

## Introduction

Welcome to Week 22 of the 2018 Certified Green Office Program, which also happens to be the final week of newsletters for the program! That's right, we've reached the final two Elective Actions on our list, #31 & #32.

31. Encourage another office to join the program.
32. Come up with your own strategy to make your office more sustainable.

As always, you can find all 21 prior newsletters on our website [here](#). We at the Institute for Sustainability, Energy, and Environment would like to thank you for taking part in the Certified Green Office Program and all the hard work you've done to make your offices greener. Every little bit counts, and we are looking forward to awarding your certifications!

As a final reminder, completion of five Elective Actions beyond the Required Actions will earn you Bronze level certification, completion of ten will earn Silver level certification, and fifteen Elective Actions will earn Gold level certification.

## Instructions

***Elective Action #31: Encourage another office to join the program (one point per office recruited).***

There are hundreds of offices on this campus, and as much as we would like to have every single one involved in CGOP, contacting and convincing each one is a tall task. By spreading the word to other offices you're in contact with, you can both help us grow our network significantly and earn elective points. Let's be honest, for an office that might not be predisposed to sustainability initiatives, it is probably a more compelling case to join the program coming from a friend in other offices like your own than receiving an unsolicited email from iSEE.

Once you've recruited an office, getting your point isn't hard -- just contact us to let us know who you've recruited, and ask the recruited office to mention yours when they make contact with us. Remember, as we've said before, sustainability is a team effort. So don't be afraid to encourage others to join in!

***Elective Action #32: Come up with your own strategy to make your own office more sustainable (multiple points available).***

The key to achieving a sustainable way of life for our future is creativity. Humanity has an abundance of environmental challenges to overcome to ensure our continued growth and comfort. Therefore, we need creativity on all scales, including in university offices, to make this happen.

So fire up those thinking engines! Gather up your Green Team and/or student volunteers and take a good look around your office. Critically examine all of your energy uses and sources of waste output. If there's more you think you can do to reduce them, give it a go. Think about how you could substantially expand engagement and awareness of ecological issues. (Maybe some sort of public event, lecture, or initiative?)

Don't be afraid to dream big. No idea is a bad idea, so please don't hesitate to let us know of any that you have. Though we can't promise we can give a point for every idea, we would love to hear them all anyway and work with you the best we can to make them happen!

Finally, a few reminders as you go forth greening your offices:

First, remember that CGOP certification is not permanent! Each certification is a year-long designation, so getting certified this year does not mean you will continue to be certified in coming years. This is because sustainability is a continuous process, and we always have more work to do. As such, we would like to ask that you make sure your office continues to re-enroll in the coming years for the next certification cycles!

Second, we would love to have a photo gallery of our Certified Green Offices! Please send us photos of your office staff, Green Team, and/or sustainability improvements around your offices. We can't wait to see the changes you have made and to recognize all of your agents of change!

Lastly, don't forget that there are so many areas of our lives outside of the office that can also be made substantially more sustainable. Many of the actions we have gone over in our newsletters can also be applied in your personal lives. If you haven't already, please consider doing everything you can to extend the mission of the Certified Green Office Program into your own habits and practices, and encourage your colleagues to do the same!