



WHAT

Green Offices at Emory is a voluntary program designed to advance sustainability in work space operations and create a culture of sustainable practices in Emory University and Emory Healthcare work spaces. The program aims for office sustainability in target areas of energy and water efficiency and conservation, recycling and waste reduction, procurement, sustainable events, a safe and healthy work environment, and communications and participation in sustainability initiatives at Emory.

HOW TO PARTICIPATE

Step 1: **Learn** what sustainable actions your office can adopt, and tell us what you're already doing, by filling out the [Green Offices at Emory Checklist](#) and consulting the companion [Green Offices at Emory Guidance Document](#).

Step 2: **Take Action** by [submitting](#) the checklist and receiving a certification level. Detailed instructions are on the checklist.

Step 3: **Earn Recognition** for taking action to make more sustainable choices in your office. The Green Offices at Emory Team will review your checklist and award your office with a certification level. You will receive recognition through the Green Offices at Emory webpage, internal Emory communications, and with visible office signage and graphics provided to you.

Step 4: **Apply for funding** to implement the actions on your checklist and new innovations by submitting a Green Office Incentives Fund Application. Annual funding details are on the [Green Offices at Emory website](#).

GREEN LAB INCENTIVES FUND APPLICATIONS AVAILABLE IN SEPTEMBER-OCTOBER EACH YEAR

The Green Office Incentives Fund is designed to support offices participating in the Green Offices at Emory Program by making funds available for advancing sustainable processes and procedures in Emory's work spaces. Creative proposals are welcomed for initiatives that seek new knowledge, support new behavior patterns, and make sustainable practices feasible. Grants may be awarded up to \$5,000. Faculty, staff, and students from Emory University and Emory Healthcare work spaces are eligible to apply for the Green Offices Incentives Fund.

Participating offices must also participate in the Green Offices at Emory certification program by submitting a Green Office Checklist to be considered for funding. Please see the details above.

For more information about Green Offices at Emory, [go to sustainability.emory.edu](http://go.to/sustainability.emory.edu) and [hover over the "Programs" tab](#), or contact greenoffices@emory.edu. Also email to request sustainability decals, available to anyone, to start promoting sustainable behaviors in your work space.