

## Spring Lake Park Schools New Enhanced Recycling Program!

Remember: Education and information to all results in a successful recycling program. Your goal is to make everyone realize their important role in making the program succeed.

### Management staff:

Make sure your superintendent knows what you are doing so that he can support the effort from the top down and mention it at meetings he is holding with staff. It is important that staff knows he fully supports the program. The superintendent may wish to send out a memo to all staff stating the importance of recycling as much as possible. Not only does recycling save money, but it is the right thing to do for our kids and the future.

### Custodial Staff Message:

Hold a meeting with your crew to highlight the fact that there have been new and additional containers placed in the lunchrooms, hallways, common areas, high-usage areas and offices. You are trying to capture all the recyclables generated from your facilities to reduce your garbage costs and the best way to do that was to add recycling containers.

Tell them you need their help to meet one of your goals, which is to reduce the cost of garbage by downsizing your trash container service. Another goal is simply to comply with state law, which requires schools to recycle. Share how recycling can reduce the cost of your garbage service. *Note: You may want to mention that you do not care if they continue to collect pop cans for themselves.*

Let them know you need their help to make sure that recycling containers are located conveniently in all the classrooms and offices. If there isn't a container where it is needed, you have more available and can provide them. *Note: Even though the program is commingled in the back, collecting materials separately helps keep the containers for paper cleaner and you don't have to line them or clean them as often as the ones for beverage containers.*

Promotion: To help promote recycling by your crew you could create a badge or button that states "Spring Lake Park Schools Recycle!" Request that everyone wear it at least the first month of school or attach it to their carts to combat the image that the custodians don't care about recycling and they throw it all away.

### Staff and Teacher Message:

The message here is, "we are recycling, we have for years, but we know we can do better!" Let them know you are working with the custodial personnel to remind them it is important that they help the school to increase recycling and reduce garbage costs. New recycling containers, particularly for beverage containers, have been added and you are boosting the education program for everyone.

We want to make recycling convenient for you if you need an additional recycling container at their desk, one will be provided by e-mailing Doug Stahl, District Facilities Supervisor, at [dstahl@district16.org](mailto:dstahl@district16.org). In efforts to maintain the highest quality of paper for recycling we request that you separate your cans and bottles and place in a separate bag or container to be placed in a beverage container bin in the teacher lounge.

Promotion: Request that they highlight the new enhanced recycling program to their students just like they review all the procedures for school. Review the locations of new recycling containers and the yes/no recycling guide.

#### PTO's and Related School Clubs:

Get the word out through the PTO so that parents know that you are emphasizing recycling at school and the benefits of doing so. Ask school clubs to help promote the new program and to assist in hanging posters. Let them know that you are open to suggestions and are looking for help in improving the recycling program.

#### Promoting the Program:

Newsletters, posters, memos, emails, announcements and posting on the web site can be used to promote your program. You could even have a panther recycling logo design contest with the students to get them involved. Have awards for different grade levels (Anoka County may have some material you could offer as prizes). The art teachers may wish to help with this project.

Distribute the yes/no recycling guide to all staff. Enlarge the list from the yes/no guide to be displayed by all copiers in the district. Let everyone know that you want the best recycling program ever, you need their help and that you welcome suggestions.

## Blue Means Recycling at Spring Lake Park Schools!

### Classrooms:

Every classroom has a paper recycling bin; it will either be a curbside recycling bin (right) or a desk side recycling bin (below). It is suggested that it be placed by the door next to the garbage can.

More desk side recycling bins are available for teachers who would like a recycling bin by their desk. If you would like an additional blue bin for your desk area or need a recycling bin for your classroom e-mail Doug Stahl, District Facilities Supervisor, at [dstahl@district16.org](mailto:dstahl@district16.org) and he will have a desk side bin delivered to you.



### Art Rooms:

Art rooms in which students do a lot of drawing and craft projects should be equipped with more and/or larger recycling containers. Most art rooms have curbside bins. The main drawing art room in the high school has larger containers (right). *It is especially important to post the yes/no paper recycling guide in rooms that use many different types of paper.* Going over the yes/no paper recycling guide with students at the beginning of the year can also help reduce contamination.



### Cafeteria and teachers' lounge:

New slim-jim recycling containers have been added for bottles and cans in the Middle, Intermediate, High, and Learning Alternatives School cafeterias. Slim-jim containers for beverage container recycling are also located in teachers' lounges throughout the district.

### Main offices, printing and copy areas:

Each administrative staff's desk has a desk side recycling bin. Paper recycling containers are located next to each printer and copy machine throughout each school. The yes/no paper recycling guide should be posted by each major copy area in each school. Recycling containers can also be found near the mailboxes for quick recycling of unwanted mail.



Conference rooms and multimedia rooms:

Sets of recycling containers are found in conference rooms and multimedia rooms, one for paper and one for cans. Depending on the size of the room, there are two options - either desk side recycling containers (below left) or slim-jim style containers (below middle). In either situation, they are properly labeled for paper or beverage container recycling. The tops of the slim-jim containers are below right.



Special meetings and events:

Please work with your custodian to make sure that enough recycling containers are present.

Special message for Spring Lake Park High School staff:

Check out the new pop bottle shaped recycling containers located throughout the main corridors, cafeteria, and entryways of the school. You can put all types of beverage containers: plastic, aluminum, and glass, in these containers. Your stadium has also received new blue hexagonal recycling containers.



Help us make our recycling program the best it can be.