



# Climate Smart Teams Program Guide

June 2022

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## About the Climate Smart Bainbridge Team Program

[Climate Smart Bainbridge](#) Teams are a fun, easy way to connect with friends or neighbors, learn about sustainability and resilience and take actions that make a difference. No experience required! The City of Bainbridge Island is committed to tackling climate change, reducing air pollution and creating a healthier, safer, and more sustainable and resilient community. Some of the most important steps in achieving this goal happen in our homes and neighborhoods.

**Did you know that over 40% of the emissions that cause climate change come from 5 basic household activities we do every day?** There are many easy and affordable actions we can all take that will make a big difference and help create a safer, more sustainable community and future! These solutions also save money, improve our health, and help create local jobs.

With increased climate related challenges like wildfires and smoke, heat waves and drought, there are also many easy things we can do to be more prepared and resilient.

To be successful, all you need is to care about these issues and have a desire to make an impact. And that's most of us! According to a 2020 survey, over 70% of Bainbridge Island respondents were either extremely or very worried about climate change and want to help, but many don't know where to start.

### 40% of US GHG Emissions Come From 5 Household Activities

1. Transportation (37%)
2. Electricity (27%)
3. Heating (16%)
4. Food (18%)
5. Waste (2%)

The Climate Smart Bainbridge Team Program provides a great way for you to help your community learn about climate and resilience solutions and take actions, get more connected with your neighbors, and build a more resilient and sustainable community together.

## How It Works

The Climate Smart Bainbridge Teams program was created to make it simple, easy, and fun for your team to learn about climate and sustainability solutions, emergency preparedness and resilience and take actions! It is designed around 7 topic meetings with an introductory meeting and a celebration meeting at the end.

### The Climate Smart Bainbridge Teams Program Overview:

- Team up with a small group of households (5-8).
- Meet every 2 - 4 weeks for ~1 hour.
  - Go through the meeting agenda together, which includes informative videos, fun activities, and discussions where you learn about climate and sustainability solutions and emergency preparedness!
- Support each other in taking new actions individually and together.
- Foster community and get to know your neighbors better!

## Meeting Topics and Agendas

Detailed agendas and resources for each of the below meeting topics can be found in this folder (*link coming soon!*).

1. Climate Smart Bainbridge Teams Introduction Meeting: [Agenda](#)
2. Climate & Sustainability - Home Energy: [Agenda](#)
3. Climate & Sustainability - Transportation: [Agenda](#)
4. Climate & Sustainability - Food & Waste: [Agenda](#)
5. Climate & Sustainability - Water: [Agenda](#)
6. Emergency Preparedness - Build Your Kit: [Agenda](#)
7. Emergency Preparedness - Make a Plan: [Agenda](#)
8. Community Resilience: [Agenda](#)
9. Community Action & Celebration: [Agenda](#)



### Sample Meeting Agenda

Individual meetings will vary a bit, but here's a basic structure for the meetings:

- Time for socializing! Start off with time to chat and connect before starting the meeting.
- Share and discuss actions taken from the last meeting's action topic.
- Watch a video on the new topic and discuss.
- Learn about local resources like rebates and programs for the new topic.
- Participate in a fun, interactive activity together.
- Look at new topic actions, share experiences and interests.
- Review next steps and follow up activity.

**How does it work?** We provide everything your team needs to complete a series of fun and interactive meetings on solution and resilience topics including videos, games, actions and discussions. For each topic, you will have the option to choose actions to complete.

**Who will be on your team?** You decide! Most team leaders invite 5-8 households to join them in taking action. Invite people who live in your neighborhood, friends, coworkers, family, your book club, running crew, faith community - any community you are part of that you would like to invite to join you. It's important they live in Bainbridge Island if possible so you can easily meet, share resources, and work on local actions to improve our community.

**What is your role as a Team Leader?** You will kick off the team and get things started! You will bring people together, facilitate an introduction meeting and be the point person for the team for communicating with City staff. After the first meeting, meeting facilitation is shared among the team, so you don't need to host every meeting. All you have to do is ensure team members have everything they need and reach out to us with questions. This is a team effort and you all will help each other succeed! We estimate the time commitment for Team Leaders to be about one hour per week.

**What will you accomplish?** Together, you will learn about climate solutions and how to reduce your carbon footprint, reduce air pollution, save money, get prepared for disasters, and create a more resilient community. You will be able to track your progress and see all that you have accomplished both individually and as a group. Working together you will create a supportive team to share ideas and resources, encourage each other and have fun along the way!

## **Online Platform: The Bainbridge Island Climate Smart Challenge**

The Climate Smart Bainbridge Teams program will use the [Bainbridge Island Climate Smart Challenge platform](#) to help team members discover their carbon footprint, learn about actions, track progress and work together. This platform has local, Bainbridge Island-specific information and statistics to provide you with the best information for taking action. When using the platform, your information is private and secure. No personal information is shared with the City of Bainbridge Island except your name and email as a participant to receive program updates.

## **Support for You During the Program**

As a Climate Smart Team Leader, we are here to help and support you to be successful with the program! In addition to the resources included in this toolkit, you will be invited to attend:

- Ongoing opportunities to connect with a group of team leaders that live near you to share stories, challenges, tips and successes! This will also be a time to ask us questions and provide input.
- Optional coaching sessions at the beginning to help you as you create your team.

Through these support activities you will have the opportunity to learn more, get help if needed, and connect with a small group of other amazing leaders in your neighborhood, so you can share ideas and plans with each other. Throughout the year you can share ideas with City staff or with other team leaders.



City staff is here to help along the way and will make sure you have all the resources you need to succeed. The agendas, videos, activities, and discussion topics in each meeting module should make it easy for you so that you don't need to be an expert on any topic. We have tried to think of everything and provide all the tools you need, but we are always looking for ideas to improve!

Please reach out if you need anything and let us know if you have any input and suggestions on how to make the program better. Contact [ClimateAction@bainbridgewa.gov](mailto:ClimateAction@bainbridgewa.gov).

## **Creating Your Team - Steps for Success!**

Now it's time to create your team! The best way to kick off your team is to invite people to get together to learn about the program. Most people who join for this initial introductory meeting are likely to be interested in signing up to join your team.

### **Step 1: Decide Who to Invite!**

Think about who you would like to invite. You could create a team of neighbors, friends or an existing local group you're already part of, like a book club, parents' group, faith-based group, etc. Teams are generally 5-8 households so you can work closely together and share in facilitating the program. If you would like to create a larger group, please let us know and we can help you with minor program modifications to support larger group participation.

Remember, more than 70% of Bainbridge Island survey respondents were worried about climate change and want to help, but many don't know where to start. By inviting community members to join your team, you are helping people take action on something they care about. They are likely to appreciate that you invited them to participate! It's ok if some people aren't able to join – there will be more opportunities to participate in the future if they are interested!

### **Step 2: Decide on the Time and Place**

Before you invite people to join your team, decide on a time and place for the introductory meeting. If you can host at your home, that is a great option! All you need is room for people to sit and a way for them to watch a video together. If possible, it is great for people to be able to sit in a circle or other configuration where they can see each other and have a conversation.

For the video, you can use a laptop, a TV screen that connects to a computer or has screencast capabilities, or if needed, you can watch the videos on your phone. If you are not comfortable hosting at home, another option is to host at a local community center, library, or cafe with WiFi.

- Note: Consider virtual meetings as needed. There are a few options for hosting free virtual meetings with Zoom and Google Meets. [Zoom](#) allows for 40 minutes free and [Google Meets](#) allows for one hour for free with a Google account.

For the time and date, it is generally recommended to choose an early evening during the week, such as Thursday at 7 pm. Another good option is late morning or early afternoon on a Saturday or late afternoon on a Sunday. These are times that are typically easier for people to get together. However, every community is different! If you are not sure, you can propose a time, then see how it works for the people you invited that are interested in attending and revise the plan as needed.

### **Step 3: Invite your Friends or Neighbors!**

Below you'll find tips and sample invite language to make reaching out to your friends and neighbors as easy as possible.

#### **Inviting Friends or Community Connections**

The best way to invite friends or other community connections like co-workers, your book club, garden club, faith community, etc., is a personal invitation! If you have their phone number, give them a call to invite them. If not, send a personal email just to them if possible. If it is a small group you belong to, like a book club, you could also talk about it at an upcoming meeting and invite the group. Here are some tips for your invite.

- Make it personal - share why you're excited about this program. People are most likely to be interested if they hear from you about why you are excited to participate.

## Forming a Team

**Step 1:** Decide Who to Invite!

**Step 2:** Decide on the Time and Place

**Step 3:** Invite your Neighbors or Friends!

**Step 4:** Follow Up & Send a Reminder!



- Highlight that participating is simple, easy, and fun! Participating takes less than an hour a week and it will be fun getting together to learn, discuss ideas, and support each other in taking climate-friendly, sustainable actions and building community resilience!

**Sample Invitation Message:** Here's an example of an invite you can use for a phone call, email or even an old school invitation card! Feel free to modify and make it your own:

*"Hi \_\_\_\_\_, I hope you are doing well! Like many of us, I am concerned about the challenges we are facing with climate change. I have always wanted to help, but I wasn't sure what to do. I just learned about the Climate Smart Team program sponsored by the City of Bainbridge Island where small groups of friends or community members can come together, learn about climate solutions and how to create a safer, healthier community. I would like to invite you to my house (or a virtual meeting as needed due to Covid) to learn about the program. We're meeting at [location, day, time]. Would you be interested in joining us?"*

### Inviting Neighbors

Inviting neighbors on your block to join your team is a great way to get more connected with those who live right next door! Consider knocking on your neighbor's door to introduce yourself and provide a personal invitation. The best approach is to choose a time when folks are likely to be home (weekends, early evenings) and be prepared to come back if someone is not home.

While it may feel nerve-wracking to knock on the door of a neighbor you don't know, rest assured that most people are also interested in connecting with their neighbors! You may be surprised to see the positive response you receive. Research shows that most people will respond positively and appreciate that you reached out!

Use the script below as a starting point when knocking on your neighbors' doors, and feel free to modify the script to make it your own! Inviting neighbors, particularly if you don't know them, is a bit different than inviting friends or others in the community that you already know. This script is specifically to help with inviting neighbors.

- Note: During COVID-19, we recommend knocking on your neighbor's door and then stepping back 6 feet from the door so there is a safe distance when they answer. It is easy to have a great conversation from 6 feet! Also, mention that your meetings will be virtual as needed based on the current Covid requirements.

### Neighbor Invitation Script:

*"Hi, my name is \_\_\_\_\_ and I am your neighbor from up the street. It's great to meet you! I would like to invite you to my home (or a virtual meeting) to hear about a new program sponsored by the City of Bainbridge Island. The program will help us learn about sustainability solutions and how to help create a more sustainable future for our children, get to know each other better as neighbors, and make our neighborhood a healthier and safer place to live. The meeting is at (location, day, and time). Can you make it?"*

- **If they say yes or maybe:** ask them for their email address or phone number and tell them you will follow up with an invite by email or text. If they are interested but can't make the time/date you've selected for the meeting, ask them when they would be able to make it and consider adjusting the date/time as needed to accommodate neighbors' schedules.
  - **Follow up with an email or text invite** right away - within 24 hours. If you don't have a good idea of the best time for the meeting yet, let them know you will update them as soon as you have a date and time that works for the group.
- **If they say no:** thank them for their time and tell them again that it was great to meet them and leave. It is completely ok if some people don't want to participate!
- **If they aren't home:** if you have trouble reaching a few neighbors, consider leaving a note with the script above and your email and phone number! You may hear back from a few of your neighbors. If you don't hear back, feel free to try knocking on their door one more time.

#### **Step 4: Follow Up & Send a Reminder!**

If say they will join, follow up right away (within 24 hours) with an email to confirm. Then two days before your meeting send a reminder by email or text message with all the details again. Let them know you are looking forward to seeing them and learning about the program together!





## Hosting Your Introductory Meeting

The goal of this introductory meeting is for everyone to learn about the program and get excited to participate! We have created an agenda that should help with informational videos and fun activities. Consider including drinks or snacks and remember it doesn't have to be fancy - some home brewed tea and cookies work! At the end of the meeting, you will plan for your next meeting together and you will be on your way to learning about solutions and making a difference!

**Introductory Meeting Agenda:** (See [full agenda](#) for more details)

- **Time for Informal Socializing!** (10-30 min at the start of the meeting)
- **Welcome and Introductions** (10 min)
- **Watch 'Climate Smart Teams Introduction' Video and Discuss** (15 min)
- **Watch 'Bainbridge Island Climate Smart Challenge' Video** (5 min)
- **Teambuilding Icebreakers** (15 min)
- **Get Started!** (10 min)
- **Follow Up and Next Steps** (5 min)



**Facilitation Tips:** Don't worry, meeting facilitation is easy! You don't need to be an expert on the topic or have facilitation experience. The role of the facilitator is simply to help guide the meeting process and keep things moving through the agenda.

*To get ready right before your meeting, be sure to:*

- Read through the agenda and practice any parts of the meeting that would be helpful, like checking your video setup and playing the videos to get familiar with the content.
- Plan to watch the clock or set a timer to help you stay on time with the agenda. You can also ask someone else at the meeting to volunteer to help you watch the time.

*During discussion sections of the meeting:*

- Listen to everyone as they share, this will encourage people to participate. Another great way to encourage participation is to acknowledge or thank people for sharing or highlight something that was helpful or meaningful.
- After you ask a question, be sure to pause as needed for people to consider their answer and prepare to reply.
- If someone hasn't spoken much, consider encouraging them to share by asking them if they have anything they would like to add. If they share, thank them for sharing!
- If someone is talking a lot, consider thanking them for sharing and asking the group if anyone else has thoughts they would like to add.

## Establishing Group Norms

It may be helpful to set up a few group norms as a team to support positive, enjoyable and meaningful meetings. You can do this at the beginning of the second meeting or another time if you'd like. Introduce the idea by sharing that in order to make your meetings as smooth and effective as possible, you'll establish some basic group guidelines together. You may develop your list from scratch together or start with the below list of common norms and decide which ones to adopt or if any should be added.

Here is a list of some common norms to get started:

- Listen to each other (do not interrupt)
- Land your plane (get to the point)
- Make sure everyone has a chance to speak
- Support the meeting facilitator's efforts to moderate discussions
- Be respectful and avoid any off-colored humor
- Keep confidential any information that a team member requests to be kept private
- Be open to consider other perspectives
- Assume best intentions
- No phones (except as needed for the meeting content!)
  - If there are any questions the team can't answer, the team leader will bring them to the City of Bainbridge staff to get answers.

If you run into any challenges with your team, City staff are here to support you! Please feel free to reach out any time to [ClimateAction@bainbridgewa.gov](mailto:ClimateAction@bainbridgewa.gov).



## Supporting Your Team Members

After your team launch meeting, the role of meeting host and facilitator will rotate between different team members for all upcoming meetings. As the team leader, you will want to support your team members as they host future meetings and ensure that the program continues to stay on track.

- At the end of each meeting, make sure to verbally mention the date, time, and host of the next meeting.
- Check in with the next meeting host a few weeks before the date of their meeting:
  - Confirm where the meeting will take place (either at their home, virtually, or in a public location with wifi and the ability to play videos)
  - Send them the link to the meeting agenda and host guide for their upcoming meeting. Ask them to review materials ahead of time and let you know if they have any questions.
  - Ask the host to send a reminder email about the upcoming meeting to the team at least a week ahead of time, including:
    - date, time, and location of the meeting
    - follow up activities from the previous meeting (provided in the host guide)
- Make sure the meeting host feels comfortable with their role as outlined in the meeting agenda and offer to help with anything they may need.
- Stay engaged throughout each meeting and be prepared to assist the meeting host if needed with facilitation or any other issues that may come up.



## We Value Your Feedback and Want Your Input!

Do you have feedback for us on the meeting topics, the actions on the site, the resources for you or your team? Submit your feedback or feedback from your team members to [ClimateAction@bainbridgewa.gov](mailto:ClimateAction@bainbridgewa.gov).