

**Recycling is important, it saves energy, water and conserves natural resources, as well as reduces the amount of waste going to landfills. Recycling can be beneficial to your school by cutting down on garbage disposal costs and making students and faculty aware of environmental concerns. It also allows individuals to demonstrate responsibility by reducing waste instead of creating it. Take pride in showing respect for our Earth!**

**Step One** - Talk with the District's Director of Business to see if recycling is included in the solid waste contract. Also, talk to the recycling coordinator in your community to see if the school's recycling program could be integrated into the municipal contract upon renewal, or through its commercial waste franchise agreement, if applicable.

If recycling is not included or is limited, call the school's solid waste hauler to negotiate recycling provisions for a manageable fee. Common materials to recycle are:

- Office paper, magazines, junk mail, cardboard
- Aluminum and steel cans
- Milk cartons
- #1 PET or #2 HDPE plastic bottles and containers

If recycling exists in the district's contract, define the materials to be recycled and post.

**Form a committee** – Establish a “green team” of people that should be involved in planning the program, such as an administrator, a faculty sponsor, student representatives from clubs, the food service director and custodial staff. To ensure a successful program, all hands must be “on deck” and all levels must be “on board”! Conducting a waste audit allows the team to identify which materials could be taken out of the waste stream.

**Purchase recycling bins and containers** for classrooms, offices, work rooms and high-traffic areas, such as the cafeteria, gym, hallways, concession and vending machine areas, outdoor sports fields, etc. Place a recycling bin next to a garbage can – allows the option to “think before you throw” anything away – at the point of pitch. Recycling receptacles should look different than garbage cans, and be marked as to what materials are accepted (see “Promote Program” section).

The “Assorted Recycling Bins and Containers” handout offers a variety of vendors to purchase recycling receptacles from.

## **Promote Program**

- Make a video of what can be recycled and where bins are located. Show during student assemblies, parent/teacher meetings; school's T.V. network and to new students;
- Morning announcements - recite an environmental-related quote, fact or brag about waste reduction successes to enlighten and inspire, at least one morning per week;

- Contribute an article or establish a column in the school newsletter outlining program details – include photos;
- Make posters of do's and don'ts to put in lunch rooms, lounges, hallways and classrooms;
- Be sure that acceptable materials are listed on all recycling bins and containers;
- Have upper grade students assist younger students during lunch periods;
- Keep track of recycling tonnage using visuals in common areas of the building;
- Contact a reporter from the local paper to inform them of the school's new dedication to reducing waste through recycling and helping the environment; and
- Invite town officials to come and tour the school's recycling program.