



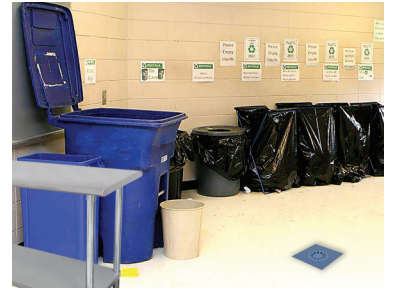
CREATING A ROUTINE

Recycling can be fun AND organized! Routines make daily, weekly and monthly recycling collections and tallying simple.

DOWNLOAD THE TALLY SHEET OR MAKE YOUR OWN.
KEEP COPIES HANDY FOR TALLYING TOTALS!

CREATE A COLLECTION PLAN

Dedicate a certain room or closet to store recyclables until you can tally them and send them off to the recycling center.



- » Look for space with an easy to clean table, sufficient storage, access to a drain and running water, and a cupboard for storing supplies.
- » If space is limited, schedule rotating shifts of volunteers to handle and tally recycling on a daily basis.

BE WHERE THE RECYCLABLES ARE:

- » Identify the top 5 places in your school where recyclables are consumed and provide bins at those locations.
- » 'Clear Out Your Cupholder' is a fun event for students and teachers, as well as the community, to participate in.

CONCESSIONS

WORK WITH CONCESSIONERS AT SPORTING EVENTS TO COLLECT RECYCLABLES.

HOST A 'CLEAR OUT YOUR CUPHOLDER' DAY ONCE A WEEK FOR PEOPLE DRIVING THROUGH THE PARKING LOT. HAVE A CREW OF STUDENTS AND TEACHERS STAND OUT FRONT WITH BAGS TO HELP COLLECT PLASTIC BOTTLES AND CANS.



Recycling is easy with a team!



POST A CALENDAR SO STUDENTS KNOW WHO'S NEXT!

Rotating responsibilities across your Green Team allows each student to be the lead for one week or one day a month.

OR

ASSIGN ZONES

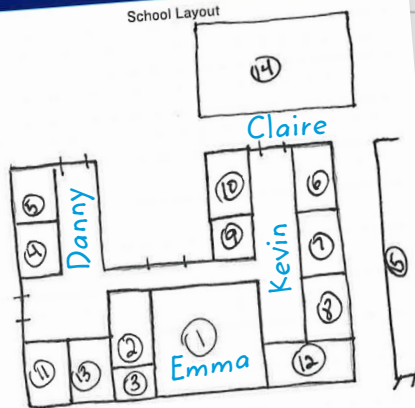
RALLY SCHEDULE - MARCH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	Danny	6
8	9	10	Claire	11	12	13
15	16	17	18	19	20	21
23	24	25	26	27	28	29
30	31					

RECYCLE RALLY BIN AUDIT

SCHOOL LAYOUT

- 1. Gym
- 2. Cafeteria
- 3. Kitchen
- 4. Grade 1
- 5. Grade 2
- 6. Grade 3
- 7. Grade 4
- 8. Grade 5
- 9. Art Room
- 10. Music Room
- 11. Office (Main)
- 12. Library
- 13. Nurse's Office
- 14. Playground
- 15. Soccer Field



BRIEF DESCRIPTION (OPTIONAL)

- Recycling bins at each entrance
- Move as necessary
- 1 Bin at prep, 1 at tray station
- teacher preference
- teacher preference
- teacher preference
- teacher preference
- teacher preference
- By paper stack
- By office exit
- reference.

TRASH CANS RECYCLING BINS

TRASH CANS	RECYCLING BINS
4	2 Gym
3	2 Cafeteria
2	2 Kitchen
1	1 Grade 1
1	1 Grade 2
1	1 Grade 3
1	1 Grade 4
1	1 Grade 5
2	1 Art Room
1	0 Music Room
1	1 Office (Main)
3	0 Library

Give each participant a zone or group of pickup stations that they are responsible for emptying and tallying on a daily basis.



LET YOUR BINS DO THE TALKING!

Clearly communicate recycling to minimize confusion and contamination.

- » Customize bins to speak to your needs - design or decorate them using common, inexpensive methods.
- » A round hole as the opening of your bin is a universal cue that bottles or cans are accepted in this bin.
- » Use different sizes where necessary. Larger bins placed in high-volume areas will yield more recyclables.
- » Use color to distinguish which materials belong in each bin (e.g. blue for recyclables, green for compostables and black for landfill-bound trash).

Maximize impact by referencing the Bin Placement Guide for proper placement!

HOW TO: CREATE A BIN FROM A CARDBOARD BOX

SUPPLIES

a cardboard box scissors colored paper paint markers

STEP #1

Cut tops off of one end of a cardboard box.

STEP #2

Decorate box using markers, construction paper and paint.

STEP #3

Create a lid with a circle in it to cue users to put bottles and cans into it, and start recycling!

BUILDING YOUR OWN BINS can be a fun activity for all students. Turn it into a contest to get everyone involved!

RECYCLE RALLY

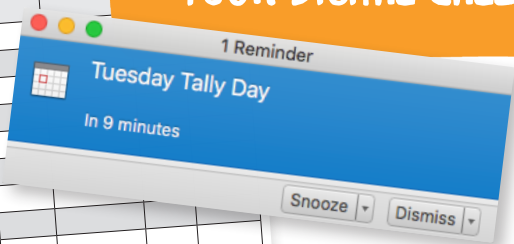
Tally Form for Weighed Recyclables

Use this form to keep track of your weights before you enter them into your account at PepsiCoRecycle. To tally your recycling activity: Turn on your Recycle Rally scale. Hold it in the air and press the round button. Wait for it to read 0.0 lb. Place your bag of segregated #1 PETE, HDPE #2 or aluminum containers on top. When the light on top of scale turns red and says 'HOLD', record the weight reading. Use the 'Reported' column to keep track of which readings have been reported online and which ones still need to be reported.

Weight Readings for Aluminum				Weight Readings for #1 PETE Plastic				Weight Readings for HDPE #2			
Date	Sub Account	Reported		Date	Sub Account	Weight	Reported	Date	Sub Account	Weight	Reported
EXAMPLE:				EXAMPLE:	Mr. Plastic's Class	3.4 lbs	✓	EXAMPLE:	Mr. Plastic's Class		
9/2/14	Mr. Me...	✓		9/2/14				9/2/14			
YOUR TOTALS:				YOUR TOTALS:				YOUR TOTALS:			

REMEMBER TO LOG! TRACKING RECYCLING IN YOUR RECYCLE RALLY ACCOUNT IS EASY.

TO HELP REMEMBER TO DO IT, IT MAY BE HELPFUL TO SET UP A RECURRING MEETING ON YOUR DIGITAL CALENDAR.



REAL TALK

"WE HAVE A REGULARLY SCHEDULED RECYCLING PICKUP DAY/TIME FOR EACH GRADE LEVEL. THIS KEEPS US VERY ORGANIZED." – Taylorsville Elementary School

"WE RECYCLE FROM 4 TO 5 PM AFTER SCHOOL AND PROVIDE SNACKS FOR STUDENTS WHEN RECYCLING IS COMPLETED." – Stroman Middle School

"I have found having a large storage unit outside where people can drop 'all' the time is great vs. one day a month collections."

– St. Viator Elementary School

"DELEGATE AND CREATE 'GREEN TEAMS'. MIDDLE SCHOOL STUDENTS EACH TAKE A CLASSROOM AND ARE THE AMBASSADORS FOR THAT CLASSROOM - COLLECTING AND COMMUNICATING REMINDERS."

– Liberty Tech Charter School

"My students collect all the bottles and cans from around the school. They then dump them into a designated bin to 'count' them. Every time the bin fills it counts as an XL garbage bag and we log it in on our Recycle Rally tracking sheet and then log it on the computer. Overall very easy!"

– Milford Middle School

"We delegate collection by grade levels each week. Rotating who empties the bins from small to medium to the largest bin which needs to be put out for pick up."

– Boca Raton Christian School

"STUDENTS KEEP A RUNNING TALLY ON MY WHITEBOARD. I ENTER THE NUMBERS WEEKLY AND GIVE UPDATES THAT DAY ON THE MORNING ANNOUNCEMENTS."

– West Carroll High School