Greetings EcoReps! Please use this monthly programming guide to assist you in taking action in your area. Below is a table that can be useful for promoting sustainability in your area by discussing the following topics in staff meetings, creating inter-office or departmental communications, or for your own knowledge. Please share this information with your other team members and help us recruit more EcoReps! October is Campus Sustainability Month, which means now is our time to shine! Let others know what you have been working on, and celebrate the history of Sustainability at MSU.

<table>
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<th>Monthly Theme(s)</th>
<th>Campus Sustainability Month</th>
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| **Communication Topics** | • **Campus Sustainability Day** (CSD) is an annual celebration of sustainability in higher education. Every October, colleges and universities are encouraged to create events to recognize the achievements of, and challenges for, the thousands of students, faculty, and staff working to instill sustainability principles at MSU and in our surrounding communities.  
• **Campus Sustainability Day Event** – Stop by and celebrate all you have done in the last year on Wednesday October 22 from 11:00 a.m. – 2:00 p.m. at Bailey hall.  
• **Campus Sustainability** – What have you done in the past year that was a sustainable effort? Share your stories with you area, and tell us at begreen@msu.edu |
| **Themed Activity Suggestions** | • Visit “Spartan Swap Shop”, giving away and trading for FREE office supplies, books, and other useful items. Bring in something you want to trade / donate! Starting October 22 from 11:00 a.m. – 1:00 p.m. at Bailey Hall.  
• Share some MSU Sustainability facts with the Spartners in your area  
• Turn up your efficiency before turning up the heat! Climate control consumes a large amount of energy. Try these tips around the office:  
  o Keep air supply vents or return air grilles unblocked. Not only does this allow the HVAC system to correctly work in your office, it may prevent ventilation problems in a neighboring space.  
  o Keep computers and other heat-producing equipment away from HVAC sensor devices – like a thermostat – to avoid false temperature readings.  
• Go on a tour of the MSU Surplus Store and Recycling Center; contact us at begreen@msu.edu.  
• Create a common place in your area to post information about sustainability at MSU, report building metrics on energy & recycling, and post information about sustainability for your partners. |

**Note:**

- Lbs. sold since Surplus relocated in 2009
- Surplus Sold 7,930,000 Lbs.
- Compost Sold 5,584,000 Lbs.
### General Activity Suggestions

- Host a sustainability event in your department.
- Create a communication that highlights your department’s sustainability efforts.
- Create a communication that highlights sustainability efforts at MSU.
- Reuse! Donate unwanted / un-needed office items to the Spartan Trading Post contact us at begreen@msu.edu to schedule a pickup.
- Reduce energy usage - find an incandescent light bulb, and let us know where it’s located! Incandescent light bulbs are an inefficient use of energy and in most cases can be replaced with an efficient bulb.
- Build a Green Team in your office – contact the other EcoReps in your building and meet to set building goals, create initiatives, or discuss areas for improvement. Each building has many departments; help make a change for the better in your building!

### Events

- **Sustainability Workshops at the Surplus Store and Recycling Center**
  - 10/11 – Composting workshop 10 a.m. – noon. **FREE TO ECOREPS!**
  - 10/29 – Vermicomposting workshop 6:30 – 8:30 p.m.
- **Campus Sustainability Day** – 10/22, 11 a.m. – 2 p.m. @ Bailey Hall
- Community Reuse days at the MSU Surplus Store – 10/6 – 10/11
- Beal Garden Tour: Dangerous plants to family and pets 10/9 at noon
- Tour Surplus Store & Recycling Center 10/10 4-5:30pm
- Tour the T.B. Simon Power Plant 10/16 @ 3pm
- Red Cedar River Clean Up 10/19 at 10am

**Visit bespartangreen.msu.edu for more information or call us at x51751**

### Resources

- Link to Campus Sustainability Day Main Site – [campussustainabilityday.org](http://campussustainabilityday.org)
- Need more information about starting your Green Team? Please contact Sean Barton at bartonse@msu.edu for help.
- Recruiting EcoReps? - bespartangreen.msu.edu/ecorep/index for more information. We also have rack cards available if you need physical at-a-glance copies.
- Creating a spot to distribute EcoRep information? Look to the surplus store for bulletin boards, racks, and ways of posting information. Call us at 355-1723 for ideas and to find out what’s in stock!

### Monthly Challenge

- Get your office / area ready for winter! Do you have leaky windows? Doors not closing right? Now is the time to prepare for winter!
- Locate an Incandescent light bulb in your building. Contact us to get it replaced with an energy efficient bulb if possible!
- Talk at a staff meeting / roundtable about a few of the positive changes that your area has implemented to increase Sustainability.
- Please give us feedback on how the new EcoRep program is helping you make an impact!