



**SAVE  
@WORK**



# Energy Saving Tips



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## TIP OF THE WEEK

GREEN CHARITY,  
VOLUNTEERING

### Green charity and volunteering

- **Organise a flea market or swap party in your office.** It is a fun way to exchange office supplies for example.
- **Make posters** together with your colleagues **related to energy saving** and put them all around the building.
- **Organise workshops** on 1) mending simple office tools, 2) reusing/ upcycling/ repurposing broke/ unnecessary office supplies, or on 3) how to use electric office equipment in a climate-friendly way.
- **Volunteer** to give lecture on energy saving/ climate change at various office events.
- **Donate** old office equipment and furniture to charity.
- Let out your event hall/ rooms for free and host inspiring events related to energy saving, climate change, or in general sustainability.

**PLEASE PUT A RELEVANT LOCAL  
PICTURE TO THE FRONT PAGE**





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## Green charity and volunteering

In our very first energy saving tip we mentioned a few green team building ideas which involved some volunteering, but the overall focus was on having the Energy Teams up and running. These tips on the other hand offer ways to engage the wider community of colleagues as well, and include a broader spectrum of activities.

Here is how to do charity, volunteering and team building all at once, so that you enhance energy saving at the same time too:

- **Organise a flea market or swap party in your office.** It is a fun way to exchange office supplies for example. Maybe you have two staplers or too many marker pens or a hole puncher you never use etc. If these supplies get distributed among colleagues in a more efficient way then less new supplies are needed, and – although indirectly but – less new products mean less energy being used. You can also barter with office plants! Or do it on a bigger scale and let everyone bring in their unnecessary stuff from home, thus the overall environmental impact of the event will be even more significant.
- Alongside the flea market or as a separate event some of you could **sell homemade cakes and cookies for your colleagues.** The proceeds could cover the costs of desk lamps or any other energy saving tool/ equipment, or could buy tree seedlings to be planted together around the building. As an alternative, the money could simply go to charity that supports halting climate change.
- Get creative: **make posters** together with your colleagues **related to energy saving.** It can be about an interesting data, a picture, a warning, basically anything that you think the employees in your building would find useful. Make sure to put them on the walls all around the building!
- Get even more creative: **organise workshops** on 1) mending simple office tools, 2) reusing/ upcycling/ repurposing broke/ unnecessary office supplies (for further ideas see the "Top tips for champions" and "Further reading and ideas" sections of the energy tip on office supplies – [insert link to the document](#)), or on 3) how to use electric office equipment in a climate-friendly way. Look for colleagues who could volunteer as mentors.
- **Volunteer to give lecture on energy saving/ climate change** at various office events.
- Make a bicycle/ scooter/ rollerblade competition around the building to promote alternative, carbon-free modes of transportation to work. You could also look for a colleague who is good at fixing bicycles and would be happy to do basic maintenance work/ a Q&A section as a side event.
- **Donate old office equipment** (including outdated *but* still usable electrical and electronic equipment such as computers, printers) **and furniture to charity.**





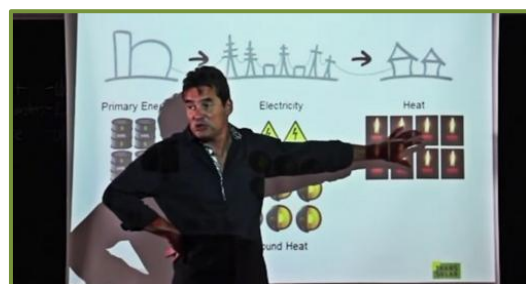
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## Top tips for champions

**Let out your event hall/ rooms for free and host inspiring events related to energy saving, climate change, or in general sustainability.** This way you help raise awareness on important environmental issues, besides, the employees of the building are also more exposed to such ideas and encouraged to attend such events, which can contribute to more activities and energy savings within the building. [Here](#) is an example of how to make it happen.



If the building has an unused plot around the building, it could be turned into a **community garden**, and interested employees could become part of the community that would manage it.

## You can also...

To discourage the use of elevators in the building you could put a box on each floor next to the elevator's door to collect a small amount of money for each ride. **Sporty employees could contribute 10 eurocents or so on a voluntary basis for using the elevator.** At the end of the year the money could be invested in improving energy efficiency in the building or could be donated for charity... Make the employees vote for the organisation and the activity the money should go to, or even get them involved in that organisation's work. *If you feel like this is too much to ask from the employees, leave out this tip.*

## Further reading and ideas:

Save@Work Strategic Handbook, Chapters 4 and 8.

[Places to Donate Office Supplies, Equipment, and Furniture](#) - *something like this if you have for your own countries*

## Source(s):

<http://www.teambuilding-unlimited.com/green.html>

<http://www.greenofficevu.nl/room-4-green-ideas/>

For pictures: <http://i43.tinypic.com/zjaufr.jpg>; <http://www.morethangreen.es/wp-content/uploads/2013/07/thomas-lechner-on-environmental-sustainability-1-more-than-green-summer-course-650x360.jpg>

