this being a one-off assessment with no follow-up or opportunity for future engagement. Many of the resources, case studies, and toolkits referenced throughout this process are built into PLAN's membership system. If your campus is not a member, you can explore more about membership and the costs [here](#).
- **Fellowship:** The cost of the Fellowship is scaled depending on what type of institution your campus falls under - please see the pricing scale on [our website](#) for more information. We built our pricing scale based on the staff time required of each component of the Atlas Assessment, including:
 - Preparing campus materials and on- and off-boarding Fellow and campus staff
 - Fixed rate for Fellow training
 - Fixed rate for supervisory role of Atlas staff (i.e. weekly check-ins, office hours, answering questions over email/call, etc.)
 - Customization of the Campus Programs Checklist
 - Single license for Fellow who is conducting the Atlas Assessment
 - Scoring of Campus Programs Checklist
 - Preparing the campus' Zero Waste Score
 - Drafting and graphically designing the final report
- **Compensation for the Fellow:** As detailed below, we expect that the Fellow will spend roughly 50 hours on this project (5hrs/week for 10 weeks - ish). We expect Fellows to be financially compensated or offered academic credit for their time.

Looking for creative ways to find funding? Check out PLAN's [Finding Funding on Your Campus Guide](#).

Financial Support Available through PLAN's Movement Building Fund (MBF): *If you are a campus that is interested in the Atlas Fellowship Program, but find the cost to be a prohibitive factor, **we want to hear from you!** Please submit your application materials and complete the [Movement Building Fund Application](#) (also linked in the Fellowship Application Form). You may also elaborate upon the reason why cost is a prohibitive factor (i.e. COVID budget cuts) in your Letter of Endorsement and what your campus is able to contribute towards this program.*

Cool, I want to do the Atlas Assessment! Where do I start?

Fantastic! We're excited to work with you too! Reach out to schedule a meeting with [Alex](#) to discuss what semester you'd ideally like to engage with us, what funding looks like for the



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assessment, and how you plan to secure and compensate a student fellow/s.

You can also email us at atlas@postlandfill.org.