

**United Methodist Annual Conference Office
Carbon Footprint Calculator Worksheet**

Part 1: Office Emissions

For this section, you may estimate your emissions in one of three ways:

1. Utility bills

a. Natural gas Bill amount _____ or CF _____

b. Electricity Bill amount _____ or KWH _____

c. Heating oil Bill amount _____ or gal _____

d. Propane Bill amount _____ or gal _____

- or -

2. Number of Employees _____

Do you have servers (yes/no)? If so, how many? _____

- or -

3. Office space (in square feet) _____

Part 2: Fleet—Vehicles Owned, Used and Maintained by the Conference Office

1. Cars Number _____ Avg. annual miles/vehicle _____

2. Green cars Number _____ Avg. annual miles/vehicle _____

3. Vans/Trucks Number _____ Avg. annual miles/vehicle _____

Part 3: Travel

Enter the total number of trips taken by office staff, including the bishop (e.g., if you have 5 employees who each take 5 flights per year, enter 25 in the appropriate box).

- 1. Flights
 - a. Number of round trip flights < 600 miles/year _____
 - b. Number of round trip flights 600-2,000 miles/year _____
 - c. Number of round trip flights > 2,000 miles/year _____

- 2. Train: estimated total miles traveled/year _____

- 3. Bus: estimated total miles traveled/year _____

- 4. Hotel: estimated number of hotel nights/year _____

Part 4: Employee Commute

Calculate your employee commute by entering figures below. Carpools should be counted by the car, not by the number of individuals participating.

- 1. Cars: number of cars _____ avg. daily miles one-way _____

- 2. Public transit: number of people _____ avg. daily miles one-way _____

Part 5: Events

For this section, calculate numbers for conference-wide gatherings such as annual conference.

- 1. Number of events _____

- 2. Number of days _____

- 3. Number of attendees _____

- 4. Number of cars driving _____

- Estimated round trip distance _____

5. Flights

a. Number of round trip flights < 600 miles _____

b. Number of round trip flights 600-2,000 miles _____

c. Number of round trip flights > 2,000 miles _____

6. Number traveling by train _____

Estimated round trip distance _____

7. Number traveling by transit _____

8. Number traveling by foot _____

9. Number of hotel nights per attendee _____

Is it an upscale hotel? Yes/No

10. Meals per Attendee _____

Part 6: Paper

1. Choose the paper type your office uses most frequently. If you use significant amounts of more than one type, record data for each type.

copy paper / coated magazine-type paper / newsprint

2. What percentage is recycled content? _____

3. How many pounds per year do you use? _____
(one ream/500 sheets of standard copy paper typically weighs 5.5 lbs.)

Part 7: Shipping

1. Choose the shipping method your office uses most frequently. If you use significant amounts of more than one type, record data for each type.

air cargo / truck / train / ship

2. Shipments per year _____

3. Average pounds per shipment _____

4. Average miles per shipment _____

Part 8: Calculate

Go to www.carbonfund.org. Click on the “Business” tab and select “Calculate Now.” Enter the data from your sheet and calculate.

Total tons of CO2 _____

Mail or e-mail your completed worksheet to:
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