

# Green Team Quick Start Guide

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## Green Team Launch Checklist

- Talk to management about starting a green team. Let them know the benefits to your organization of having a green team and how it can increase employee engagement.
- Email employees and ask for volunteers. In particular, seek out people who have already demonstrated interest in sustainability, who are respected within the organization, and who will bring a positive attitude to this new endeavor.
- Select a date, time, and location for your first green team meeting.
- Draft an agenda for the meeting. Items to include could be: benefits of having a green team, why your company is launching a green team now, how often the green team should meet, who should be on the green team, how to communicate green team activities with other employees, and potential projects to work on.
- Send out the agenda in advance to the employees who have expressed interest and confirm the time, date, and location of the meeting.
- Make arrangements for food and snacks for the meeting – food always helps to make a launch successful! (Tip: Be sure to have healthy food options.)
- Ensure that you'll have access to either a whiteboard or a large pad of paper for capturing ideas during your meeting.
- Assign a notetaker at the start of the meeting.
- During the meeting, create an opportunity for all to share; for example, go around the room and have everyone share one idea that they have about what the green team can do. This ensures that even people who might be less likely to speak up on their own have an opportunity to contribute.
- At the end of the meeting, go over any action items that came up during the meeting that people committed to and choose a date for your next meeting. End the meeting on a positive note, thanking all for their support of this new initiative!
- Send a follow-up email within a day or two to the green team members summarizing the outcome of the meeting, the next steps that were committed to, and the date of the next meeting.

## 10 Green Team Activities

1. Conduct a sustainability audit for your organization
2. Schedule a brown bag lunch series around topics such as climate change and waste reduction
3. Eliminate the use of bottled water in your office
4. Explore incentives that your company can offer to encourage the use of commute alternatives such as biking and using public transit
5. Conduct an energy audit to find out ways to improve energy at your office
6. Calculate your company's carbon footprint and identify ways to reduce it
7. Develop an orientation to your sustainability practices for all new hires
8. Organize an activity for Earth Day
9. Develop a strategy to go paperless in your office
10. Provide quarterly training to employees on proper sorting of items for waste, recycling, and compost