

Education and Outreach

- The *Green Team Organizer* serves as a liaison between departmental employees, staff, management, other campus Green Teams, and the IU Office of Sustainability. Main responsibilities include scheduling departmental Green Team meetings, encouraging participation and facilitating communication regarding Green Team efforts.
- Establishing early rapport with building management personnel will greatly increase the resources available to your team. Their involvement will prove integral to the success of your team's sustainable actions.
- [Sample Kick-off Meeting Agenda](#)

Resource Use

- [What is a LISTSERV mailing list?](#): A link to the answer, which includes a hyperlink to an explanation of how a member of the IUB community can create and manage a LISTSERV mailing list.

Recycling

- [Recycling at IU: Department of Physical Plant](#)

Sustainable Computing

- [Instructions](#) for manually setting computer print defaults
- [Information](#) regarding duplex printing

Energy and Built Environment

- [Extended break message](#)
- Light meters can be obtained through the Office of Sustainability to determine whether office lighting is excessive
- [Information](#) on the benefits of indoor plants

Transportation

- To get the word out that you are interested in creating an office car pool program, you could make an announcement at a departmental meeting, or send the information to people via departmental LISTSERV mailing list. Common areas are also a great place to post the information.