



The Green Office (GO!)Challenge

Everyone is invited to participate in making CCCC a more sustainable institution. Taking part in the Green Office Challenge demonstrates your commitment to ecology and efficiency and promotes environmental knowledge and awareness. The program's intent is to help us strengthen our commitment to respect and protect our environment through simple, everyday actions.

- In the 2010-2013 College Strategic Plan, CCCC committed to improve efficiencies in campus operations.
 - a. Build sustainable infrastructure to maximize renewable energy credits.
 - b. Reduce paper and employee time through the implementation of electronic forms and signatures.
 - c. Expand sustainability practices at all campuses.
 - d. Reduce energy costs at all campuses and sites through people and systems.

How it Works

The Green Office Challenge is organized around a checklist of sustainability initiatives for your team to complete. These initiatives are separated into six focus areas.

- Energy Efficiency
- Recycling
- Waste Reduction
- Meetings and Events
- Transportation
- Engagement

Each initiative is assigned a point value. The goal is simply to earn as many points as you can by accomplishing the actions on the checklist.

The Prize

As your team accomplishes more initiatives, you earn more points. These points earn you leaf stickers to place on your team's Green Office Certificate to show others your progress. There will also be an event in May to celebrate the program.

How to Participate

Starting the Green Office Challenge is easy! Simply follow these steps to get started.

- 1 Complete the Registration form and email it to cgiles@ccc.edu. Go ahead and give your team a fun name! The GO Committee will send you a Checklist, a GO Certificate to display, and other materials to help you in the challenge.
- 2 Go through the Checklist to see what your office is already doing.
- 3 Meet with your team to identify areas for improvement and discuss how to implement changes in order to meet your goals. Our sustainability coordinator Laura Lauffer can meet with your team to do an overview and help with the checklist. You may contact Laura at llauffer@ccc.edu.

- 4 Keep your GO Checklist updated on your shared drive for all to see.
- 5 On January 30, 2013, April 22, 2013, and May 15, 2013 send updated copies of your GO Checklist to Becky @ rhowington@cccc.edu.
- 6 The Challenge will be completed on May 15, 2013.
- 7 Be recognized! The Green Office Committee will share your team's achievements with the entire CCCC community.
- 8 Teams who continue to meet goals will receive additional recognition.

Every team is unique and the program is intended to be inclusive. There is also plenty of room for the program to grow. If you have ideas you would like to share please contact Laura Lauffer at llauffer@cccc.edu.

The GO! Green Office Challenge is brought to you by the CCCC Educational Office Professionals and the CCCC Sustainability Committee.