I.4 We have a designated section of an office bulletin board, or have a separate board for posting tips and information about green practices, events, and groups.

**Intent**
Education and information help create a culture of sustainability, increasing staff awareness and participation

**Point Value**
1 point for posting information

**Instructions**
Assign one person to collect information and regularly update the board.
Periodically send an email to all staff to share information if they have anything new.

**Resources**
FRES Sustainability Consulting: email sustainability@upenn.edu
Please include ‘Green Office’ in the subject line.
Green Campus Partnership Website: http://www.upenn.edu/sustainability/