**Sustainability proposal**
Notebook Binding Machine

Submitted by:

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Missouri State University

Student Government Association

1. **Identification of Sponsors**
	1. **Project Sponsors**

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Student

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* 1. **Faculty/Staff advisor**

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 Director of Student Engagement

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* 1. **Project Manager**

Lauren Bansbach

**II. Description of Proposed Project**

1. **General Description of Proposal** This proposal seeks to provide the Office of Student Engagement with a binding machine to be available to all students and organizations to check out for use, free of charge. Priority will go to Students for a Sustainable Future to use the machine to make cereal box notebooks sold in the Bookstore.
2. **Proposal Details** Suggested Coil Binder: Tamerica Duracoil El Electric Coil Inserter from Factory-express.com. (<http://www.factory-express.com/binding_machines/Tamerica_Duracoil_CI_Electric_Coil_Inserter-7290.htm?source=froogle>)

|  |  |
| --- | --- |
| Description | Tamerica Duracoil CI Electric Coil Inserter  |
| The Tamerica Duracoil CI Electric Coil Inserter is an excellent choice for your needs. A heavy-duty motor for all-day usage, rubber inserters with patented grooved rollers that provide better coil traction and heavy duty construction ensure the Duracoil will be reliable and useful for years to come. The Duracoil CI also features heavy-duty all metal construction, a coil binding guide, and a wide base for smoother insertion. It is perfect solution for schools, business offices and print shops that require cost-efficient space-conscious coil inserters. |
| Features |
| * Heavy Duty Electric Coil Inserter
* Inserts coil up to 25mm
* Grooved rollers with teflon
* Coil binding guide
* Wider base for smoother coil insertion
* Powerful all-day operation motor
* One year warranty
 |

Dimensions: (L x W x H) 15 8/10" x 11 4/10" x 5 1/10"

1. **Proposed location for the object of the proposal** Office of Student Engagement in Robert W. Plaster Student Union, 1st Floor. Depending on available space in the office, the binding machine can either be attached and stored in one of the drawers out in the workspace area or back in the Office of Student Engagement on a table.
2. **Alternative Uses** The binding machine can be used for any student or club needs, ranging from academic to co-curricular, as well as minor personal use. Students will be informed of this new resource by flyers in the Office of Student Engagement, as well as an e-mail sent to all club presidents to pass along to their members.
3. **Drawbacks** Students will not be able to purchase the binding supplies from the Office of Student Engagement, where the binder will be located, but rather either from the Bookstore or CopyThis.
4. **Necessary modifications to existing structures** No structures will be modified.
5. **Estimated Cost of the Project** $300
	1. **Provisions of Alternatives in Order of Preference** In case funding is insufficient, a cheaper binder may be purchased.
	2. **Provisions of Complete Cost Breakdowns**

Tamerica Duracoil Cl Electric Coil Inserter: $250.00

Shipping: $13.12

Any other unforeseen costs such as a preliminary purchase of coils

* 1. **Provisions of any Ongoing Costs** The Office of Student Engagement will provide any maintenance on the binding machine for up to $100 per year. It is estimated that once the machine is purchased, no significant maintenance will be required. Supplies like the coils for the machine will be purchased by students using the machine in the Bookstore.
1. **Estimated Completion Time of Project** The only time requirement is for purchasing the binder. Marilyn Chana in Dean Doman’s office will order the binding machine.
2. **Estimated Life of Project** The binding machine will be available for student use anytime the Plaster Student Union is open. It is difficult to find an estimated life of a binding machine, although some come with warranties up to five years. With proper handling and care, the machine could last a minimum of 8-10 years before needing replacement.
3. **Justification of Project** This binding machine will benefit any student or student organization needing to bind notebooks, projects, or reports. This is economically sustainable for both students and clubs as the only cost incurred will be the price of the coils used, available in the Bookstore. Also, students are not limited to the hours that CopyThis is open. Furthermore, the higher profits accrued by Students for a Sustainable Future (SSF), the priority users of the binding machine, will go to fund other on-campus sustainable initiatives and events. SSF would make around $2.25 per notebook instead of $1, thus for each purchase of the bookstore (50 notebooks per time), SSF would make $112.50 instead of $50. SSF sells to the bookstore a few times per semester, so the profits would be around $300-$400 per semester instead of only $150-200. In a nutshell, profits would be doubled. With these extra funds, SSF would host more on-campus events that require a budget, such as a showing sustainability movies in the PSU, expanding Ecopalooza, and being able to send members and interested non-members to conferences and other events that have a fee.