

Emails to Promote Recycled Content Office Supplies Contest

Introductory Email

Re: Buy Recycled Office Supplies Contest – Enter to Win Amazon.com Gift Card

As you may have heard at __ meeting, we are invited to participate in a contest that aims to increase the recycled content percentage of office supplies purchased at Alameda County. [# of us are planning to try out an item in a recycled-content version.]

This is important because recycled-content products reduce the environmental and human health impacts of resource extraction, manufacture, and disposal. Because of this, our Board of Supervisors adopted an environmentally preferable purchasing policy in April 2011 that encourages the use of recycled content products.


The challenge is for each of us to switch one office supply item we use to a recycled-content version. Some options include notepads, envelopes, post-its, file folders, pens, scissors, binders, and even paper clips. I am really enjoying using ___ and can't tell the difference from the old version.

There are just three simple steps to enter the contest:

1. **Decide what office supply item you need, and find a recycled-content version.** Below are some tips on how to find recycled-content products.
2. **Place an order** (using the usual method we use to order office supplies). You can also try out a recycled-content product that is already available in our office supply area, such as ___.
3. Once you have starting using the recycled-content product, send me a **photo of you using/holding the product** (or I can come by to take your photo). Your photo needs to be submitted to me by **January 18** at the latest.

Please contact me if you have any questions.

Thanks!

- Go to the vendor's website.
 - Add the word "recycled" to your product search in the "Quick Search" box.
- If you prefer to search in the hard copy catalog, look for green chasing arrows symbol  to find recycled content office supplies.
- If you want to learn more about green office supplies, check out the County Green Buying Guide for Office Supplies: <http://alcoweb.acgov.org/gsa/green/guide/office.htm>

Reminder Email

Re: Buy Recycled Office Supplies Contest – Reminder


Just a reminder that if you haven't yet tried a new recycled-content office supply product, [as you may have committed to do at the __ meeting,] this would be a wonderful time to do so. [Names of respected people in your department who are using recycled-content products] are enjoying the [recycled-content office supply items].

To be eligible to enter the drawing for one of four \$25 Amazon.com gift cards, send me a photo of you using/holding a recycled-content office supply item, ideally one you haven't tried before (or I can come by to take your photo). Your photo needs to be submitted to me by **January 18** at the latest so be sure to place your order soon.

Below is a quick review of how to find recycled-content office supplies.

Thanks again!

Online:

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 - Add the word "recycled" to your product search in the "Quick Search" box.
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- If you want to learn more about green office supplies, check out the County Green Buying Guide for Office Supplies: <http://alcoweb.acgov.org/gsa/green/guide/office.htm>

More information:

- County Green Buying Guide for Office Supplies: <http://alcoweb.acgov.org/gsa/green/guide/office.htm>