Handouts & Publicity Samples in Word format for the 4-part workshop series

Prepared by Susan Salterberg,
University of Northern Iowa Center for Energy & Environmental Education

This project is made possible thanks to funding support from the REAP Conservation Education Program and the Iowa Department of Natural Resources Solid Waste Alternatives Program

ReclaimYourHolidays.org
Session I Handouts
Copy the handout front to back and cut in thirds, giving each participant just a small handout/bookmark.
One self-care action step to help you reclaim the holidays!
Be sure to write **what** you want to do this holiday season, **when** you want to do it, **how much** you are going to do and **how often** you are going to do it. **Example:** I will go to yoga class **(what)** for an hour **(how much)** from 5:30-6:30 on Mondays, Wednesdays and Fridays **(when)** from now until December 19 **(how often)**.

What is your plan to help reclaim your holidays?
This coming holiday season I will... _____________________________________________ **(what)**

___________________________________________________________ **(how much)**

___________________________________________________________ **(when)**

___________________________________________________________ **(how often)**

Check out www.reclaiyourholidays.org
PRACTICAL WAYS TO CREATE MEANING

Upcoming events:
Reclaim your holidays workshop series*
Session 2—Practical tips (DATE)
Session 3—Make a plan (DATE)
Session 4—Assessing your efforts—What worked, and what didn’t (DATE)

Other ways to get engaged:
ReclaimyourHolidays.org   Facebook: http://on.fb.me/aSjsfO

*Sponsored by the University of Northern Iowa Center for Energy & Environmental Education, the University of Iowa Office of Sustainability, the Iowa City Public Library, The Iowa City Landfill & Recycling Center and Iowa State University Extension. The sessions are funded in part by the REAP Conservation Education Program and the IDNR Solid Waste Alternatives Program.
Session II Handouts

Copy the handout front to back and cut in thirds, giving each participant just a small handout/bookmark.
One action step to help you reclaim your holidays!
Be sure to write what you want to do this week, when you want to do it, how much you are going to do and how often you are going to do it. Example: I am creating photo collages for all of my nieces and nephews. To prepare for that, this coming week I will gather the photos I need (what) for at least three of those collages (how much) Saturday (when) from 9-12 noon (how often).

What is your plan to help reclaim your holidays?
This coming week I will... _____________________________________________________________ (what)
______________________________________________________________________________ (how much)
______________________________________________________________________________ (when)
______________________________________________________________________________ (how often)

One action step to help you reclaim your holidays!
Be sure to write what you want to do this week, when you want to do it, how much you are going to do and how often you are going to do it. Example: I am creating photo collages for all of my nieces and nephews. To prepare for that, this coming week I will gather the photos I need (what) for at least three of those collages (how much) Saturday (when) from 9-12 noon (how often).

What is your plan to help reclaim your holidays?
This coming week I will... _____________________________________________________________ (what)
______________________________________________________________________________ (how much)
______________________________________________________________________________ (when)
______________________________________________________________________________ (how often)

One action step to help you reclaim your holidays!
Be sure to write what you want to do this week, when you want to do it, how much you are going to do and how often you are going to do it. Example: I am creating photo collages for all of my nieces and nephews. To prepare for that, this coming week I will gather the photos I need (what) for at least three of those collages (how much) Saturday (when) from 9-12 noon (how often).

What is your plan to help reclaim your holidays?
This coming week I will... _____________________________________________________________ (what)
______________________________________________________________________________ (how much)
______________________________________________________________________________ (when)
______________________________________________________________________________ (how often)
Ideas for reclaiming your holidays

If you think your holidays would be better if you were more deliberate in planning for them, and if you were inspired by others, you might do one or more of the following in the coming week. Check which ones you want to do and are confident you can complete in the coming week.

___Check out the www.reclaimyourholidays.org gift ideas page.
___Check out the www.reclaimyourholidays.org green entertaining page.
___Check out the www.reclaimyourholidays.org gift coupons (at the Free downloads/resources page).
___Check out the www.reclaimyourholidays.org links to other great websites (at the Free downloads/resources page).
___Read stories from other Iowans to inspire me at www.reclaimyourholidays.org.
___Inspire others to reclaim their holidays by sharing my stories at http://on.fb.me/aSjsfO.
___One of the following ideas I learned about:

Ideas for reclaiming your holidays

If you think your holidays would be better if you were more deliberate in planning for them, and if you were inspired by others, you might do one or more of the following in the coming week. Check which ones you want to do and are confident you can complete in the coming week.

___Check out the www.reclaimyourholidays.org gift ideas page.
___Check out the www.reclaimyourholidays.org green entertaining page.
___Check out the www.reclaimyourholidays.org gift coupons (at the Free downloads/resources page).
___Check out the www.reclaimyourholidays.org links to other great websites (at the Free downloads/resources page).
___Read stories from other Iowans to inspire me at www.reclaimyourholidays.org.
___Inspire others to reclaim their holidays by sharing my stories at http://on.fb.me/aSjsfO.
___One of the following ideas I learned about:
Session III Handouts

Copy the Pick 5 handout and cut in half so you have enough copies for all workshop participants. Enlarge these quick facts so one fact is on one 8.5 x 11 inch sheet for seven total sheets. Prior to the session, post them around the room.

Copy the “Reclaim Your Holidays action plan strategy” handout so you have enough copies for all workshop participants.
In your opinion, which five of the following options are most essential to a good quality of life?

- Democratic government
- Good physical and mental health
- Healthy natural environment
- Spending time with family and friends
- Monetary wealth
- Having a nice home
- Volunteering or helping others
- Participating in local or national politics
- Spirituality/religion
- Being famous

- Living in a clean and safe neighborhood
- Time for watching television
- Time for hobbies and recreation
- Travel and vacation time
- Participating in community events
- Education
- Being able to buy nice things
- A rewarding job
- Saving money for retirement
- Peace and security
What the research shows

Enlarge these quick facts so one fact is on one 8.5 x 11 inch sheet for seven total sheets. Prior to the session, post them around the room.

1) Relationships with family, peers, colleagues, neighbors, and community members have proven over and over to be the biggest determining factor in our happiness, once our basic needs are met. (Richard Layard, Happiness: Lessons from a New Science; London: Penguin Press, 2005, p. 34-35.)

2) When our money is invested in experiences, the thrill stays with us longer than when our money is spent buying products. (Retrieved July 11, 2011 at http://www.physorg.com/news189277732.html in “Study Shows Experiences are Better than Possessions,” Cornell University.)

3) Between Thanksgiving and New Year’s Day, Americans generate 25% more waste per week than during the rest of the year. This creates an additional 1.2 million tons per week, or an extra 6 million tons, for the holiday season. (The ULS Report, 4th Quarter 2009: Volume IX, Number 4.)

4) Each additional five hours of television watched per week by consumers led to an additional thousand dollars of spending per year. (Juliet B. Schor, The Overspent American: Why We Want What We Don’t Need; New York: Harper Perennial; 1999, p.49-50.)

5) In the past 50 years, humans have consumed more resources than all previous history...and the US, with 5% of the world’s population, was responsible for about one-third of the world’s total consumption from 1975-1995.” (Retrieved 4/5/2011 at the Environmental Protection Agency website, http://www.epa.gov/osw/inforesources/pubs/vision2.pdf, p. ii.)

6) If everyone [in the world] consumed at U.S. rates, we would need three to five planets. (Annie Leonard, The Story of Stuff: How our obsession with stuff is trashing the planet, our communities, and our health-and a vision for change; 2010. New York, Free Press.)

7) Happiness in America peaked in the 1950s. (Retrieved May 17, 2011 at http://www.unesco.org/education/tlsf/TLSF/theme_b/mod09/uncom09t03s01.htm)
Reclaim your holiday
What do you want to do? (Be sure to identify a realistic activity, and consider the costs—financially and emotionally as well as the time commitment required—before pursuing your plan. Also, consider identifying a range of alternative activities, if you think they may be more realistic.)

Who, if anyone, do you want to do this with? (If you are planning a party, you might list invitees here.)

What tasks or activities must you do to make this happen? Who or what can help support you during the holidays, especially with this goal (friends, books, etc.)? And who do you need to consult with to get feedback and/or buy-in?

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Date</th>
<th>Responsible party</th>
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<tbody>
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What are possible barriers/obstacles?

Other: Be sure to include self care as you plan your holiday activities. Also how will you adapt and adjust your plan if need be?
Session IV handouts
Copy the “How did your holidays go?” handout so you have enough for all workshop participants.
Copy the “Feedback form” front to back so you have enough for all workshop participants.
Print out the “Concluding quotes” handout, and cut apart to distribute to three workshop participants.
How did your holidays go?

<table>
<thead>
<tr>
<th>What worked</th>
<th>What didn’t work</th>
<th>What I would try differently another year or another holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Party for friends was good; Menu was fine, simple, doable</td>
<td>We didn’t sing, and time got away from me</td>
<td>Keep track of time more, so the evening doesn’t escape me (or ask a friend to do this)</td>
</tr>
</tbody>
</table>
Reclaim Your Holidays Feedback Form

1. How many of the workshops in this series did you attend? ___1-2 ___3 ___4

2. As a result of the workshop series, did you feel... (Check all that apply.)
   ___Empowered to create a more meaningful holiday?
   ___Empowered to reduce your environmental impact during the holiday?
   ___Less concerned about others’ expectations or perceived expectations of you during the holidays?
   ___I don’t know or N/A

3. As a direct result of the Reclaim Your Holidays project, did you change your holidays in any of the following ways, either by taking one of the following actions for the first time or doing more of this action than you have in the past? Check all that apply.
   ___Talked to family and/or friends about holiday expectations
   ___Gave gifts I felt were more meaningful than in the past
   ___Gave experiential gift(s) rather than physical gifts
   ___Gave intangible gift(s) (such as a note, a tribute, a phone call)
   ___Donated to charity rather than giving a physical gift
   ___Gave gift(s) of food
   ___Avoided gadget gift-giving
   ___Avoided or reduced giving gifts motivated by guilt (i.e., (s)he gave me a gift; I need to give a gift in return)
   ___Gave a “green” gift
   ___Used natural decorations
   ___Reduced energy usage with LED lights and/or in other way(s)
   ___Limited menu items to reduce waste
   ___I did not make any changes
   ___Other, please specify: ______________________________________________________

4. Besides presentation(s), which, if any, of the following resources did you use to get information and/or inspiration about reclaiming or greening your holiday? (Check all that apply.)
   ___Website(s) ___Facebook ___Conversation(s)
   ___Other, please specify: ______________________________________________________

5. Are you: ___Male ___Female

6. Are you: ___Age 22 or less? ___23-29? ___30-50? ___51-69? ___70 or more?

7. Prior to participating in this workshop series, how much did you know about creating environmentally friendly holidays?
   ___I knew nothing ___I knew little ___I had moderate knowledge ___I knew a great deal

8. After participating in this workshop series, how much do you know about creating environmentally friendly holidays?
   ___I know nothing ___I know little ___I have moderate knowledge ___I know a great deal

--OVER--
9. **How helpful were the following aspects of the workshops:**

<table>
<thead>
<tr>
<th>Aspect</th>
<th>Not helpful</th>
<th>Moderately helpful</th>
<th>Very helpful</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opportunities for dialogue and idea-sharing with others</td>
<td>Not helpful</td>
<td>Moderately helpful</td>
<td>Very helpful</td>
</tr>
<tr>
<td>Self-care tips</td>
<td>Not helpful</td>
<td>Moderately helpful</td>
<td>Very helpful</td>
</tr>
<tr>
<td>Practical tips for meaningful holidays</td>
<td>Not helpful</td>
<td>Moderately helpful</td>
<td>Very helpful</td>
</tr>
<tr>
<td>Practical tips for environmentally friendly holidays</td>
<td>Not helpful</td>
<td>Moderately helpful</td>
<td>Very helpful</td>
</tr>
<tr>
<td>Goal setting/making plans for creating the holiday I want</td>
<td>Not helpful</td>
<td>Moderately helpful</td>
<td>Very helpful</td>
</tr>
<tr>
<td>Multiple workshops, rather than just one</td>
<td>Not helpful</td>
<td>Moderately helpful</td>
<td>Very helpful</td>
</tr>
</tbody>
</table>

Other, please describe:

10. **What would you change about the workshop series?**

11. **Have you ever financially supported an environmental organization?**

   __Yes  __No    __I don’t recall

Thank you for your input! It will help us give funders information they need, and will help us create better workshops in the future.
Concluding quotes

You aren't wealthy until you have something money can't buy.--Garth Brooks

Be the change you want to see in the world.—Mahatma Gandhi

He who knows he has enough is rich.--From the Tao Te Ching
FOR IMMEDIATE RELEASE

Contact:

Reclaim and Green Your Holidays
Explore ways to create richer, more meaningful winter holidays while at the same time making them more environmentally friendly at a series of free sessions held on Thursdays, DATES at the LOCATION from TIME. You’ll reflect on the holidays to more clearly understand your priorities; you’ll receive practical tips for creating a meaningful holiday while reducing energy use and waste; and—at the January session—you will assess what worked and what didn’t during the holidays. Sponsored by _________________________________. The sessions are funded in part by _____________________________. For more details, contact __________________ at ______________.

- END -

Calendar of events

DATE AND TIME
Reclaim and Green Your Holidays program 1: Minimize stress, maximize meaning
Presented by YOUR NAME AND ORGANIZATION

Explore ways to create richer, more meaningful winter holidays, while at the same time making them more environmentally friendly at a 50-minute workshop offered by YOUR ORGANIZATION’S NAME. At this session, you will reflect on the holidays to more clearly understand your priorities, and you will learn ideas and make a plan for self-care this season.

Reclaiming your Holidays is a 4-part series and is free and open to the public. Other dates in this series: DATES. For more details, contact YOUR NAME, PHONE and EMAIL.

This project is made possible thanks to funding support from the REAP Conservation Education Program and the Iowa Department of Natural Resources Solid Waste Alternatives Program, and is cosponsored by LIST PARTNERS.
**DATE AND TIME**  
Reclaim and Green Your Holidays program 2: Practical Tips  
Presented by YOUR NAME AND ORGANIZATION

A 50-minute workshop, offered by YOUR ORGANIZATION’S NAME, focuses on practical tips for creating greener, more meaningful holidays.

*Reclaim your Holidays: Practical Tips* is the second in a four-part workshop series. It is free and open to the public. The sessions build on each other throughout the series. Even if you didn’t attend the first session, you are welcome to join in this conversation. Other dates in this series: **DATES**. For more details, contact **YOUR NAME, PHONE and EMAIL**.

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**DATE AND TIME**  
Reclaim Your Holidays program 3: Make a plan  
Presented by YOUR NAME AND ORGANIZATION

A 50-minute workshop, offered by YOUR ORGANIZATION’S NAME, will help you identify your expectations for the holidays, and make a plan to address one or more of your priorities. It will conclude with a discussion of several plans, obstacles that may present themselves and how to address them. Free and open to the public.

*Reclaim your Holidays: Make a Plan* is the third in a four-part workshop series. It is free and open to the public. The sessions build on each other throughout the series. Even if you didn’t attend the first two sessions, you are welcome to join in this conversation. The final workshop session will be held **DATE**. For more details, contact **YOUR NAME, PHONE and EMAIL**.

Even if you did not attend the other sessions, you are welcome to join this conversation.

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**DATE AND TIME**  
Reclaim Your Holidays program 4: Assessing your efforts—What worked, and what didn’t  
Presented by YOUR NAME AND ORGANIZATION

In this last in a series of four 50-minute workshop sessions, you will reflect on your holidays. How did they go? How did your plan work? What obstacles and barriers did you face, and how did you address them? We’ll discuss strategies for addressing these barriers, and learn ways to manage setbacks and disappointments. We’ll also discuss and celebrate what worked. Free and open to the public.

For more details, contact **YOUR NAME, PHONE and EMAIL**.

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