W.10 We have a designated person in our office who unsubscribes people from receiving multiple copies of the Almanac and Current.

Intent

Decreasing the number of paper publications received decreases the amount of paper used unnecessarily, thus reducing waste and conserving trees. It also decreases the amount of energy used to create, process, and deliver this unwanted mail.

Point Value

2 points for unsubscribing from the Almanac and Current

Instructions

To reduce duplicate deliveries of these publications:
1. Designate one office member in charge of unsubscribing people from duplicates.
2. Find a convenient, central location within the office where duplicates can be collected. Ask office members to drop unwanted mailings into the box to be removed from the distribution list.
3. Inform office members of the bin location and why it is important to reduce unwanted mailings. Remember to recycle the duplicates!

Removing Duplicate Copies:
- To unsubscribe from the Almanac contact:
  Phone (215 898-5274 or 5274 / Fax (215) 898-9137
  Email: almanac@upenn.edu
- To unsubscribe from the Current contact: current@pobox.upenn.edu