

Introduce the CCCC Green Office Challenge.

(Laura Lauffer)

**TEAM**

Fill out the GO Challenge Registration form and email it to Cathy @ [cgiles@cccc.edu](mailto:cgiles@cccc.edu).

Request an office visit with Laura, if desired, at [llauffer@cccc.edu](mailto:llauffer@cccc.edu).

Download Checklist and start the challenge. Email updated copy of checklist to Becky @ [rhowington@cccc.edu](mailto:rhowington@cccc.edu) on January 30, 2013 and April 22, 2013 (Earth Day).

Fill out Transportation Survey for 2 points and email to Laura @ [llauffer@cccc.edu](mailto:llauffer@cccc.edu).

Collect Transportation Survey data for future use. (Laura)

Email a final copy of your Checklist to Becky @ [rhowington@cccc.edu](mailto:rhowington@cccc.edu) at the close of the challenge on May 15, 2013.

Close of the

1st GO Challenge

Contact Laura Lauffer with any questions about the Green Office Challenge at [llauffer@cccc.edu](mailto:llauffer@cccc.edu) or (919) 545-8032.

**GREEN OFFICE**

**COMMITTEE**

Send a GO Challenge Certificate to the team representative. (Becky)

Email team rep. a GO Checklist, Transportation Survey, & “What can I recycle here?” poster. (Cathy)

Evaluate results and send any leaves earned to the team representative.

(Laura and GO Committee)

Advertise team achievements via staff announcements and Cougar Bytes. (Laura)

Evaluate final results and send leaves earned to team representative.

(Laura and GO Committee)

Congratulate and acknowledge all teams that participated in the challenge.

(Laura and GO Committee)