

HOW TO START A GREEN TEAM AT YOUR OFFICE



Office Sustainability Checklist

NOTE: This fact sheet was originally created for [DEEP's Going Green Makes SenSe](#) event for state agencies (Sept 2011). It has been updated so that CT state agencies can achieve the goals laid out in [Governor Lamont's Executive Order 1](#) and [Executive Order 21-3](#).

In order to really make changes and keep the momentum going, a formal team is needed. Below are some steps to take to get a Green Team started at your agency:

- Put together a few bullets describing the value of starting a Green Team at your agency and/or the state building you're located at. Provide information on the benefits and importance of greening your agency/ office building. 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 are aware and concerned about the environment and are involved at home. Starting a green team can help state agencies successfully comply with [CT GreenerGov goals](#) and lead by example.
- Have a good idea of how much time each month may be needed for Green Team meetings and other activities, so those involved have an idea of what they're committing to. For example, DEEP's Green Team (GT) began meeting for 1.5 hours/month for several years to set goals and plan and implement projects. The GT coordinator(s) put in additional time preparing for meetings and following up on projects. Once established, the team reduced the meeting frequency to every 3-4 months. Members communicate with each other as needed using a Teams channel chat. 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'll need to approach your Sustainability Officer (established by Executive Order 1) or Commissioner, Chief of Staff, 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.
- To recruit volunteers, a message from management encouraging this activity is very helpful. Also, use agency or building wide e-mail announcements, intranet, Teams Chats, printed flyers in break rooms, restrooms and by copy machines. 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.
- Meeting regularly (monthly) is especially important in the beginning stages of team development and helps keep the momentum going. Communicate activities and successes to everyone in your agency through e-mail, your internal website, Teams chats and signs and posters.
- Check out the following websites for information on green teams:
 - [Green Team project ideas from CT DEEP's Greening Your State Agency Presentation](#) and [video tour](#) of Green Team projects at 79 Elm St (2011)
 - Bring Your Green To Work – [EnergyStar Green Team Checklist](#)
 - [Sustainability at Work: Green Team Guide](#) from Portland, OR

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