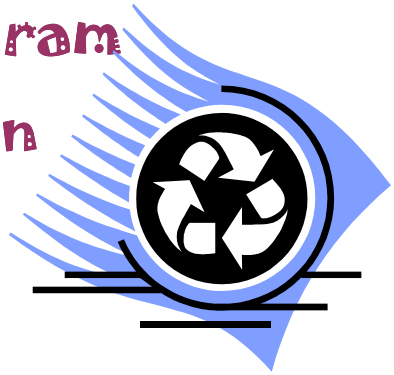
School Recycling Program Implementation Plan



***Initial decisions prior to implementation*:**

1. Designate an on-site recycling coordinator:

_____

(Often, plant services/maintenance supervisor is most logical choice; teachers are needed for promotion/collection)

2. Designate members of recycling committee:

3. Develop a goal statement/philosophy supporting program. Why are we doing this? (May not be necessary if target participants are positive about program.)

_____
_____
_____
_____

4. Which materials will be collected?

White paper separated	Newspaper	Aluminum and/or steel cans
Mixed paper only	Cardboard	Plastic bottles
Other		

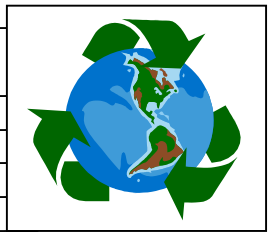
5. Determine markets and collection/delivery logistics.

RECYCLABLE	MARKET	METHOD OF DELIVERY

6. Will sorting process for paper occur? Yes_____ No_____

If yes, at what stage of process and by whom?

_____
_____
_____
_____
_____



7. Collection containers

Suggested types: Copy paper cases (decorated or plain), special paper collection boxes provided by vendor, or plastic 18-gallon curbside bins for classrooms, poly-carts on wheels to collect from classrooms, large poly-carts for storage in central area until vendor picks up.

PLACEMENT	TYPE	NUMBER
Offices		
Classrooms/library		
Lunchroom		
Auditorium/gym		
Other		

Assign specific tasks below and set dates for completion.

TARGET ACTIVITY	RESPONSIBLE PARTY	TARGET DATE
PROCURE/DEVISE CONTAINERS		
DEVELOP COLLECTION PLAN		
• Location of containers		
• Central storage area		
• Collection process/schedule		
• Vendor pick-up/delivery		
• Signage for boxes/bins		
DEVELOP PROMOTIONAL CAMPAIGN		
• Plan kick-off event		
• Media promotion		
• In-house training sessions		
• Educational fliers		
• Display of acceptable materials		
• Other		
• Other		
DEVELOP PLAN FOR MONITORING/FOLLOW UP		
• Showcase results		
• Reward participation		
• Evaluate and improve		