

To: Employees

Our company has joined the South Bay Cities Council of Governments Green Building Challenge and will be competing with other businesses in the areas of energy, water, waste, and transportation. In addition to greening our office, you can help us earn points by taking action at home by completing several activities. Here are some ways you can help us earn points:

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|  | Install aerators and/or a low flow showerhead to save water and energy. SoCalGas customers can get a free Energy Savings Starter Kit at [www.socalgas.com/for-your-home/energy-savings/starter-kit.shtml](http://www.socalgas.com/for-your-home/energy-savings/starter-kit.shtml). |
|  | When replacing electronics or appliances at home, select products with the ENERGY STAR label to save energy. |
|  | Sign up for paperless billing through Southern California Edison and/or Southern California Gas Company to reduce paper use at the source. |

Once you have completed one of the activities above, please email [contact email] with the date of completion and activity completed, so that our company can get credit in the Challenge. Already completed all three? Find more ways to participate in at <http://www.southbaycities.org/programs/gbc>

We are hoping to have all of our employees complete at least one of these activities by [DATE]. Help us earn points and advance in the Challenge!

Insert your logo here

**Green Building Challenge**

**A Competition for South Bay Commercial Buildings and Businesses**

**Program Partners**

*This program is funded by California utility ratepayers and administered by Southern California Edison Company and Southern California Gas Company under the auspices of the California Public Utilities Commission.*