Let’s mark the milestones!

It’s nice to say thank you! Spread the positivity and tell your staff how well they are doing by reusing and strengthen the reuse activities within your organisation. This document is designed to help you communicate with your staff whenever you reach a significant milestone.

Why use this document?  
Everybody like positive affirmation and it’s always good to say thank you too! Tell your staff how well they are doing by reusing and encourage them to continue the great work.

How to use this document

Use this content to acknowledge your staff’s great work and keep them engaged and in the loop. Use this content on your organisation’s internet site, and to create a newsletter and a blog post.

When to use this document

You can use this content when you hit a significant milestone – for example when you hit £50K savings, 100 members, or return on investment. This content can also be used at the midway point in the first year and subsequent years to tell staff how well they have done and encourage their further participation.

The content below is the basis for your communications.

All you have to do is:

* Edit as you see fit when you see the **asterix\***.
* Enter the relevant organisation’s or person’s name where you see yellow text.
* Follow top tips where you see *italics*.

Look how far we’ve come!

Since implementing the **\*equipment/furniture/resource\*** reuse and management system, Warp It, back in [insert date] we’ve hit a huge milestone!

\*\*You may remember we told you back when we launched about our crazy goal!

The goal was: [insert goal].\*\*

[Insert name] leads on Warp It. \***S/he\*** said. “We’ve smashed our original target of [insert details]. We’re absolutely thrilled and staff can give themselves a well-earned pat on the back and a few high fives for their great participation!”

Warp It is designed to make it very easy for staff in [Insert organisation name] to loan\* or give surplus items to other staff. Furthermore, items that aren’t needed within [Insert organisation name] can be passed onto partner organisations\*. This is all about saving you time and money and being smarter with our resources.

So far on the system we’ve saved:

* £X
* XKG waste
* XKG CO2
* X Donated X to not for profits
* X Number of members

**Insert a Testimonial:** *A quote or two with testimonials about the service will boost participation. Quote the person. Give their job role and name. You could choose a member of the implementation team to quote or you could pick a quote* [*from here*](https://www.warp-it.co.uk/clients.aspx#clients-endorse)*.*

**Insert backing from the top:**

*Insert a quote from a senior manager or board member who supports the savings that the system is bringing. A photo is even better. Get them to tell staff why they should participate and how this links to the bigger strategy.*

So, if you have an item that is taking up space that you don’t need, put it on Warp It. Or if you’re looking for an item check Warp It before you buy new!

**What items can be reused through Warp It?**

**\*DELETE FROM LIST BELOW AS APPROPRIATE\***

Reusable furniture, electrical equipment, fixtures and fittings, office consumables (such as stationery and ink jet cartridges), lab equipment, supplies and medical equipment. But we’re not just limited to this any resource can be reused. As long as it’s legal, it can be transferred!

**How do I register?**

Visit our homepage here: www.warp-it.co.uk/NSERTYOURORGANISATIONNAME. Make sure you book mark it. Hit the big green button which says ‘register’ now. Once you register you’ll get further instructions. You can browse items on Warp It by hitting the search button.

* Learn how to add an item [here](https://www.warp-it.co.uk/training-add).
* Learn how to claim an item [here](https://www.warp-it.co.uk/training-search).

If you want to know more about the system in general, go to [www.getwarpit.com](http://www.getwarpit.com) where there are examples of how the system is working well in other organisations just like ours. You can also check out the Frequently Asked Questions [here](https://www.warp-it.co.uk/faq.aspx).

If you have any questions, please get in touch with insert admin contact details.