
Recycling Checklist

- 1) Identify a recycling coordinator
- 2) Receive approval from campus administration
- 3) Ask your lead custodian for help
- 4) Organize a recycling Green Team
- 5) Where will the small recycling boxes be located?
 Classrooms Offices Other _____
- 6) Where will the large recycling boxes be located?
 Hallways Other _____
- 7) Who will collect recyclables from classrooms?
 Green Team
- 8) Who will cart recyclables to the dumpster?
 Green Team Custodian
- 9) When will the recycled materials be collected?
 M T W T F
- 10) How many boxes will you need?
 Small Large
- 11) Review the online training
- 12) Begin recycling
- 13) Collect and dispose of recycled material
- 14) Promote your program and involve everyone



Small Boxes
Classrooms
Offices



Large Boxes
Hallways



Recycling
Dumpster



Recycling 101

If you are interested in starting a recycling program at your school, follow the checklist on the back.

Why is recycling important?

- ♻️ Reduces the amount of waste sent to landfills
- ♻️ Saves energy and reduces the pollution caused by waste
- ♻️ Conserves natural resources such as timber, water, and minerals
- ♻️ Reduces greenhouse gas emissions that contribute to climate change
- ♻️ Reduces the cost of waste collection for the district
- ♻️ Helps sustain the environment for future generations

How do I start a recycling program at my school?

- ♻️ Work with an adult sponsor or coordinator
- ♻️ Get approval from campus administration
- ♻️ Collaborate with the custodial team
- ♻️ Learn about what can and cannot be recycled
- ♻️ Find out what resources are available
- ♻️ Organize a recycling green team
- ♻️ Develop a plan, set a goal, & share it with others
- ♻️ Promote your program and involve everyone
- ♻️ Collect and dispose of the recycled material

What is a Recycling Green Team?

Green Teams are groups of green-minded students who are the stewards of the recycling initiatives at their campus. They work together with a coordinator, campus administration, and custodial team to collect recyclables, promote sustainability, and inspire students and staff to reduce their environmental impact.

