

## RECYCLING TASK LIST & SCHEDULE

In order to easily organize your schedule of recycling, use a chart to determine the schedule that works best for you. Three examples have been provided to show you what daily, weekly and monthly recycling schedules could look like. On page 4 of this document, you will find a blank chart that you can print out and customize with what works for you and your school. Use markers or different colored pens to help organize or define areas of activity.

#### EXAMPLE 1 - DAILY ROUTINE

WHEN / WHO											
TASK	WHERE	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays	Sundays			
Emptying bins, replacing bags, and transporting recyclables from bins to recycling storage area	East Wing - Hallways and Classrooms	Ms. White's Students	Mr. Smith's Students	Mr. Taylor's Students	Ms. Peacock's Students	Custodial Staff	n/a	n/a			
α	West Wing – Hallways and Classrooms	Mr. Clapp's Students	Ms. Thompson's Students	Ms. Zito's Students	Ms. Vail's Students	Custodial Staff	n/a	n/a			
EXA	Gym, Auditorium, Cafeteria, Offices	Custodial Staff	n/a	n/a							
α	Outdoor fields and parking lot	Caitlyn & Jon	Custodial Staff	Jenni & Sarah	Ethan & Logan	Custodial Staff	Sports coaches	Sports coaches			
orting recyclables and tallying recycling totals on a tally sheet	Room 311	Green Club	n/a	n/a							
Clean up the sortation area	Room 311	Green Club a Custodial Staff	n/a	n/a							
Entering Recycling totals into Recycle Rally account	Laptop	n/a	n/a	n/a	n/a	Ms. Rally Leader	n/a	n/a	(A)	1PL	E
Move recycling bins to appropriate locations for special events	From storage room to sports fields, auditorium, parking lot, etc.	Green Club Members with last names beginning with A-F	Green Club Members with last names beginning with G-K	Green Club Members with last names beginning with L-O	Green Club Members with last names beginning with P-S	Green Club Members with last names beginning with T-Z	Parent volunteer team	Parent volunteer team			
Promoting recycling by decorating bins, adding signs or attending to the bins during busy periods, such as lunch	Hallways, cafeteria, classrooms, events	Recycling Rockstars Committee	Recycling Rockstars Committee	Recycling Rockstars Committee	Recycling Rockstars Committee	Recycling Rockstars Committee	n/a	n/a			

Group Name:	Date:



## EXAMPLE 2 - WEEKLY ROUTINE

WHEN / WHO										
TASK	WHERE	First Tuesday	Second Tuesday	Third Tuesday	Fourth Tuesday	Fridays	Football Games	Parent Events		
Emptying bins, replacing bags, and transporting recyclables from bins to recycling storage area	Entire School	4th Grade	5th Grade	Parent Volunteers	6th Grade	Custodial Staff	Custodial Staff	Parent & Student Volunteers		
Sorting recyclables and tallying recycling totals on a tally sheet	бут	5th Grade	6th Grade	Parent Volunteers (PTA Night)	4th Grade	Custodial Staff	n/a	n/a		
Clean up the sortation area	Room 311	6th Grade	4th Grade	5th Grade	Custodial Staff	Custodial Staff	n/a	n/a		
Entering Recycling totals into Recycle Rally account	Laptop	Mr. Smith	Ms. Jones	Ms. Walker	Mr. Thomas	Mr. Fisher	n/a	n/a		
Pick up the materials stored in the trailer and haul to recycling center	Parking Lot A	Custodial Staff	Custodial Staff	Custodial Staff	Custodial Staff	Custodial Staff	Custodial Staff	Custodial Staff		
Promoting recycling by decorating bins, adding signs or attending to the bins during busy periods, such as lunch	Hallways, cafeteria, classrooms, events	Recycling Rockstars Committee	Recycling Rockstars Committee	Parent Volunteers (PTA Night)	Recycling Rockstars Committee	Recycling Rockstars Committee	n/a	n/a		
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Group Name:	Date:



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#### EXAMPLE 3 - MONTHLY ROUTINE

					WHEN / WHO						
TASK	WHERE	August	September	October	November	Decemeber	January	February	March	April	May
Clear contents of bins throughout the school, monitor contamination levels, and clean them up so they are ready to collect more recycables.	Entire School	4th Grade	5th Grade	6th Grade	3rd Grade	Custodial Staff	Custodial Staff	1st and 4th Grade	2nd and 5th Grade	3rd and 6th Grade	5th Grade
Roll a cart through the school and pick up all bags of recycables to take them to the storage trailer in the parking lot	Entire School	Recycling Rockstars Committee	Green Club	Recycling Rockstars Committee	Green Club	Recycling Rockstars Committee	Parent volunteer team	Recycling Rockstars Committee	Parent volunteer team	Recycling Rockstars Committee	Green Club
Pick up the materials stored in the trailer and haul to recycling center	Parking Lot A	Custodial Staff	Custodial Staff	Custodial Staff	Custodial Staff	Custodial Staff	Custodial Staff	Custodial Staff	Custodial Staff	Custodial Staff	Custodial Staff
Track recycling totals and enter them into the PepsiCoRecycling.com website to earn Recycle Rally rewards	Library	Mr. Johnson	Mr. Johnson	Miss Curtis	Miss Curtis	Mr. Kay	Mr. Kay	Mrs. McCoy	Mrs. McCoy	Mr. Johnson	Mr. Johnson
				EXA	MA	PLE					
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Group Name:	Date:

WHEN / WHO											
TASK	WHERE										