



How To Start A Green Team At Your Office



NOTE: This fact sheet was originally created for [DEEP's Going Green Makes Sen\\$e](#) event for state agencies (Sept 2011). Minor modifications have been made to reflect [Governor Lamont's Executive Order 1](#). This is a working draft; please check back in early 2020 for a revised edition.

In order to really make changes and keep the momentum going, a formal team is needed.

- Put together a few bullets describing the value of starting a Green Team at your agency. Provide some information on why you should green your office and the importance. For example, the team will save our agency money by reducing costs and eliminating waste; the team may be motivational for employees who want to make a difference at work since many care about the environment and are involved at home. Starting a green team can help state agencies successfully achieve the goals of [Governor Lamont's Executive Order 1](#).
- Have a good idea of how much time each month may be needed for Green Team meetings and other activities. For example, DEEP's Green Team (GT) met for 1.5 hours/month for several years, but now meets approximately every 2 – 3 months. The GT coordinator(s) put in additional time planning meetings and following up on projects. In addition, sometimes a committee is formed to work on a specific project and may meet an additional few hours/month or individuals will spend time on tasks.
- If the Green Team is not being initiated by management, you will need to approach your Sustainability Officer (established by Executive Order 1) or Commissioner or someone in that office to get buy-in. The message should come from the top. At DEEP, the Commissioner established the Green Team, but made use of an existing workgroup and altered their mission.
- It's best to use both volunteers and assigned staff. Assigned staff can be the core group that gets the Team started, seeks out volunteers and promotes it throughout your agency in the early stages, before it is fully up and running. It is important to include staff from different floors and with different job responsibilities (i.e., purchasers, managers) as well as the building manager, cleaning staff and even other state agencies.
- The core group can use e-mail and intranet as well as flyers in break rooms, restrooms and by copy machines to seek volunteers.
- You may want to promote it with a clever name or wait until the team is formed to come up with a name. For example, Green Gang, EverGreens.
- Once you have a core team and recruited some volunteers, hold a kickoff meeting to develop a mission statement and begin thinking about a plan of action.
- Meet regularly, like once a month; this is especially important in the beginning stages of team development and help keep the momentum going. Communicate activities and successes to everyone in your agency through e-mail, your internal website and signs and posters.
- Check out the following websites for information on green teams:

<https://www.portlandoregon.gov/sustainabilityatwork/article/497862>

<http://www.greenteamproject.org/>

http://www.energystar.gov/ia/business/challenge/bygtw/Creating_a_Green_Team.pdf

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