

Guide for Implementing a School Recycling Program

- *Assemble a team*
 - Planning for your school recycling program must include the custodial staff, students, teachers, parents and school administrators. Student Organizations, such as the National Honor Society, 4 H Club, etc., are often successful at maintaining recycling efforts.

- *Designate a program coordinator*
 - Establish a recycling leader of the team. It is important to have someone drive the program and coordinate the efforts of the team.

- *Analyze the Trash*
 - Identify where in your school you need to have collection receptacles and for what types of materials. Determine the type, quantity and/or origin of the potential recyclable materials.
 - Example:
 - Offices and at each desk
 - Classrooms
 - Workrooms
 - Break Rooms
 - Copy Rooms
 - Activity Rooms
 - Cafeteria
 - Library
 - Computer Rooms
 - Don't forget sporting events
 - You may want to determine how much waste the school produces?
 - If it is possible, sort and weigh one bag of trash collected from each of the areas that are designated to determine the composition and volume. The custodian may be able to estimate the weight of the recyclables.
 - Record your data on a chart and graph the results.

- *use any sturdy cardboard box to collect office or classroom recyclables*
 - Don't discard good sturdy boxes from supplies received or those empty paper boxes. Use them as spare boxes for replacements and inform staff where they are kept.
 - Have classroom contests to decorate and clearly identify recycling boxes or ask your art department for assistance.
 - Try and make it easier to place recycling in the bin rather than in the trash.

- *Moving Recyclable Materials*
 - Recyclables materials must be collected and transported to the main collection bin.
 - Coordinate the emptying of the recyclables with the custodial staff.
 - Containers should be emptied as often as possible.
 - Containers should be visible for easy access/location for students, teachers, and staff.

- *Educate the Students and Teachers. The success of a program depends on how well people participate.*
 - Make sure that everyone knows what to do and why it is important.
 - Put recycling posters up in areas for all to see. Have your own poster contest to reflect your school's recycling program.
 - Create a recycling bulletin board
 - Take a field trip to the recycling facility.
 - Print articles in the school newspaper
 - Educate and re-educate on your recycling program. Give updates on your program to demonstrate their contribution to improving the environment.
 - Reward the participants

- *Have a Kick off!!*
 - This is the opportunity to build awareness, encourage program ownership, and educate your school about how and what to recycle.