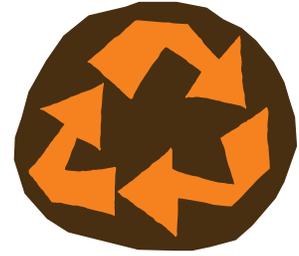


Communicate the How and Why of Your Recycling Program



Now that your recycling program has begun or has become bigger and better, make sure staff and students know about it. Use a variety of communication methods to promote recycling, reduce contamination of recycling bins, and increase your school's recycling rate.

Whatever methods you choose, be sure to explain why recycling at your school is important. Identify which materials can and cannot be recycled.

What Students Can Do

Announcements

- Announce recycling expectations at beginning-of-year assemblies.
- Include a recycling message in PA announcements.
- Write an article for parent and student newsletters.

Signs and Displays

- Place signs on recycling containers.
- Create posters for classrooms.
- Create a display of which materials can be recycled. Put it in the library, cafeteria or main office.
- Provide recycling information at Open House nights for parents.

Activities

- Start a "Green Team" of students to be in charge of recycling.
- Hold a recycling contest during a school event to test recycling knowledge.
- Work with the student council or ASB to get assistance with education efforts.
- Celebrate America Recycles Day in November or Earth Day in April to publicize your school's recycling program.
- Visit King County's web site at <http://dnr.metrokc.gov/swd/schoolpr/schoolpg.htm> for a variety of free programs for teachers and students, including guest presenters.

What Staff Can Do

Announcements

- Announce recycling expectations at staff meetings.
- Periodically send emails to staff. (See the back of this sheet for a sample email.)
- Include recycling information at staff orientation meetings.
- Insert a recycling reminder with paychecks.

Signs and Displays

- Place new signs on recycling containers in staff areas.

Activities

- Invite a King County representative to a staff meeting or orientation.
- Incorporate recycling training with janitorial training and meetings.

**Questions or need further assistance?
Call King County Green Schools Program
at (206) 296-8457.**



Remind Teachers and Staff about Recycling

Revise this sample email based on your school's particular program.

To Teachers and Staff:

You may have noticed a few changes in the recycling program at our school.

Recent changes include the following:

- Durable recycling containers are in classrooms that previously did not have any.
- Durable recycling containers for recycling plastic bottles and cans are in common areas and the cafeteria.
- Durable recycling containers for recycling milk cartons and a container for emptying milk cartons before recycling are in the cafeteria.
- Signs listing what can and cannot be recycled are on or near recycling containers.

Recycling Reminders

PAPER

Paper that is recyclable includes sticky notes, magazines, newspaper, copy paper, envelopes (windows are OK to leave in), junk mail (staples are OK to leave in) and cardboard.

Paper that is not recyclable includes candy wrappers, paper plates, napkins, tissues, paper towels and paper cups.

MILK CARTONS (applies to some programs)

Milk cartons are recyclable in marked containers in the cafeteria. They must be emptied first. Straws are not recyclable.

CANS AND BOTTLES

Cans and bottles must be emptied before recycling.

At the end of this email are some recycling facts to share with students.

Thank you for recycling and for helping others to recycle!

-School Principal

Fact: Of all material thrown away in Washington State, 40% is recyclable paper. Help reduce this waste of resources by recycling your paper.

Fact: In America, we throw away enough aluminum to rebuild all of our airplanes in America every three months. Help reduce this waste of resources by recycling your cans.