

New Green Team Guide: 4 First Steps

Please use the following outline as a general guide to forming a Green Team in your department:

1. Contact the IUOS

Once notified of your interest in creating a new team, the Office of Sustainability will be able to assist you in your effort to create a new team. The IUOS can also connect you with a well-established team that exists in a unit similar to the one in which you work—i.e. administrative, academic, or lab/research—providing you with the opportunity to learn from their experiences. Contact: sustain@indiana.edu

2. Identify Your Organizational Structure

Becoming conscious of your unit's organizational structure makes you aware of how information and procedures are shared between staff, faculty, and students. Green teams should speak with members from all types of positions and levels of management where possible.

3. Generate Interest

Generating interest is essential to the recruitment of new team members. Communicate personally, through departmental email or listservs, and/or during group meetings that you are interested in developing a green team within your unit. Be sure to make it clear that a person's level of participation is **voluntary**.

4. Schedule a green team kick-off meeting

Sample Agenda

- Welcome & introduction of organizers: 5 minutes
 - share contact information with attendees
 - ask attendees to sign in: if they are not certain they want to participate in the team's efforts, they do not have to sign in
- Why are we here?: 10 minutes
 - role of the green teams at IUB
 - benefits of having a green team
 - voluntary effort
- What other teams have and accomplished: 15 minutes
 - existing green efforts
 - monthly Green Bag luncheons
 - certification
- Proposed initiatives specific to our unit: 15 minutes
 - brainstorm a list of future green actions
 - rank activities by range of difficulty
 - identify volunteers to explore action options
- Gather questions to send to the IUOS: 10 minutes
- Determine a time/date for the next meeting: 5 minutes