



Sample end of school year email from principal to school staff

Notes

This email will remind staff to keep recycling bins at school over the summer. It should be timed so staff members receive it a few days prior to the end of the year.

If you want to include your recycling rate increase and don't know what it is, contact your Green Schools Program representative.

Email sample

Thank you for your participation in improving our recycling program and reducing waste this past year! Our school's recycling rate has increased from ____% to ____%.

Without the recycling bins, we would not have a program. Please remember that the blue recycling bins belong at school. As you clean out your classroom or office, leave the recycling bins next to the garbage cans so the recycling program can be ready to go when the new school year begins.

Thank you for conserving natural resources and serving as a good model for our students. Have a great summer!