

How to run a Power Week

Running a power week can be a great way to encourage your Green Impact teams to complete more criteria over a short period of time, provide some additional targets/competition mid programme and help to rejuvenate interaction with the workbook. You can manage this locally by creating local admin reports of actions completed at the start and end of your power week. Although if you have any difficulties accessing this information your Green Impact Project Officer can also provide you with supporting information, allowing you to run small competitions between teams based on the number of criteria they have completed or points gained over a specific period.

How to score a Power Week

There are a number of ways you can determine the winning team(s), below is a list of standard scoring options that we recommend. However if you would like a more bespoke scoring system this can be possible but will need to be discussed with your Green Impact Project Officer.

- Total number of **criteria** marked as **done**: ask teams to complete as many criteria over a given time period (usually 1 week) the team that completes the most criteria, from any award level will be the winning team and will receive a prize.
- Total number of **points**: the winning team will be based on the total number of points they have gained over a given time period (usually 1 week). By using points there is an extra incentive for teams to try and complete more challenging criteria to gain more points.
- Select **specific criteria**: teams will be awarded a prize if they complete a list of specific criteria over a given time period (usually 1 week). With this model multiple teams could receive a prize, it could also be linked to criteria that are time specific (i.e. workshops / events / campaigns i.e Fairtrade Fortnight). Note this option cannot be generated through the Local admin function, please speak with your Project Officer to discuss further.
- Set a **target**: ask teams to complete a specific number of criteria over a given time period (usually 1 week), all teams that meet the target will be awarded a prize.

When should I run a Power Week?

Power weeks can be delivered at any time when the workbook is open, typically between October – March, however there are some key periods that can work particularly well and these are listed below:

- **The week following the launch**: you could kick start action by launching a Power Week at the Green Impact launch event, this can encourage teams to hit the ground running.
- **After a Green Impact workshop**: if you are delivering extra events and workshops for the teams think about launching a Power Week at the end of the workshop when the teams are enthused and ready for action.
- **Before the Christmas Break**: in the run up to Christmas a Power Week can be a great way to get teams completing criteria, this could be linked to a Christmas switch off event and the prize for the winning team could be some relating to winter or Christmas.
- **During National Events/Campaigns**: running a Power Week over Fairtrade Fortnight, Climate Week, Go Green Week or any other National campaigning events is a great way to encourage teams to complete actions around a particular theme, particularly if there is a lot of activity and events locally at this time.
- **After the Christmas Break**: after Christmas teams can be slow to get back to the Green Impact workbook, running a Power Week can be a great way to get teams completing criteria.

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- **A few weeks before submission:** this can be a good incentive to encourage teams to make a final push before the workbook submission, it might also mean teams are awarded the next award level if they are only a couple of criteria away.

After the Power Week

Don't forget to shout about the achievements made by teams over the Power Week. It is a great opportunity to share some positive PR:

- Ask the winning team to submit a photo and statement about their achievements to include in the next newsletter.
- Ask the winning team to write a blog post for the website.
- Include information on your organisation's blackboard/intranet.
- Have a mini-awards ceremony at the next Green Impact Team Meeting, possible prizes could include: Fairtrade hampers, chocolate, wine or Green Impact Merchandise (<http://www.greenimpactshop.co.uk/>).

NB: If you intend to deliver a Power Week please **notify your Green Impact Project Officer at least 2 weeks before** for them to advise you and schedule in any reports required. Also it is a good idea not to notify your teams too far in advance when it will be happening, possibly even just the week before to avoid teams 'saving up' criteria over a longer period and just marking them as done over the power week.