



Sustainable Works

# WorksBook

Water ♦ Energy ♦ Waste ♦ Shopping ♦ Chemicals ♦ Transportation ♦ Food



A Santa Monica Sustainability Primer

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# Sustainable WorksBook Credits

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“For things to change, you have to change.” ~ Ellen Kreidman

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# INTRODUCTION

“No matter how far you have gone down the wrong road, turn back.” ~Turkish proverb

## ABOUT SUSTAINABLE WORKS

Sustainable Works is a non-profit organization dedicated to environmental education and action. Our programs serve businesses, residents, students and the community at large.

We exist to promote the concepts of sustainability and the actions associated with living a sustainable lifestyle are integrated into the daily activities of individuals, institutions and businesses. We do this by providing hands-on, interactive, educational experiences, serving as a liaison between governments, institutions, businesses and individuals and fostering community development. We turn knowledge into tangible actions that improve quality of life by promoting sustainable practices in our urban environment. Our goal is to foster a safe, healthy and equitable world, for present and future generations.



Our Student Greening Program provides the Student Sustainability Workshops, a peer-to-peer environmental education program that helps high school and college students build a stronger understanding of environmental issues, sustainable solutions and green jobs.



Our Green Business Program provides local companies with expert consultation that allows them to reach their sustainability, efficiency and corporate social responsibility goals so that they can make the most of their resources and human capital. This program also assists businesses to become Green Business Certified and receive recognition for their sustainability successes.



Our Community Sustainability Program facilitates a variety of activities and events in the city of Santa Monica, all with the aim of promoting the goals of the Santa Monica Sustainable City Plan and engaging local stakeholders.



Our Residential Greening Program provides multi-format Green Living Workshops in the greater Los Angeles area. In addition to our traditional Green Living workshop we offer a Green Living Lunch n' Learn program to Businesses and a Spanish Green Living Workshop (Taller de Vida Verde).

## OUR MISSION STATEMENT

Through education, we activate sustainable behaviors to foster safe, healthy and equitable communities.

The future of our planet lies with us.



## CITY OF SANTA MONICA SUSTAINABLE CITY PLAN

Sustainable Santa Monica uses the power of community to enhance our resources, prevent harm to the natural environment and human health, and benefit the social and economic well-being of the community for the sake of current and future generations.

We live in a time in which increased population growth, high levels of consumption and the desire to feed growing economies have created escalating demands on our resources - natural, human and social - on a local, regional, and global scale. These demands negatively impact the natural environment, our communities and the quality of our lives. In the face of these challenges, people worldwide have developed a growing concern for the environment and a desire to live sustainably.

In 1994, the Santa Monica City Council took steps to address these pressures locally by adopting the Santa Monica Sustainable City Program. The Sustainable City Program was initially proposed in 1992 by the City's Task Force on the Environment to ensure that Santa Monica can continue to meet its current needs – environmental, economic and social - without compromising the ability of future generations to do the same. It is designed to help us as a community to think, plan and act more sustainably – to help us address the root causes of problems rather than the symptoms of those problems, and to provide criteria for evaluating the long-term rather than the short-term impacts of our decisions – in short, to help us think about the future when we are making decisions about the present.

The program includes goals and strategies, for the City government and all sectors of the community, to conserve and enhance our local resources, safeguard human health and the environment, maintain a healthy and diverse economy, and improve the livability and quality of life for all community members in Santa Monica.

### GOAL AREAS

The Santa Monica Sustainable City Plan is organized into 9 goal areas:

1. Resource Conservation
2. Environmental and Public Health
3. Transportation
4. Sustainable Local Economy
5. Open Space and Land Use
6. Housing
7. Community Education and Civic Participation
8. Human Dignity
9. Arts and Culture

### SUSTAINABLE CITY PLAN GUIDING PRINCIPLES

The Santa Monica Sustainable City Plan is founded on ten Guiding Principles that provide the basis from which effective and sustainable decisions can be made. These Guiding Principles have been revised and updated from the versions initially adopted in 1994.

- \* The Concept of Sustainability Guides City Policy
- \* Protection, Preservation, and Restoration of the Natural Environment is a High Priority of the City
- \* Environmental Quality, Economic Health and Social Equity are Mutually Dependent
- \* All Decisions Have Implications to the Long-term Sustainability of Santa Monica
- \* Community Awareness, Responsibility, Participation and Education are Key Elements of a Sustainable Community
- \* Santa Monica Recognizes Its Linkage with the Regional, National, and Global Community
- \* Those Sustainability Issues Most Important to the Community Will be Addressed First, and the Most Cost-Effective Programs and Policies Will be Selected
- \* The City is Committed to Procurement Decisions which Minimize Negative Environmental and Social Impacts
- \* Cross-sector Partnerships Are Necessary to Achieve Sustainable Goals
- \* The Precautionary Principle Provides a Complementary Framework to Help Guide City Decision-Makers in the Pursuit of Sustainability

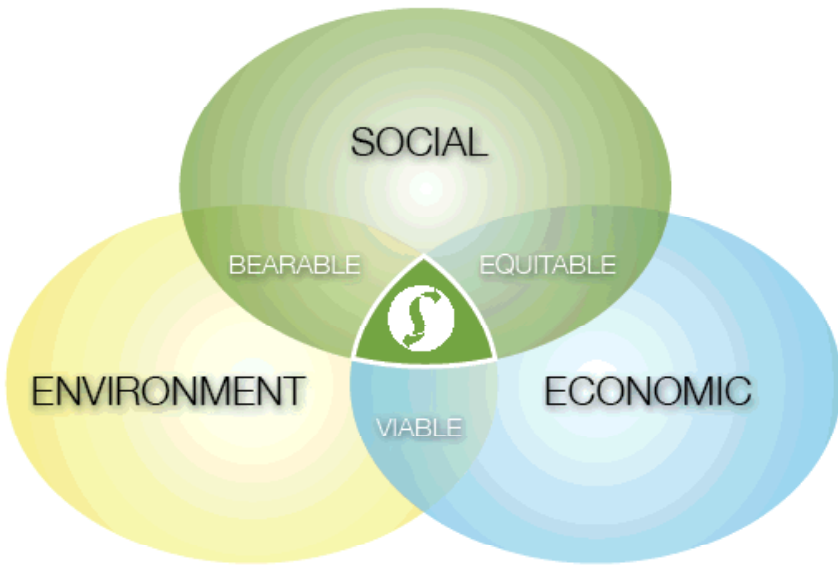
Sustainable Works is contracted by the City of Santa Monica to offer programs that promote the goals and principles of the Sustainable City Plan.



## Sustainable City Plan City of Santa Monica



Using the power of community to enhance our resources, prevent harm to the natural environment and human health, and benefit the social and economic well-being of the community for the sake of current and future generations.



## WHAT DOES SUSTAINABILITY MEAN?

Meeting current needs — environmental, economic and social — without compromising the ability of future generations to do the same.

Sustainability embraces more than just environmental concerns; it also includes both social and economic factors, thus providing a holistic and inclusive foundation from which to operate.

## WHY IT MATTERS

The world is changing at an alarming rate. Over the last 50 years, our activities have changed the environment in countless ways; almost all of these changes have been negative. One of the greatest challenges of our time is climate change. Our industrial system is emitting green house gases into the atmosphere at an alarming rate, causing sea level rise, significantly higher global temperatures, dramatic shifts in rainfall patterns, and more intense floods and droughts making limited fresh water supplies even scarcer. Fresh water is one of our most valuable resources yet much of the world's water is polluted by urban runoff, chemical runoff from industrial agriculture and manufacturing, and pollution from coal, oil and natural gas extraction. While the developed world takes this valuable resource for granted, most of the developing world does not have access to clean water. It is estimated that 1.42 billion people - including 450 million children - live in areas of high or extremely high water vulnerability. Every day, over 700 children under the age of 5 die from illnesses linked to unsafe water, sanitation, and poor hygiene. <sup>1</sup>

As the Earth's population increases, valuable resources will become even more scarce. Ever increasing and irresponsible consumption is putting a catastrophic strain on the environment. Between 1990 and 2020 forest area as a proportion of total land area has decreased from 32.5% to 30.8%, which represents a net loss of 178 million hectares of forest. For reference, this is roughly the size of Libya. <sup>2</sup> Changes in land/sea use, habitat loss/degradation, exploitation, invasive species, pollution and climate change are the most significant contributors to biodiversity loss. <sup>3</sup>

Most of the world's food production is unsustainable; it risks public health, causes unnecessary harm to animals, and damages the environment. According to the Food and Agriculture Organization of the United Nations, 33% of the Earth's soils are already degraded and over 90% could become degraded by 2050. <sup>4</sup> They also estimate that 34% of assessed fish stocks are fished at levels that exceed biological sustainability. <sup>5</sup>

While our future looks grim, there is hope. We have a choice. We can continue to move through our lives unaware of what is happening around us until we wake up one day and find a world we don't recognize, a world that cannot sustain us; or, we can envision a better world, a world that doesn't waste resources, harm people or damage the environment. Then we can begin to make choices in our lives to make

## NOTES

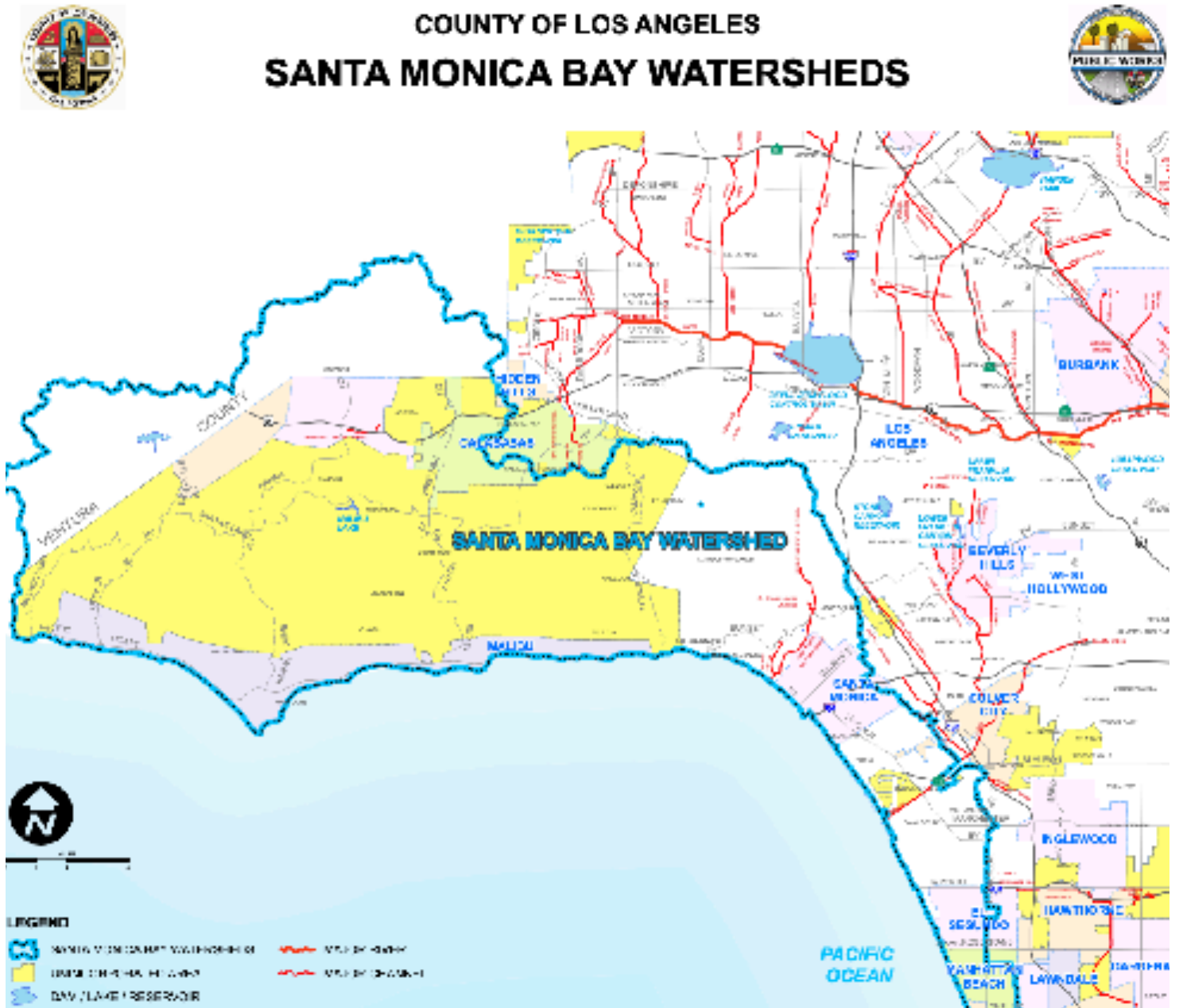
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that vision a reality. Choices that have a positive effect not a negative one. It's up to us.

Connecting our daily actions to the world around us becomes paramount if we want to achieve this goal. We are all part of an interdependent system, a web of life that begins in our local communities, expands to our nation and then out into the larger global ecosystem. This web depends on air, water, arable land, people and other species to exist. If one of the strands in this web suffers damage, the whole system will suffer and can eventually be destroyed.

So how do our actions impact our local environment? First we have to define our local environment. One way is by following the flow of water. When all water in an area flows to a single discharge point, that area is defined as its watershed. In Santa Monica, we live in the Santa Monica Bay Watershed where all water discharges into the Santa Monica Bay. Because all water in a watershed flows to a single discharge point, it is particularly easy to see our direct impacts, like our trash making its way into gutters and then to the beach and the ocean.

Mismanagement of local resources, affects the air that you breathe, the water that you drink, the creeks, beaches and natural areas where you recreate and all of this helps determine the quality of your life. Using pesticides on your lawn directly exposes you and your family to toxic chemicals and contributes to the pollution of our beaches and waterways. Driving your car means dealing with fluctuating gas prices, congested roadways, as well as poor air quality and all the repercussions of climate change. The energy we use to power our homes and to create the millions of products we consume each day also contributes to climate change. Once we understand how our own choices contribute to the problem, we can begin to make decisions that will have a profound, positive impact on our lives, our local environment and the world.







## GREEN JOBS RESOURCES

### Green Jobs California

The Green Jobs Guidebook is available for download from Environmental Defense Fund at: <http://www.edf.org/sites/default/files/california-green-jobs-guidebook-small-download.pdf>

Civic Spark - <http://civicspark.lgc.org/>

Green Jobs Guidebook - <http://www.edf.org/sites/default/files/california-green-jobs-guidebook-small-download.pdf>

EnergyCentralJobs.com - [www.energycentraljobs.com](http://www.energycentraljobs.com)

Green Dream Jobs - [www.sustainablebusiness.com/jobs](http://www.sustainablebusiness.com/jobs)

The Environmental Careers Organization - [www.eco.org/](http://www.eco.org/)

Green Jobs Network - [www.greenjobs.net/](http://www.greenjobs.net/)

Greenbiz.com - [jobs.greenbiz.com/](http://jobs.greenbiz.com/)

Environmental Career opportunities - <http://www.ecojobs.com/>

Environmental Career - <http://www.environmentalcareer.com/>

Green Job Engine - <http://greenjobengine.com/>

Earthworks-Jobs.com - <http://www.earthworks-jobs.com/>

GreenEnergyJobs.com - <https://www.greenenergyjobs.com/>

Environment Jobs - <http://www.environmentjobs.com/>





# SUPPORT TOOLS

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**“The next best thing to knowing something,  
is knowing where to find it.”**

**~Samuel Johnson**



# Resources

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## **Santa Monica Office of Sustainability and the Environment**

200 Santa Monica Pier, Suite K  
Santa Monica, CA 90401  
Phone: (310) 458-2213  
Fax: (310) 393-1279  
[smgov.net/departments/ose/](http://smgov.net/departments/ose/)

## **EnvironmentLA**

1-800-439-4666  
TDD 1-213-978-0899  
[environmentla.org](http://environmentla.org)

## **County of Los Angeles**

**Department of Public Works  
Environmental Programs Division**  
Call toll free at 1(888)CLEAN LA  
ADA Information: (626) 458-4081  
TDD: (626) 282-7829  
[dpw.lacounty.gov/epd/](http://dpw.lacounty.gov/epd/)

## **California Environmental Protection Agency-Region9**

**Cal/EPA Communications Office**  
(916) 445-3846  
[calepa.ca.gov](http://calepa.ca.gov)

## **United States Environmental Protection Agency**

**U.S. Environmental Protection Agency**  
[epa.gov](http://epa.gov)

## **United Nations Commission on Sustainable Development**

[un.org/esa/dsd/index.shtml](http://un.org/esa/dsd/index.shtml)

## **Earth Day Network**

202-518-0044  
[earthday.net](http://earthday.net)

## **Environment California**

213-251-3688  
[environmentcalifornia.org](http://environmentcalifornia.org)

## **Environmental Defense Fund**

800-684-3322  
[edf.org](http://edf.org)

## **Environmental Working Group**

202-667-6982  
[ewg.org](http://ewg.org)

## **Global Green USA**

310-581-2700  
[globalgreen.org](http://globalgreen.org)

## **Greenpeace**

202-462-1177  
[greenpeace.org](http://greenpeace.org)

## **Natural Resources Defense Council (NRDC)**

212-727-2700  
[nrdc.org](http://nrdc.org)

## **Green America**

800-584-7336  
[greenamerica.org](http://greenamerica.org)

## **Sierra Club**

415-977-5500  
[sierraclub.org](http://sierraclub.org)

## **Union of Concerned Scientists**

617-547-5552  
[ucsusa.org](http://ucsusa.org)

## **World Wildlife Fund**

202-293-4800  
[worldwildlife.org](http://worldwildlife.org)

## **Your Legislature**

[www.leginfo.ca.gov/yourleg.html](http://www.leginfo.ca.gov/yourleg.html)  
This website gives you the opportunity to get familiar with your representatives

## **California League of Conservation Voters**

[www.ecovote.org](http://www.ecovote.org)  
Ideas of how to get involved with developments in our environment. Volunteer opportunities, information on the political aspect of our environmental problems and how those that created the problem should repair it.

## **Campus Ecology**

(800) 822-9919  
<http://www.nwf.org/campusecology/>  
An educational program available to college campuses. Further info on website.

## **Earth Action**

(413) 549-8118  
[www.earthaction.org](http://www.earthaction.org)  
Their goal is to help empower others through education on how to protect their planet along with their rights. There is a list of campaign plans, resource guides and links to other related sites.

**Earth Charter**

c/o University for Peace  
P.O.Box138 6100  
San José  
Costa Rica  
[www.earthcharterinaction.org](http://www.earthcharterinaction.org)  
Tel: +506 2205-9060  
Fax: +506 2249-1929

**Ecovillage**

(213) 738-1254  
[www.ecovillage.org](http://www.ecovillage.org)  
This site has news, listings, courses about eco villages and sustainable lifestyles.

**Environmental Careers Organization**

(415) 362-5552  
[www.eco.org](http://www.eco.org)  
Provider of internships, career building and environmental programs.

**Environmental News Network**

(415) 459-2248  
[www.enn.com](http://www.enn.com)  
News on worldwide issues related to the environment. Also have classified ads and a market place for users.

**Environmental News Service**

<http://www.ens-news.com/>  
The Environment News Service is the original daily international wire service of the environment. Established in 1990 by Editor-in-Chief Sunny Lewis and Managing Editor Jim Crabtree, it is independently owned and operated. The Environment News Service (ENS) exists to present late-breaking environmental news in a fair and balanced manner.

**Global Exchange**

(415) 255-7296  
[www.globalexchange.org](http://www.globalexchange.org)  
A human rights organization promoting environmental, political and social justice worldwide.

**Green Corps**

(617) 426-8506  
[www.greencorps.org](http://www.greencorps.org)  
A field school for an environmental orientated career.

**Human Rights Watch**

(310) 477-5540  
[www.hrw.org](http://www.hrw.org)  
Dedicated to protecting human rights all over the world. Investigates the abuse and lack of Human Rights. This site covers local and international problems and their solutions

**KCRW Radio Station**

[www.KCRW.com](http://www.KCRW.com)  
Alternative Radio

**KPFK Radio Station**

(818) 985-2711  
[www.KPFK.com](http://www.KPFK.com)  
Member Owned Radio Station

**GREEN NETWORKING GROUPS**

**Sustainable Business Council** - [www.sustainablebc.org](http://www.sustainablebc.org)  
**Green Business Networking** - [greenbusinessnetworking@gmail.com](mailto:greenbusinessnetworking@gmail.com)  
**LA Green Drinks** - [www.lagreendrinks.org](http://www.lagreendrinks.org)  
**Eco Tuesday** - [www.ecotuesday.com](http://www.ecotuesday.com)

For a full list of Environmental Books and Documentaries visit our website at [sustainableworks.org](http://sustainableworks.org)

# Imagine the World as a Global Village

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## IF THE WORLD AS WE KNOW IT TODAY WAS A VILLAGE OF ONLY 100 PEOPLE, THERE WOULD BE:

60 Asians  
16 Africans  
10 Europeans  
9 people from Latin America and the Caribbean  
5 people from North America

## THE PEOPLE OF THE VILLAGE WOULD HAVE CONSIDERABLE DIFFICULTY COMMUNICATING BECAUSE:

12 would speak Mandarin  
6 would speak Spanish  
5 would speak English  
4 would speak Hindi  
3 would speak Arabic  
3 would speak Bengali  
3 would speak Portuguese  
2 would speak Russian  
2 would speak Japanese  
60 would speak other languages

## IN THIS 100-PERSON COMMUNITY:

33 would not have access to clean, safe drinking water  
32 would not have access to improved sanitation  
22 would not have shelter from the wind and rain  
18 would not have electricity  
11 of the villagers would be undernourished  
11 would live on less than \$1.90 USD per day  
9 would not have access to safe drinking water

## CONSIDER THIS...

If you woke up this morning healthy... you are more blessed than the million people who will not survive the week.

If you have never experienced the danger of battle, the fear and loneliness of imprisonment, the agony of torture, or the pain of starvation ... you are better off than 500 million people in the world.

If you have food in the fridge, clothes on your back and a roof over your head... you are more comfortable than 75% of the people in the world.

If you have money in the bank, cash in your wallet and a dish with spare change someplace... you are among the top 8% of the world's wealthy.

If you can read this... you are more blessed than over two billion people in the world who cannot read at all.

When one considers our world from such a compressed perspective, it becomes both evident and vital that education, acceptance and compassion are essential for the progress of humankind.

Based on the aggregate information provided by 100people.org published in 2016.<sup>6</sup>



# Guide to Political Letter Writing

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There is a lot of power in your voice! Never forget that Politicians are our representatives. They are not supposed to make decisions of their own free will, but rather to act on behalf of the people they represent. Letter writing is an effective and important way of informing politicians of what you want so they may act accordingly. Make sure to write, call, or e-mail your governor, local council people, and school board members on issues that you care about.

## Use these websites to find your local and national representatives:

Santa Monica Residents' Representatives [www.smgov.net/departments/council/content.aspx?id=13705](http://www.smgov.net/departments/council/content.aspx?id=13705)

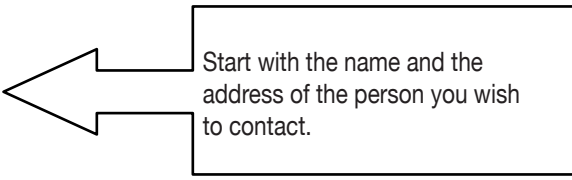
Los Angeles City Council representative visit [LACity.org](http://LACity.org)

California State Senate [www.sen.ca.gov](http://www.sen.ca.gov)

California State Assembly [www.assembly.ca.gov](http://www.assembly.ca.gov)

Federal representatives [www.govtrack.us/congress](http://www.govtrack.us/congress) or [www.congress.org](http://www.congress.org)

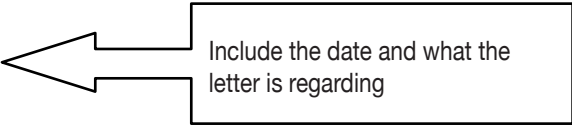
**Council Member**  
**1685 Main Street**  
**Room \_\_\_\_\_**  
**Santa Monica, CA 90401**



Start with the name and the address of the person you wish to contact.

**September 1, 2014**

**RE: SB 568, the Statewide Ban on Styrofoam**



Include the date and what the letter is regarding

**Dear Council Member \_\_\_\_\_:**

**(The first sentence should state your concern/objective)** As a concerned global citizen and resident in your district, I am writing to urge you to vote in favor of SB-568, a statewide ban on Styrofoam proposed by Senator Alan Lowenthal of Long Beach.

**(What follows should be a description of why this issue is important to you and the general community.)** I am an avid surfer and often encounter Styrofoam containers that people have used and left on the beach. Styrofoam is the second most common debris that washes up on California's beaches and I believe that this ban, which promises to phase out Styrofoam in California by 2016 by prohibiting food vendors and restaurants from selling food to customers in Styrofoam containers beginning in 2014, will reduce unsightly pollution our beaches and create a safer environment for people and marine life.

**(If you have specific knowledge about the issue or have time to do a bit of research you can include some relevant information next)** As I understand, Styrofoam poses significant health risks to humans and animals alike. Exposure to styrene, a major component of Styrofoam, has proven health risks and its production causes air pollution as well as solid and liquid waste products. Styrene has also been classified as a carcinogen by the federal government. My health and the health of those around me is important to me and I do not want to be exposed to a cancer-causing substance that can leach toxic chemicals when heated like Styrofoam can. Styrofoam is also toxic to marine animals and as an environmentalist and frequent beachgoer, I do not like to think that marine life is being harmed in any way by human recklessness.

**Sincerely,**

**(Your Name)**  
**(Your Address)**



# ENDNOTES

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1 Naylor, Kelly Ann, and et al. "Water Security For All." UNICEF, Reimagining WASH, Mar. 2021, [www.unicef.org/media/95241/file/water-security-for-all.pdf](http://www.unicef.org/media/95241/file/water-security-for-all.pdf).

2 The State of The World's Forests 2020. FAO, 2020, [www.fao.org/3/ca8642en/online/ca8642en.html#chapter-2\\_1](http://www.fao.org/3/ca8642en/online/ca8642en.html#chapter-2_1).

3 Almond, R.E.A, et al. "Living Planet Report 2020 - Bending the Curve of Biodiversity Loss ." WWF , 2020, [www.zsl.org/sites/default/files/LPR%202020%20Full%20report.pdf](http://www.zsl.org/sites/default/files/LPR%202020%20Full%20report.pdf).

4 "FAO." Global Symposium on Soil Erosion; Food and Agriculture Organization of the United Nations, [www.fao.org/about/meetings/soil-erosion-symposium/key-messages/en/](http://www.fao.org/about/meetings/soil-erosion-symposium/key-messages/en/).

5 FAO. 2020. The State of World Fisheries and Aquaculture 2020. Sustainability in action. Rome. <https://doi.org/10.4060/ca9229en>

6 100 People: A World Portrait, 2016, [www.100people.org/statistics-details/](http://www.100people.org/statistics-details/).

***"To warn of the dangers is not to despair of the solutions."  
~Al Gore***

# Solutions Checklist

## WATER

- 1. Find and fix leaks
- 2. Install water-saving devices
- 3. Buy water saving appliances
- 4. Increase the efficiency of your appliances
- 5. Change your behavior
- 6. Eat less beef and other water consuming foods
- 7. Upgrade to a Sustainable Garden
- 8. Install a graywater system
- 9. Reduce urban runoff and water pollution
- 10. Get active

## ENERGY

- 1. Change to LEDs
- 2. Increase efficiency of appliances
- 3. Pay attention to home heating
- 4. Make your home more energy efficient through retrofits
- 5. Change your behavior
- 6. Purchase green power
- 7. Plant trees to provide shade and cooling
- 8. Install an alternative type water heater
- 9. Install Solar systems – power or water heating
- 10. Get active

## WASTE

- 1. Reduce how much you consume
- 2. Recycle everything you can & collect for HHW
- 3. Compost
- 4. Change your behavior
- 5. Close the loop. Purchase recycled content items
- 6. Repair instead of discard
- 7. Eliminate junk mail
- 8. Create zero waste lunches
- 9. Set up a recycling program
- 10. Get active

## CHEMICALS

- 1. Avoid harmful body care products
- 2. Use safest cleaning products available
- 3. Avoid chemicals for pest management
- 4. Change your behavior
- 5. Reduce purchases of harmful chemical products
- 6. Bring a plant into a room to clean the air
- 7. Use the safest alternative to "Perc" dry cleaning
- 8. Quit smoking
- 9. Avoid toxic substances
- 10. Get active

## TRANSPORTATION

- 1. Improve your commutes: carpool, mass transit
- 2. Improve your commutes: bike, walk, webcam
- 3. Keep your car well tuned
- 4. Change your behavior
- 5. Buy locally made or locally grown products
- 6. Switch to a Better World Club membership
- 7. Earn transit cheks or utilize parking cash out
- 8. Participate in a car sharing program
- 9. Convert or purchase an alternative fuel vehicle
- 10. Get active

## SHOPPING

- 1. Purchase less products
- 2. Support collaborative lifestyles
- 3. Redistribute used goods
- 4. Change your behavior
- 5. Shop with sustainability in mind
- 6. Support sustainable businesses
- 7. Boycott
- 8. Practice socially responsible investing
- 9. Give gifts without garbage
- 10. Get active

## FOOD

- 1. Eat less meat and dairy
- 2. Eat organic and sustainably produced foods
- 3. Eat local
- 4. Change your behavior
- 5. Grow your own food
- 6. Avoid factory farmed meats
- 7. Eat only safe sustainable seafood
- 8. Boycott GMOs
- 9. Support sustainable growing practices
- 10. Get active



# Proof of Community Service Completion for the Student Sustainability Workshop

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## Completing Your Community Service

To complete the community service requirement, all Student Sustainability Workshop Members must:

1. Look for Community Service opportunities through:  
<https://www.smc.edu/community/sustainability/workshop-member-resources.php>
2. Contact the organization to confirm the event or activity.
3. Perform 3 hours of community service before the final Workshop meeting.
4. Complete the top half of this form.
5. Obtain the signature, title, organization name, and phone number from the person who supervises your community service.
6. Give the completed form to your Workshop Leader.

Your Name:

Workshop Number

Organization You Volunteered For:

Date: \_\_\_\_\_

*Dear Sustainable Works:*

*This letter verifies the completion of 3 hours of community service for our organization. We appreciate the efforts of our volunteers and thank Sustainable Works for providing students to assist with our program.*

*Sincerely,*

*Volunteer Supervisor*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone/email: \_\_\_\_\_