



## Lighten Up, Frankfort! Team Leader Handbook

Lighten Up, Frankfort! is a project of the Frankfort Climate Action Network, a community group working to reduce greenhouse gas emissions and create a more sustainable Franklin County. To learn more, contact FrankfortCAN at [FrankfortCAN@gmail.com](mailto:FrankfortCAN@gmail.com) or (502) 223-7936, or visit our web site at <http://wwwfrankfortclimateaction.net>

Dear Team Leader,

CONGRATULATIONS and THANK YOU for leading a Lighten Up, Frankfort! team!

You are the cutting edge of a movement that is going to reduce our local carbon footprint. By leading a team, you're making an enormous contribution to our community as well as to the world at large. Nothing could be more meaningful.

FrankfortCAN will endeavor to support you every step of the way. Besides providing Team Leader Training, we are also sending occasional email updates and developing a set of local resources, available at [HYPERLINK "http://sites.google.com/site/lightenupfrankfort/"](http://sites.google.com/site/lightenupfrankfort/) <http://sites.google.com/site/lightenupfrankfort/> The latter is a work in progress, and we welcome information to add to it.

Please use the Team Leader Checklist (on the last two pages of this guide) to help you recall the basic actions you need to complete as team leader.

Lighten Up, Frankfort! is also a work in progress. Please help us improve this project, and also help you, by sending your questions, requests and suggestions to us at [HYPERLINK "http://us.mc309.mail.yahoo.com/mc/compose?to=lightenupfrankfort@gmail.com"](http://us.mc309.mail.yahoo.com/mc/compose?to=lightenupfrankfort@gmail.com) \t "\_blank" light-enupfrankfort@gmail.com.

And if any of you become so excited that you'd like to join our planning team, consider yourself invited! (no pressure !)

Thanks again,

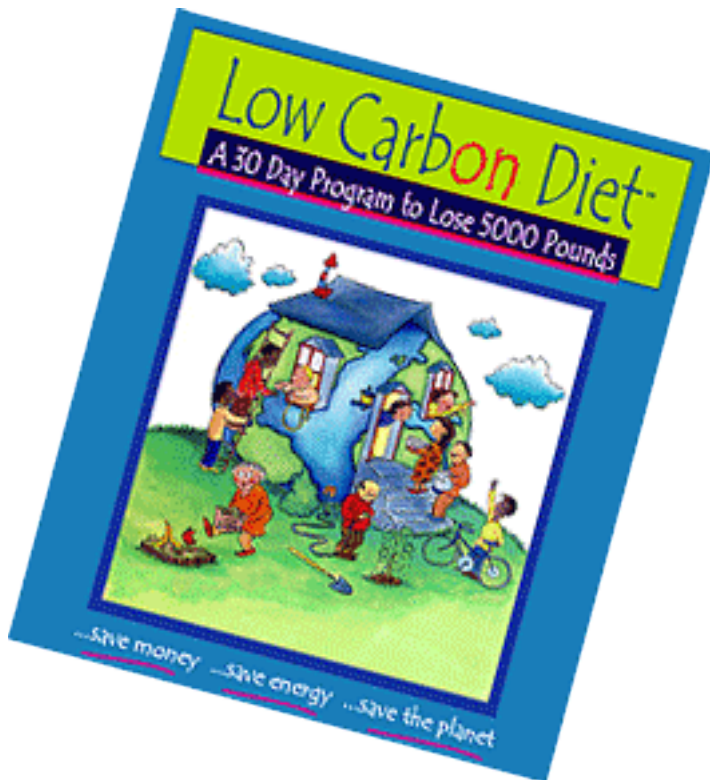
Lighten Up, Frankfort! Planning Team

Where team members can purchase  
Low Carbon Diet

Each member of your team needs to obtain a copy of Low Carbon Diet: A 30 Day Program to Lose 5000 Pounds by David Gershon—ideally, before your first meeting.

The book retails for \$12.95. You and your team members can buy Low Carbon Diet at a 20% discount at Poor Richard's Books, 233 West Broadway, Frankfort, phone 223-8018.

The book is also available from a variety of online sources, including the Empowerment Institute (the author's organization) HYPERLINK "<http://www.empowermentinstitute.net/lcd>"  
[www.empowermentinstitute.net/lcd](http://www.empowermentinstitute.net/lcd)



# Meeting One

## Team Building

Purpose:

Introduce team members to each other and build the team;

Get an overview of the goals and process;

Learn how to measure carbon footprints;

Calculate the footprint of one or more households.

(You will find a guide for leading the 1st team meeting on pages 61-62 of the Low Carbon Diet. In addition to the instructions in the book, *Lighten Up, Frankfort!* has a few more instructions listed below.)

Please pass around the Team Sign-up Form (<http://www.frankfortclimateaction.net/team-form.pdf>) and ask the members of your team to sign in. Note that we need team members' contact information, as well as names. Important! Please send a copy of this form to Tona Barkley at 1860 Kays Branch Road, Owenton, KY 40359 or e-mail the information contained in it to [lightenupfrankfort@gmail.com](mailto:lightenupfrankfort@gmail.com).

To help your team members calculate their carbon footprints:

Show your team members examples of electric bills from local utilities (see Appendix) to help them see where to find the information needed to calculate their annual electricity or gas usage. Let your team members know that they can use the carbon footprint calculator mentioned in the book. This calculator is located at [www.greenopolis.com/lcd](http://www.greenopolis.com/lcd). There is an alternate form of this same calculator that can be found on the Low Carbon Diet website (<http://www.empowermentinstitute.net/lcd/>). Just click on "Household CO2 Calculator" located on the left hand side of the page. (Note: Make sure to use tab to move through the calculator accessed from the Low Carbon Diet website.)

The formats of the two are different and your team members may find one or the other easier to use.

Also, there are lots of other carbon calculators out there. Please ask your team members to complete one of the two mentioned above. There is more info about carbon footprint calculators in our web resources if any of your team members want to learn more or try out some others.

Encourage your team members to photocopy the CO2 Reduction Action Plans and write on the photocopies. That way they can make another copy if they make mistakes and can pass the book along to someone else if they want to. It is also helpful to use pencil!

When explaining the CO2 Reduction Action Plans, please note that the column titled "Pounds reduced by end of program" includes the complete carbon credit for any action you have taken or lifestyle change you have made. So, for example, if you do the action described

on page 12, and switch one load of laundry from hot to cold, then credit yourself the full 100 pounds of CO2 annually. Then make sure to maintain the change so you realize the full carbon reduction!

The column titled “Pounds Pledged for the Future” is for actions that you plan to take in the next year, but will not have completed by the last team meeting. This may include things like replacing an appliance, planting trees, or weatherizing your home. We will be counting these actions as part of your pounds lost, so please ask your team members to make sure that these are actions they can realistically complete--and are earnestly committed to completing--within 12 months of the time they complete their Action Plan.

Please note that while we are really excited about Section 3 of the action plan (Empowering Others to Lose Unwanted Pounds), we will not be counting the pounds lost in this section as part of our community total. It would be impossible to avoid double counting if we included it.

Still, empowering others is exactly what Lighten Up, Frankfort! is all about, and we want to encourage team members to take action in this area. Suggestions for how to do this are provided under Meeting Four.

## Meeting Two

### Cool Lifestyle Practices

Purpose:

Share each household's carbon footprints and carbon reduction goals;

Review possible "Cool Lifestyle" actions to take from the Low Carbon Diet book.

(You will find a guide for leading the 2nd team meeting on pages 63-65 of the Low Carbon Diet.)

## Meeting Three

### Cool Household Practices

Purpose:

Discuss actions taken since last meeting;

Review possible “Cool Household Systems” actions to take from the Low Carbon Diet book.

(You will find a guide for leading the 3rd team meeting on pages 66-68 of the Low Carbon Diet. In addition to the instructions in the book, Lighten Up, Frankfort! has one more suggestion, listed below.)

Please ask your team members to bring a copy of their completed CO<sub>2</sub> Reduction Action Plans to the last team meeting to turn in to you for your team’s final report.

## Meeting Four

### Empowering Others to Lose Unwanted Pounds

Purpose:

Discuss actions taken since last meeting;

Talk about how to empower others to reduce their carbon footprints;

Set goals for outreach to others;

Turn in Household Reporting Forms and Action Plans.

(You will find a guide for leading the 4th team meeting on pages 69-70 of the Low Carbon Diet. In addition to the instructions in the book, Lighten Up, Frankfort! has a few more instructions listed below.)

Hand out the Household Reporting form and have each household fill one out. Important! Please send a copy of these and each household's completed CO2 Reduction Action Plan (pages 51-53) to Tona Barkley at 1860 Kays Branch Road, Owenton, KY 40359 (or email her at [lightenupfrankfort@gmail.com](mailto:lightenupfrankfort@gmail.com) to arrange a convenient time and place for delivery or pickup of your records).

When you discuss empowering others to lose unwanted pounds, please encourage your team members to continue their support of Lighten Up, Frankfort! There are a variety of ways they could do this, including the following:

Volunteer to help with the project next year -- that is, join the Lighten Up Team. Simply email us asking to be notified of upcoming planning meetings.

Encourage friends, neighbors or colleagues to form a team, and put them in touch with us. Send an email to [lightenupfrankfort@gmail.com](mailto:lightenupfrankfort@gmail.com) with the contact info (name, address, phone, email address) of the prospective team leader. We can take it from there. Additionally, you could . .

Serve as Team Leader for a team you motivate to form, or

Be a Point Person for one or more teams you get started. In this role, you act as a liaison between us and the new teams. You can trouble-shoot for them and us regarding getting their books, getting reports in, etc. Just email us and say you want volunteer to be Point Person for one or more teams.

## Appendix - Copies of Utility Bills

## Team Leader Checklist

### Before Meeting One:

Arrange a meeting time and place for your team, and notify your team.

Read Guide for Meeting One on pages 61-62 of the Low Carbon Diet.

Calculate your household carbon footprint.

Create your CO2 Reduction Action Plan (pages 51-54 of the Low Carbon Diet).

### Meeting One

Pass around the Team Sign-up Form (<http://www.frankfortclimateaction.net/teamform.pdf>) and ask the members of your team to sign in.

Send a copy of this form to Tona Barkley at 1860 Kays Branch Road, Owenton, KY 40359 or email the information contained in it to [lightenupfrankfort@gmail.com](mailto:lightenupfrankfort@gmail.com).

### Between Meeting One and Meeting Two

Check in with each participating household to see how things are going.

Read Guide for Meeting Two on pages 63-65 of the Low Carbon Diet.

### Meeting Two

Keep up the good work!

### Between Meeting Two and Meeting Three

Check in with each participating household to see how things are going.

Read Guide for Meeting Three on pages 66-68 of the Low Carbon Diet.

### Meeting Three

Ask team members to bring their completed CO2 Reduction Action Plans to the last team meeting.

### Between Meeting Three and Meeting Four

Check in with each participating household to see how things are going.

Read Guide for Meeting Three on pages 69-70 of the Low Carbon Diet.

### Meeting Four

Hand out the Household Reporting Form and have each household fill one out.

Collect from each household:

1. Household Reporting Form
2. Copy of CO2 Reduction Action Plan

Send all of the above to Tona Barkley at 1860 Kays Branch Road, Owenton, KY 40359 (or email her at [lightenupfrankfort@gmail.com](mailto:lightenupfrankfort@gmail.com) to arrange a convenient time and place for delivery or pickup of your records).

Celebrate your accomplishments!