W.11  We have a designated person in our office who unsubscribes people from junk mail.

<table>
<thead>
<tr>
<th>Intent</th>
<th>Decreasing junk mail decreases the amount of paper used unecessarily, thus reducing waste and conserving trees. It also decreases the amount of energy used to create, process, and deliver this unwanted mail.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point Value</td>
<td>2 points for unsubscribing from junk mail</td>
</tr>
</tbody>
</table>
| Instructions | **To reduce junk mail:**  
1. Designate one office member in charge of unsubscribing people from junk mail.  
2. Find a convenient, central location within the office where unwanted mail 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. Teach office members how to unsubscribe from junk mail at home as well. Additional resources for this purpose can be found on the next page.  

Remember to recycle the junk mail! |

**Junk Mail Reduction:**  
Green Dimes provides information on junk mail and how to opt out.  
http://www.greendimes.com/  

**Additional options for reducing Junk mail and junk faxes:**  
To opt out of credit card offers simply call: 1-888-5-OPTOUT (1-888-567-8688)  
Call the customer service number on catalogs and product offers to remove your address from the mailing list.  

Direct Marketing Association’s (DMA) Mail Preference Service - sign up online to opt out of various mailings: https://www.dmachoice.org/dma/member/home.action  

Other services for reducing junk mail:  
www.stopjunkmail.org  
www.catalogchoice.org  

Eliminating junk faxes:  
www.junkfax.org  

Use the iPhone app “Mailstop Mobile” to take pictures of your junk mail and eliminate it. If you do not have an iPhone, instead register here:  
https://www.catalogchoice.org/login
Waste

Instructions  Junk Mail Reduction:
Green Dimes provides information on junk mail and how to opt out.
http://www.greendimes.com/

Resources  Additional options for reducing Junk mail and junk faxes:
To opt out of credit card offers simply call:
1-888-5-OPTOUT (1-888-567-8688)

Call the customer service number on catalogs and product offers to remove your address from the mailing list.

Direct Marketing Association’s (DMA) Mail Preference Service - sign up online to opt out of various mailings.
https://www.dmachoice.org/dma/member/home.action

Other services for reducing junk mail:
www.stopjunkmail.org
www.catalogchoice.org

Eliminating junk faxes:
www.junkfax.org

Use the iPhone app “Mailstop Mobile” to take pictures of your junk mail and eliminate it. If you do not have an iPhone, instead register here:
https://www.catalogchoice.org/login