

## Tips for Greening Your Volunteer Project

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*This information is part of a series of tip sheets created by Booz Allen Hamilton to encourage employee volunteers to incorporate sustainable practices and materials into their Rebuilding Together projects.*

By following these simple tips when managing your project, Booz Allen volunteers can help support Rebuilding Together's national Green Housing initiative, which helps the environment through resource-efficient repairs that lower consumption and save homeowners money. Do you have additional tips and ideas? Send them to [cpp@bah.com](mailto:cpp@bah.com).

### Greening Your Meetings

- Transportation often creates the most waste; select meeting venues with access to public transportation.
- Consider conducting the meeting as a conference call, Live Meeting, or webinar.
- In FY'10, the average Booz Allen employee used 3,000 pieces of paper; encourage double-sided printing and recycling of any handouts or papers.
- When collaboration is required, recommend that participants bring their laptops to the meeting rather than work from paper copies.
- Promote the idea that your meetings will be paperless; send all necessary materials in advance to cut down on printing; email final documents used during the presentations.
- Break the habit of ordering bottled water for every meeting; most Booz Allen facilities are equipped with water coolers or fountains.

### Greening Your Events

- Publicize the event via e-mail, digital displays, forum postings, blogs, and [yammer.bah.com](http://yammer.bah.com) instead of using disposable posters and flyers.
- Use recyclable or reusable badge holders or employees' own corporate badges.
- Break the bottled water habit; ask volunteers to bring their own reusable water bottles — filled with plenty of water — to events.
- Use glassware and other reusable utensils when possible, rather than plastic or foam ones.

### Greening Your Rebuilding Project

- Designate a Green Coordinator — someone to help the team stay focused on reducing waste, recycling, and sorting materials to be reclaimed.
- Encourage carpooling and use of mass transit.
- Provide clearly marked recycling bins on site for common recyclable materials such as plastic bottles, glass, and newspapers.

## Recovering Construction and Demolition Materials

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- If disposing of paint, chemicals, or potentially hazardous materials, find the appropriate recycling or disposal center in your community (resources below).
- Reuse and recycle construction and demolition materials such as wood, dry-wall, cardboard, brick, concrete, metal, insulation and glass (resources below).
- When buying products that use energy (e.g., electronics and appliances), look for the ENERGY STAR label, which indicates that the product is energy-efficient.

### Greening Resources

- **Earth911** is a search engine to find recycling centers in any zip code.
- Information on **recycling construction materials** and a search engine to find a recycling center.
- **Freecycle** is a worldwide gifting movement reducing waste and saving resources.
- Check EPA's ENERGY STAR products Web site at: [www.energystar.gov](http://www.energystar.gov).