

SAMPLE ACTIVITY

You can adapt this activity to the amount of time available and staff interest at your workplace.

Objective: encourage staff to turn off their computers and monitors when they finish work each day.

Name of activity: Turn it Off to Win!

Time: two weeks (about five minutes each day)

What you need: support from management, email announcement, incentive prizes, team of Climate Captains, posters (sample ahead)

STEPS FOR SUCCESS

1. Announce the contest at a staff meeting or via email.
2. Purchase incentive prizes (or secure donations from neighbouring businesses). Great prize ideas: movie tickets, commuter mugs, plants, gift certificates to local grocers, transit pass, packages of organic seeds, local wine.
3. Post a contest master list of all staff online, or in your kitchen or staff room.
4. Set up posters around the office to remind people to 'Turn it off to win!'
5. Recruit volunteer ClimateCaptains to randomly check staff computers and monitors at the end of each day over a two-week period. Those who don't remember to 'Turn it off!' get their names removed from the master list. (If you think they'll need it, give each employee three strikes before they're out.)
6. At the end of the two-week period, all staff whose names are still on the list are eligible to win a prize. Hold a draw to choose one winner (or several – your choice!) from the names remaining.
7. Get together with all workplace staff to share stories and photos, learn and celebrate.

