

[Town Letterhead]

Date: [Insert Date]

Dr. Jaap Vos
Professor of Sustainability
University of Idaho – Boise Campus
College of Art & Architecture / Integrated Design Lab
Boise, Idaho

Subject: Request for Student Collaboration on Sustainability Projects for Sandpoint, Idaho

Dear Dr. Vos,

The Sandpoint City Council and volunteer sustainability advisory committee are developing our community's first comprehensive sustainability plan, which we aim to finalize by December 2026. The scope we envision is city government functions. To build a solid technical foundation, we are seeking support from University of Idaho students on several applied sustainability projects to be completed by fall 2026. We consider this to be a pilot project to ascertain whether a future partnership between the City of Sandpoint and University of Idaho sustainability-focused programs would be advantageous for both.

We request student assistance in the following priority areas:

1. Components of a Greenhouse Gas Emissions Inventory for municipal government. This should be conducted according to recognized and standard protocols that could be replicated in the future to measure progress.
2. Renewable energy feasibility study – Assess potential for solar or other renewable installations on municipal facilities.
3. Solid waste and materials management assessment – Analyze waste streams and develop achievable diversion and reduction strategies.
4. Green infrastructure and resilience mapping – Map high-runoff or flood-prone areas and propose feasible green infrastructure interventions.
5. Design community surveys, collect and analyze data, and report results.

Each project will produce actionable data. Recommendations would inform the town's sustainability plan. The committee will lead all public communication and workshops locally so that student efforts remain focused on technical analysis and project deliverables.

We would appreciate the opportunity to meet soon to discuss scope, timelines, and next steps. Please let us know your availability for a short virtual meeting.

Thank you for considering this partnership to help advance sustainability in Sandpoint and across Idaho communities.

Sincerely,
[Your Name]
Chair, volunteer sustainability advisory committee

[Town Name], Idaho
[Phone Number]
[Email Address]