



a place of mind

green  
team

## STARTER GUIDE

Okanagan  
Sustainability  
Office



## getting started

Starting a Green Team at UBC's Okanagan campus is an excellent way to get involved with green initiatives to reduce the environmental footprint of your building, department, classroom, lab, or residence. Individuals and groups taking small steps make a huge difference! Here are a few tips in getting your team started.

### > prepare for your first team meeting

1. Assign a team leader
2. Establish a meeting time and date
3. Invite members to attend
4. Set agenda
5. Brainstorm possible improvement areas
6. Contact the Sustainability Office and let us know about your team. We can provide support for the start-up of your team through additional resources or attending a meeting and providing recommendations.

### > at the first meeting

1. Brainstorm and discuss green possible projects or programs
2. Establish a list of feasible projects
3. Assign a project leader to each project
4. Send out meeting minutes or notes to the team

### > taking action

1. Keep the momentum going of your team and keep expanding
2. Brainstorm other members from groups on campus who would fit on your team
3. Keep the Sustainability Office updated with your projects and progress
4. Have fun with it, you are making a difference!

## project ideas

### >> recycling & waste

- Clear recycling signage
- Garbage-less events
- Composting (events, in-house)
- Participate in campus recycling programs (ex. Battery, e-waste)
- Participate with Recycled Paper Scratch Pads program
- Under desk size recycling bins
- Reducing/reusing shipping packaging
- Use reusable water bottles and coffee mugs
- Hold paperless meetings and presentations

### >> energy

- Computers shut down at the end of the day
- Lights out at the end of the day, and whenever you leave a room
- Close shades and blinds at night to reduce heating/cooling demands
- Swap out CFL's for incandescent light bulbs (contact the Sustainability Office about the trade-in program)
- Electronics on power-bars
- Occupancy sensors
- Unplug electronics when not in use
- Power management settings on computers



## >> printing

- Proofread documents on your computer before printing
- Double-side print documents whenever possible
- Offer online versions as an alternative to hard copies

## >> education

- Communicate projects to co-workers
- Green team website
- Posters (available through the Sustainability Office)
- Sustainability movie night (eg. UNC Theatre)
- Guest speakers
- Incorporating sustainability into course teachings

## >> other

- Office plants for improved indoor air quality
- Request locally sourced and organic foods for meetings, lunches, and catered events
- Eco friendly office products
- Community book-share or swap program
- Create a carpool group ([more information here](#))
- Volunteer at campus events
- Submit recommendations to Sustainability Office

## resources

The Okanagan Sustainability Office's website has additional resources that may be incorporated into your Green Team. Some current programs include:

### >> lab plastics recycling program

This program collects all recyclable non-contaminated material generated from Fisher Scientific products. Revenues generated will contribute to future sustainability initiatives in Okanagan campus labs.

### >> rescued paper scratch pads

Rescued Paper Scratch Pads re-use one-sided printed paper collected on the Okanagan campus and creates them into new scratch pads available free to the campus community.

### >> recycling and waste

Information on the Okanagan campus' recycling program and new campus-wide recycling signage.



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*For more information or for support in starting a Green Team contact*

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