**Green Team Getting Started Guide**

**Step 1: Prepare for an Initial Gathering**

* Consider approaching your department leaders for support. Green Teams with administrative support have greater success with sustainability projects.
* Identify one or more members to be leaders of your Green Team and serve as a main contact for the Office of Sustainability and the rest of the Green Team network.
* Find and reserve a meeting location.
* Identify and invite co-workers who would be interested in promoting sustainability within your department, or send an open invitation to all of your colleagues.
* Things to Consider: Are you willing to be the Green Team captain, and if so, is your supervisor okay with that arrangement? If not, who is willing and able to assume a leadership role?
* Can you identify coworkers in your unit or department that are interested in sustainability and may want to join the Green Team?
* Use the resources and examples provided to assess your workplace and begin brainstorming ways to make it more sustainable – this can help inform the meeting agenda.

**Step 2: Host an Introductory Meeting**

* Discuss and outline the goals of your team within your department. Ideas for actionable goals can be found on our [Green Team Network webpage](https://www.uccs.edu/sustain/programs/green-team-network).
* Develop action plans and assign project leaders.
* Office of Sustainability staff are interested in attending your Green Team launch meeting! Please contact us at Sustain@uccs.edu . Helpful materials for your launch meeting will soon be available online. Please contact us for more information.
* Gather contact information for interested individuals to continue conversations about the structure and goals of your team.
* Sign up the team captain and any interested members to your Green Team Contact List.

**Step 3: Maintain Enthusiasm**

* Add any interested members to your Green Team Contact List.
* Send meeting minutes and follow-up communications to interested parties.
* Schedule regular departmental Green Team meetings. Active Green Teams generally meet monthly.
* Have members sign up for the Office of Sustainability Newsletter to keep up to date on new campaigns and programs, events, opportunities and general news updates.
* Add updates to the Green Team Network Microsoft Team so that we can share your successes on the Office of Sustainability website and involve other Green Teams.
* Most importantly, keep Green Team efforts fun and be creative on ways to engage colleagues: host a reading group, schedule a social hour to discuss sustainability topics and new projects, or plan an office party to celebrate a recent success. The possibilities are endless!

**More Ideas for Getting Started:**

* Visit our [Green Team Network webpage](https://www.uccs.edu/sustain/programs/green-team-network) to view tips and resources for greening the office and simple steps departments can take to be more sustainable
* Attend the Office of Sustainability Green Team Kick-off Party. Invites will be sent to all Green Teams on campus, date and time TBD.
* After you have a well-established Green Team, host other department’s Green Teams in your office show off your successes and brainstorm new ideas.
* Apply for funding from [Green Action Fund](https://www.uccs.edu/gaf/) to kick-start a sustainable project.
* View Harvard’s [10 Tips for a successful Green Team](https://green.harvard.edu/tools-resources/how/10-tips-successful-green-team).