



HOW TO SET UP A SCHOOL RECYCLING SYSTEM!





WHAT DOES YOUR SCHOOL CURRENTLY DO

The first step is, of course, to find out what your school already does for their recycling.

- Are there already collection points in your school?
- What are the materials being collected?
- Who is responsible for collecting, consolidating, and returning?

If your school does already have something in place, meet with your Green Team to review it and assess if you think it is working the way it is or if you think it can use some improvement.

BUILD SUPPORT

It is important to get the support of your school's custodian staff, teachers, assistants, and even active parents so they are on board with starting or improving the recycling system at your school. Invite members of those groups to one of your Green Team meetings, attend PTA meetings, or give presentations at a staff meeting to discuss the importance of an effective system, fundraising opportunities, and any initial ideas your team might have for your school's recycling system.

CREATE SOME GOALS

Get your team together after reviewing what and how your school recycles and diverts their waste. Now that you have a baseline, come up with some goals for what you would like to see your Green Team accomplish to make your school more eco-friendly.





GREEN TEAMS

When setting your goals, being specific is important as it allows you hone in and focus on that goal better. First choose the area for your goal (more materials collected, increased access to collection bins, etc.) Then, choose a metric to measure that area (number of materials collected, number of bins, etc), how much you want that to change, and set a timeline. Some example goals might be

- Increase the number of collection bins from 10 to 15 by winter break
- Batteries are currently being trashed. Start collecting batteries for recycling within the next month (Yes! SARCAN takes batteries!)
- Appoint 3 more people to help collect, consolidate, and return your recycling by the end of November

PLAN IT OUT

Now that you have a good idea of what happens already in your school and have set some goals for where you want to go, make a plan with your Green Team on how you are going to achieve those goals!

- What action steps need to be taken?
- When do they need to be done by?
- Who will be responsible for what?

Take your plans back to the supporters you gained in the building support stage to get further buy-in, discuss your ideas, and start talking about possible fundraising or other budgeting options to turn these plans into action!





PERFORM A WASTE AUDIT

Whether your school already has a system in place or you are starting fresh, a waste audit can give you great insight into your school's waste flow. You can assess how much recycling is ending up in your waste and use that as a starting point for your goals. Check out our 'How to perform a waste audit' guide in the 'Resources' section of your Green Team Dashboard. Use the results of your audit to add to the goals you've set, adjust those goals, or even come up with a few new ones. Think of things like

- Are there materials ending up in the trash that aren't being collected?
- Do you need more bins/collection points?
- Do you need to raise awareness about what can be recycled?

PROMOTE YOUR SYSTEM

Communication is key - get the word out to all of your fellow students to let them know about your awesome recycling system!

- Give presentations at your school assemblies
- Get information about it included in your school's announcements
- Write a section for student, staff, and parent newsletters & emails
- Put up fun posters to promote it and instructional posters so everyone knows to use it and how
- Tent cards on tables in the cafeteria

Be sure to continue to promote your system throughout the year with usage updates, goals achieved, environmental impact, etc. to keep everyone in your school connected and informed!

