ORGANISING YOUR STATIONERY AMNESTY:

Get approval from Head of Department and get them to send out a staff email.

Inform staff of the start and end date of the amnesty. Tell staff why the amnesty is taking place.

Ask staff to check their desks and empty their drawers of unused pens, paperclips and unnecessary stationery.

Provide clearly labelled collection boxes at strategic points in the building. Let people know.

The project lead then totals up the numbers of each category in the boxes and adds the details in bulk to the reuse system.

Distribute accordingly via the reuse system.

Report the financial and sustainability savings to staff and senior management. Get agreement for a Stationery Amnesty every year!

Top Tips

Ask your team members to help – make it fun. Perhaps hold a coffee morning to herald the start and the end of. Take pictures, tweet and send the info to your staff - positive feedback is a great motivator.

To find new homes for your old stuff or get new stuff please register for

warpit