

WE- cycle



Together we can make a difference.

A recycling guide for schools who receive Town of Gilbert hauling services.

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Introduction

There have been many schools that have contributed to the Town of Gilbert Environmental Services Outreach team creating this recycling guide to help enhance Gilbert's vibrant, clean, and educational communities. Through the years they have provided invaluable knowledge and experience that have made all the difference between a successful, and not so successful, program.

Thank you!

This makes this guide personalized for YOU. As this journey (and it is a journey) of setting up a proper recycling program at your school begins, please feel free to contact the Outreach team at any time with questions.

It needs to be stressed that a school must be receiving Town of Gilbert hauling services (the school's recycling and trash bins will say, "Town of Gilbert" on them) in order for this guide to be 100% accurate. The Outreach team is limited on the resources and events/presentations it can do with schools that do not receive Town hauling services.

Town of Gilbert Environmental Services Outreach Contact Information

Email: recycle@gilbertaz.gov

Phone: 480-503-6459

Website: gilbertrecycles.org



There are a million answers to this question, but what is the correct answer for you, as a school?

The best response to that: it's a fantastic learning opportunity and, when done properly, it creates cleaner operations!



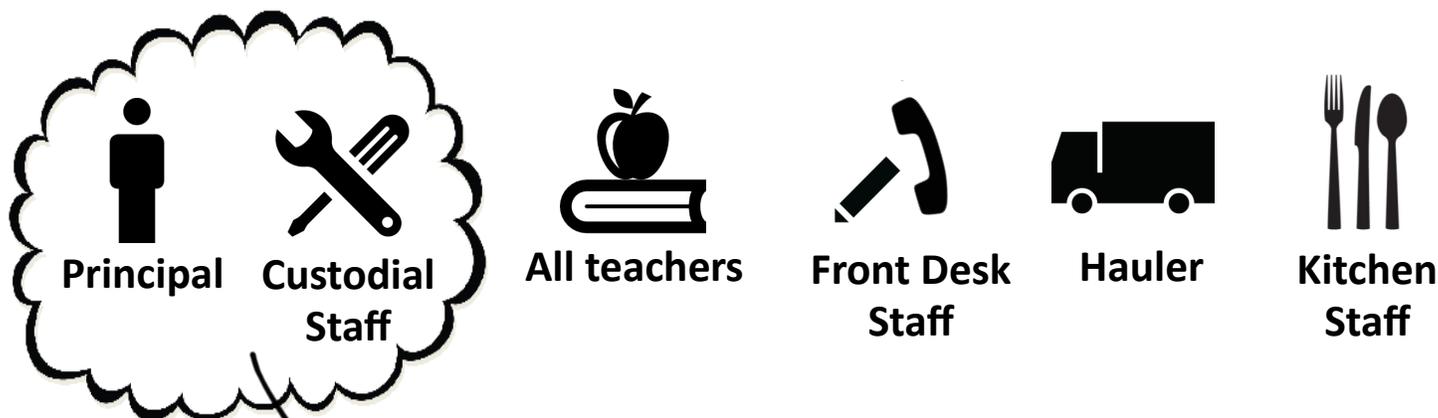
Why do it?

E-STEM and Service Learning

Recycling is a great avenue to teach science, technology, engineering, and math using the environment (E-STEM). Gilbert's eco-kits are week long lesson plans for 4th-12th grades that meet Arizona science and social studies standards through E-STEM. They can be accessed for free here: [eco-kits](#). Recycling is also a wonderful platform to actively teach citizenship, governmental relations, and how to contribute in a community. The Environmental Protection Agency (EPA) calls this service learning and put together an entire packet about it. It can be downloaded here: [EPA service learning](#).

Cleaner Operations

Recycling is clean. Paper, plastic, metal, and cardboard are generally free of liquid and food waste and are collected without plastic bags. When segregated out of the waste stream (the EPA estimates over 75% of what we consume is recyclable), there ends up being less bags of heavy, squishy, rotting black waste. Also, when there is twinning around the school (one trash bin and one recycle bin right next to each other) it provides more opportunities for students to "do the right thing", which hopefully leaves less trash on the ground!



This needs to be an integrated effort between all listed parties, but it is *highly encouraged* to have *full support* of the Principal and custodial staff!

The above people will all be playing important roles in the recycling program:

- The **Principal** will approve the program for a school-wide roll out.
- The **custodial staff** will tend to recycling bins, change out bags, and help get the bins to the curb for curbside collection.
- **All teachers** will help educate the students and each other; one or two teachers may be the sponsors of the “Green” Team.
- The **front desk staff** will field any questions from the school community or from the hauler; one or two staff members may be the sponsors of the “Green” Team.
- The **hauler**, the Town of Gilbert, will provide bins and transport the recyclables.
- The **kitchen staff** (if doing a cafeteria program) will be in charge of recycling during meals.

Without the guidance of the Principal and the help of the custodial staff it is still possible to have a program, but it will be difficult to implement it school-wide.

TIP: It can be beneficial to have the support of 5-10 students in a “Green” Team to help with weekly collections *before* starting the program.

If you cannot find interested students, or you cannot get Principal and/or custodial support, it may be time to regroup and try again later!

Who needs to be involved?



1. Take a count of how many recycling bins are in the school, what size they are, and where they are located.

- Historically, GPS, HUSD, and charter schools, upon signing up for service, were all given one (1) desk side recycling container for each classroom and one (1) desk side for each office.
- Desk sides must be emptied into larger bins for collection by trucks, so there should also be 95-gallon (residential sized) containers and/or a 300-gallon sized container.
- Some schools have a 6-yard next to the trash dumpsters for collection of large, corrugated cardboard pieces.

**Please see page 10 for a diagram of the different sized containers.*



Establish a

baseline

2. Conduct a waste audit to determine what type of materials are flowing through the school.

- This is the first great teaching opportunity for students of all ages.
- Some great examples of a waste audit lesson plan are:
 - [Oregon Green Schools](#)
 - [Green Flag Schools](#)
 - [Earth Team Environmental Network](#)

**Keep in mind these were chosen to work best for the recycling/hauling services the Town of Gilbert provides. While free composting bins are available, most schools do not utilize them so organic waste will need to be incorporated into trash waste.*

- Next, do the same audit but with recycling bins (if present). The best thing to do is to divide the recyclables between the main categories: aluminum/metal, glass, paper, cardboard, and plastic, with a final contamination pile.
- A simple chart based on weight can be created and compared to the EPA's average school waste stream, available on the [Oregon Green Schools](#) site.

3. Understandably, a comprehensive audit may not be possible for a school. In this case it is recommended that those who are starting the program perform a visual audit.

- Make sure to visit all areas where recycling is/might be implemented, including: classrooms, hallways, outside, teacher's lounge, front desk area, kitchen, and cafeteria.
- Take note of problem places, materials present, and contaminants in each area.

Set GOALS

Do...



Don't...



1. Actually make goals!

Many schools never bother making a goal and so they have a hard time accessing the success of their program.

2. Start simple.

Don't try to recycle all materials at once. Introduce materials one at a time, making sure the students understand before adding in more items.

3. Make it quantifiable.

Using numbers is not only great for a math lesson, but it makes it more tangible for students. Try to get all classrooms to participate, or fill the recycling bin X amount of times each week!

4. Track it.

Keep a chart somewhere in the classroom or front office to showcase the progress the school has made.

5. Have fun!

Have a competition between teachers, offer up a prize, or make it a game! The more invested the students, the more successful the program.

1. Get overwhelmed.

There is a lot of material that is recyclable and the rules can change quickly. Ask the Outreach team if you have any questions or concerns.

2. Become discouraged.

No matter how good the school is, sometimes the recycling gets contaminated and recyclables end up in the trash. No one is perfect!

3. Segregate items.

We have commingled collection in the Town, meaning all of the recyclables can go together in the bin. No need to separate glass, paper, metal, cardboard, etc.!

4. Do everything yourself.

If there is no support from the Principal, custodial staff, and/or other teachers, rethink starting up a school-wide program.



*Remember: it is WE-cycle,
not ME-cycle!*

What goes *in*?⁸

Aluminum/Metals

**Labels and/or tops or lids on containers is okay.
Leaving some residue in containers is okay.*

- Cans
- Clean aluminum foil
- Food/liquid containers
- Empty aerosol cans



Paper

**Paper cannot be wet/get wet or it can't be processed correctly at the recycling facility. Loose leaf paper may have staples and/or clips as the facility is designed to remove these items.*

- Computer paper
- Construction paper
- Junk mail
- Magazines/catalogues
- Newspapers
- Any soft bound books (for hard bound please remove the cover, spine, and glue before recycling)
- Telephone books
- Shredded paper in a clear plastic bag (the only time plastic bags are accepted)
- Milk/juice cartons



Cardboard

**Some schools may have a 6-yard located outside for cardboard. This is only for large, corrugated pieces.*

- Food/liquid boxes
- Facial tissue boxes
- Bathroom/paper towel rolls
- Corrugated storage boxes
- Shipping/moving boxes



Glass

**Labels and/or tops or lids on glass containers is okay.
Leaving some residue in the containers is okay.*

- Food/liquid bottles
- Condiment containers



Plastic

**Hard plastic is when you flick the item and it makes a "thud" noise. Leaving some residue in the containers is okay.*

- Bottles/jugs
- Hard plastic
- Plastic silverware
- Empty glue sticks
- Empty glue bottles
- Empty paint bottles
- Clamshells
- Produce containers (please remove absorbent lining)



Bin me!

If the school has Town services, call 480-503-6400 to arrange for delivery of free bins.

Almost all schools arranged for delivery when they first opened; please be mindful of Town resources and ask around the school for the bins before calling!



Desk side

Good for: desks, offices, classrooms, individual use; all recyclables.
Can it be picked up at the curb?: No! Contents from these bins must be emptied into something larger for collection.



95-gallon & 65-gallon

Good for: front office, hallways, cafeteria/kitchen; all recyclables.
Can it be picked up at the curb?: Yes! Both of these bins are capable of curbside pick up.

**Both the 65-gallon and 95-gallon are considered "residential" bins, with 95-gallon being the more common.*



300-gallon

Good for: outside by dumpsters, playground/outside areas; all recyclables.

Can it be picked up at the curb?: Yes! This bin is capable of curbside pick-up by trucks.



**6-yard
Cardboard Only**

Good for: outside by dumpsters; cardboard only.

Can it be picked up at the curb?: Yes! This bin is capable of pick-up by trucks.

**If the school frequently creates a lot of cardboard waste it is better to have a cardboard 6-yard than attempting to cut down the boxes and put them in bins.*

Alternatives

In reality, one desk side container is not enough for a classroom. But the Town has limited resources. To help we suggest painting/covering boxes, Brutes, containers, buckets, etc. in blue to make more recycling bins. They work just as well and they're a fun project for students! The most important factors are accessibility (right size) and color (recycle blue).

Remember: these containers need to be easily emptied into an approved bin for curbside collection, so keep that in mind when designing!

Opportunities for Recycling



Suggested Bins

- (1) desk side recycling bin
- (1) “Good on one side” (GOOS) paper box
- Additional decorated boxes/containers for added recycling bins
(See page 10)

Bin Placement

Place the recycling bin either at the front of the room for easy access, next to the teacher’s desk for easy monitoring, or have it rotate to be near a “Green” monitor for the week so he/she can help peers correctly sort recyclables.

Suggested Signs

- (1) sign over the recycling bin
- (1) sign over the trash
- (1) larger poster/installment about recycling or sustainability

Signs are imperative for the success of a program. See gilbertrecycles.org for sign examples and layout suggestions.

Collection

The bins should fill up often, so it is important to empty into larger collection containers, preferably in the hallway. Either, A. designated student(s) from class empty the bin into larger hallway bin or, B. the school’s “Green” Team empties the containers for collection each week.

Common Items

- Paper..... 
- Pencils..... 
- Markers..... 
- Glue stick..... 
- Glue bottle..... 
- Tissues/Kleenex..... 
- Paper towels..... 
- Candy wrappers..... 
- Food waste..... 
- Water bottles..... 
- Cardboard..... 
- Hard plastic..... 
- Post Its..... 

Tips & Tricks

- Keep the recycling bin twinned with the trash bin for easy access.
- Make one of the classroom duties recycling monitor to help with collection.
- Make it part of the routine; establish a habit from day one.
- Practice what you preach!
- Use GOOS paper for assignments.



Classroom Plan



Suggested Bins

- (1) 95-gallon residential bin in each major hallway.
(See page 10)

Bin Placement

At the ends of each major hallway for easy access by the classrooms in that area. It is best to twin it with an existing trash can so students have the opportunity to “do the right thing” when throwing an item out.

Suggested Signs

- (1) large sign over the twinned recycle and trash bin.
- Additional signs and/or posters in the hallway.

Signs are imperative for the success of a program. See gilbertrecycles.org for sign examples and layout suggestions.

Collection

The responsibility of collecting the hallway bins should be on the “Green” Team or volunteers. With wheeled residential containers it is easy for them to take the bins to the curb once a week for collection. If no Green Team can be assembled then it will be left for either teachers or custodial staff.

Common Items

- Paper.....
- Pencils.....
- Markers.....
- Newspaper/Magazines.....
- Water bottles.....
- Capri Sun/Drink pouches.....
- Paper towels.....
- Cardboard.....
- Food waste.....
- Folders.....
- Candy wrappers.....
- Hard plastic.....
- Post Its.....



Tips & Tricks

- Keep the recycling bin twinned with the trash bin for easy access.
- Keep the bins in the exact same place to help form a habit.
- Create large posters directing students to the recycling bin.



Hallways Plan



Suggested Bins

- (1) 300-gallon bin.
- 95-gallon bin(s) where necessary (picnic area, veranda, etc.).

(See page 10)

Bin Placement

The 300-gallon should be placed in a universal location close to the school for easy transportation to curbside collection site.

If there is an additional site where a lot of food/containers are consumed a 95-gallon should be twinned with existing trash bins.

Suggested Signs

- (1) large sign affixed to the lid of the 300-gallon bin.
- Additional signs by any twinned recycle and trash bins.

Signs are imperative for the success of a program. See gilbertrecycles.org for sign examples and layout suggestions.

Collection

The responsibility of collecting the outside bins should go to custodial or maintenance staff. The 300-gallon bins are large and can be hard to maneuver for students.

Common Items

- Paper..... 
- Soda cans..... 
- Water bottles..... 
- Candy wrappers..... 
- Capri Sun/Drink pouches..... 
- Food waste..... 
- Gatorade/drink bottles..... 
- Green waste (grass, etc.)..... 

Tips & Tricks

- Focus on drink containers outside; this is a prime spot for disposable water bottles.
- Make sure containers are empty before recycling; a little bit of liquid is fine but it cannot be half full!
- If possible, have all students pick up at least one recyclable/piece of trash before leaving recess to help out. Outside spaces are large!



Outside Plan



Suggested Bins

- (1) 95-gallon residential bin or repurposed Brute.
(See page 10)

Bin Placement

Near the paper cutter or mailboxes. Both of these areas generate a significant amount of paper waste, which is one of the easiest materials to recycle.

Suggested Signs

- (1) large sign over the twinned recycle and trash bin.
- Additional signs and/or posters in the lounge discussing the program and listing resources for more information.

Signs are imperative for the success of a program. See gilbertrecycles.org for sign examples and layout suggestions.

Collection

This bin can either be collected by the “Green” Team or, if it is unfavorable to have students in this area, the custodial staff. It could also be placed outside the doorway each week for collection by the “Green” Team to avoid them going into the lounge.

Common Items

- Paper.....
- Envelopes (even w/ windows).....
- Water bottles.....
- Newspaper/Magazines.....
- Styrofoam (cups, etc.).....
- Paper to-go cups.....
- Plastic to-go cups.....
- Tissues/paper towels.....
- Food waste.....
- Folders.....
- Wrappers/chip bags.....
- Laminating plastic.....
- Cardboard.....



Tips & Tricks

- If using a Brute, make sure it is clearly marked (preferably wrapped in blue paper or painted). Black Brutes with recycling signs have caused confusion.
- If there is a restroom, hang a recycling sign in the stall(s). It’s a great way to have the information read!
- Establish a GOOS box here as well; the unused side of a piece of paper can be utilized for many things!

Common Items

Suggested Bins

- (1) desk side bin for each person.
- (1) 95-gallon residential bin.
(See page 10)

Bin Placement

Desk sides should be under each person’s desk. The 95-gallon bin should be placed out of the way and used for dumping smaller bins into.

Suggested Signs

- (1) cheat sheet sign for each desk.
- (1) sign attached to the lid of the 95-gallon bin.

Signs are imperative for the success of a program. See gilbertrecycles.org for sign examples and layout suggestions.

Collection

The responsibility of dumping the desk sides into the 95-gallon bin should fall to the owner of the desk side. The 95-gallon bin can be collected by the “Green” Team each week and taken to the recycling pick up spot.

- Paper..... 
- Envelopes (even w/ windows)..... 
- Water bottles..... 
- Newspaper/Magazines..... 
- Styrofoam (cups, etc.)..... 
- Paper to-go cups..... 
- Plastic to-go cups..... 
- Tissues/napkins..... 
- Food waste..... 
- Folders..... 
- Wrappers/chip bags..... 
- Stickers..... 
- Soda/tin cans..... 
- Ziploc/plastic bags..... 

Tips & Tricks

- Have only recycle desk side bins under each desk and only one large trash bin. Most of what is used is recyclable so doing this makes that option more convenient!
- Did you know: shredded paper can go in the recycling bin as long as it is in a clear, plastic bag? This is the only time plastic bags can be put in the blue bin!

Suggested Bins

- (1-2) desk side bins.
- (2-4) converted Brutes or 95-gallon bins.
(See page 10)

Bin Placement

At the ends or between preparation tables. Since the recyclables can be bulk-sized it is highly suggested that there is a minimum of (2) bins to accommodate the volume. There can also be a desk side located in the Manager's office and/or where staff have meals.

Suggested Signs

- (1) large sign in a visible area.
- (1-3) smaller, laminated signs that can be taped to tables.

Signs are imperative for the success of a program. See gilbertrecycles.org for sign examples and layout suggestions.

Collection

Most kitchens have access to the back area. If the recyclables are collected in Brutes, each day staff can take the recyclables to a larger collection container. If they are collected in 95-gallon bins, they can be rolled out to the curb when they are full. Cardboard can be piled by the door or outside to be placed in the 6-yard cardboard container.

Common Items

- Parchment paper.....
- Tin cans.....
- Plastic containers.....
- Clamshells.....
- Aluminum foil.....
- Plastic gloves.....
- Absorbent produce liners.....
- Plastic utensils.....
- Food waste.....
- Bleach/detergent bottles.....
- Wax paper.....
- Cardboard.....
- Glass jars.....



Tips & Tricks

- If needed, provide signs in dual languages.
- Quickly wash out large tin cans/plastic containers to minimize odors.
- Utilize a 6-yard cardboard container to free up more space in bins.
- Convert Brutes to recycling bins by covering them in blue paper/painting them. This way they can stay on wheels and be easily moved around the kitchen.
- Plastic liners are allowed IF they are clear and easily ripped; no thick poly bags!



Kitchen Plan



Suggested Bins

- (2-4) Converted Brutes or 65-gallon bins.
- (2-4) Slop buckets.
- (1-2) 300-gallon bins.

(See page 10)

Bin Placement

It is important to note that in order to have a good cafeteria program, sometimes the entire footprint of the cafeteria needs to be changed. The best system we found is displayed on page 19. The 300-gallon bin(s) will be placed outside for dumping bags of recyclables into for collection.

See page 19 for more details!

Suggested Signs

- (2-4) signs at each recycling and trash bin, one on each side of the bin.
- (2-4) slop bucket signs, one for each side.
- Optional: Large posters placed around the school.

Signs are imperative for the success of a program. See gilbertrecycles.org for sign examples and layout suggestions.

Collection

Custodial/maintenance staff should be responsible for pulling bags of recyclables and trash out of the bins during lunch and taking them to the appropriate bins outside.

Common Items

- Water bottles.....
- Milk/juice cartons.....
- Napkins/paper towels.....
- Paper lunch bags.....
- Styrofoam.....
- Plastic utensils/straws.....
- Juice/fruit pouches.....
- Wrappers.....
- Food waste.....
- Chip bags/Ziploc bags.....
- Plastic containers/lids.....
- Clamshells.....



Tips & Tricks

- Have back up bins ready for when the ones out get full.
- Elect to convert Brutes to easily identified recycling containers; they are much easier to reach for smaller students.
- Utilize the “Green” Team to help other students recycle their trays properly.
- Cut holes into a cart to fit the slop buckets. This way buckets won’t tip easily and the cart can be wheeled to the kitchen for disposal.

See next pages 19 & 20 for more info on cafeteria recycling programs!

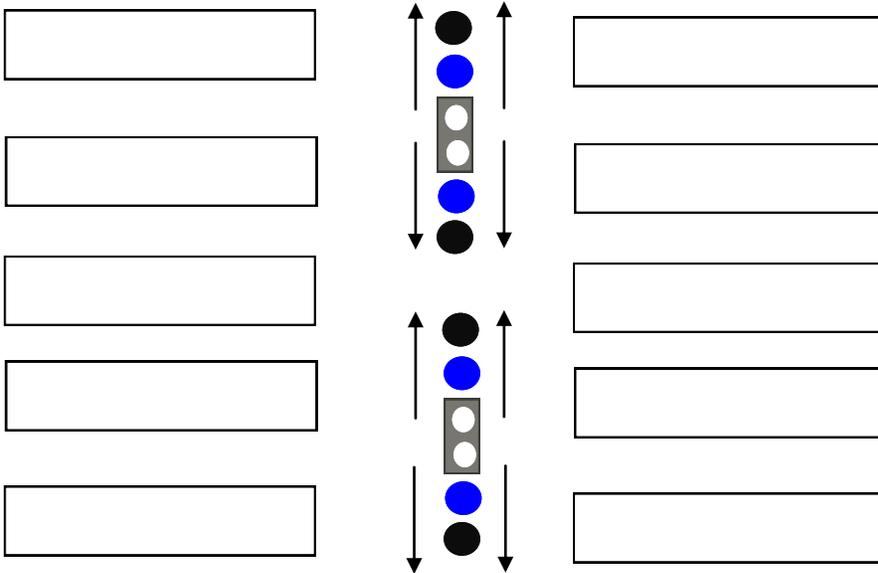


Cafeteria

Plan 1



Recommended Table Set Up



- One main center aisle where all bins are placed.
- It's **strongly encouraged** that students are allowed to get up and get their own utensils/sides.
- Students need to dispose of their liquids/recyclables/trash whenever they are done eating, **NOT** all at once. **If they leave all at once it will cause a back up!**
- Students leave their table and dispose of their liquids first in the slop bucket, then recyclables next, and finally the rest goes in trash.
- There can be four lines at once: two on one side of the cafeteria, exiting up and down, and two on the other side, exiting up and down.



One full station with both a converted Brute and a 65-gallon bin.

KEY



Changes to the cafeteria layout and flow are best done at the beginning of a semester to cause less confusion.

It is challenging at first, but after two weeks our staff saw the majority of students had adapted!



Slop buckets with cart.

Cafeteria Plan II



It's a team effort!

- **Kitchen Manager:** approves the program and helps out where needed. Properly disposes of the liquid waste.
- **Custodial/Maintenance staff:** empties full bags of recyclables/trash and takes them outside to the appropriate bins.
- **Cafeteria aids/teachers:** assist students with recycling.
- **Students:** get up to get their own utensils, sides, etc. so that aids/teachers can assist with recycling. Get up when they are done and recycle their lunch!
- **"Green" Team:** if approved, after their lunch is finished, puts on gloves and helps younger students recycle. Can be rewarded by Kitchen Manager and/or teachers with a free cookie, leaving 5 minutes early for lunch, etc.

Common Questions

- **"Don't the recycle bins get smelly?"** They can, which is why we suggest liners. Clear, easily ripped liners are okay. No thick poly bags, please!
- **"Can I do this without all above stakeholders involved?"** Expect to be doing A LOT of work on your own. It is **highly encouraged** to have involvement from all stakeholders before starting.
- **"Will this cause delays in the schedule?"** For the first few weeks, probably. Like any new system it takes time to learn, but once it is learnt it takes no longer than throwing everything away.
- **"Does it work with younger students?"** They can have a difficult time balancing the trays with all of the containers. Don't do everything for them; hold their trays while they sort things out!
- **"Does the bin order matter?"** Yes! Students must dump liquids before they can recycle, and then we encourage recycling more than trashing. At one point one of the pilot schools switched the recycle and trash bin order by accident. There was a lot of confusion that day!
- **"I thought you can recycle Capri Suns?"** Terracycle is a popular program for collecting non-recyclable items and earning money. Many schools have collected them in the past and it creates a false idea that they are recyclable in blue bin programs. *(See bottom of page 9 for more info!)*
- **"What if we contaminate the recycling?"** A little food left in the containers is okay; if it is drenched in dressing (a common problem) go ahead and toss it. Also, don't go diving into bins to retrieve a couple of stray wrappers! A little contamination is fine.
- **"Can I just Google images for the posters?"** No! The students frequently look at the signs to help them recycle and it is best if the images they see are the exact items they have on their tray.
- **"Can I do it for the students to speed things up?"** No! If you do it for them they will never learn. Help guide, but doing it for them will only cause more problems in the long run.

A big, "Thank you!" to Val Vista Lakes and Oak Tree Elementary for piloting the cafeteria recycling program. Without them this guide would not be as informative or complete!



Working with the hauler

Coordinating Pick-Up

- The Town will provide the school with a pick-up day and schedule after the program is set up.
- Some schools are better oriented for pick up than others. Some have limited space in their parking lots and it can be difficult to decide when/where to place the bins. Please contact Outreach staff in order to set up services that meet both the hauler's and school's needs!

Bin Placement

- Recycling bins must be the Town provided 65-gallon or larger in order to be picked up.
- These bins must be rolled outside to the curb and placed no less than (1) foot apart so that the truck's automated arms can get around each bin.
- If the school has a cardboard 6-yard it will generally be located by the trash 6-yards on a designated concrete slab.
- It is important that bins and 6-yards are unblocked and clear of debris that would prevent the truck from picking them up. Also, if the gate has a lock, it must be open and waiting for service.
- Bins must be able to close their lids and no material can be jutting out. If a bin or 6-yard is overfull, or there are obvious contaminants, the bin or 6-yard will NOT be serviced.

The Cost

- Recycling is **FREE** to schools! It is important to the Town of Gilbert that all residents are able to help reduce, reuse, recycle and that they are exposed to educational opportunities on why these behaviors are important.

From the curb recyclables are taken to the Materials Recovery Facility, or MRF. The MRF the Town works with is operated by ReCommunity. They have fantastic online resources that show students what happens to their materials when they are recycled.

You can access the materials by clicking their icon!



This is
WE-cycle
 not
YOU-cycle.

There are many resources to help *grow* recycling at your school. Here are a few *branches* the Town provides!

Supportive services



Presentations



- The Town has created engaging, interactive Prezi presentations for all grade levels.
- Content is adaptable but will always cover reduce, reuse, recycle behavior.
- Outreach staff is also available for events, science/art nights, carnivals, and assemblies.
- Click the Prezi logo to request a presentation today!

Newsletter



- The newsletter is emailed once a month. It contains pertinent information about recycling and sustainability programs, events, and opportunities in the Town.
- Email recycle@gilbertaz.gov if you are not receiving the newsletter and would like to. Visit gilbertrecycles.org to see past editions of the newsletter.

Eco-Kits



- Eco-kits are week long lesson plans that meet Arizona state science and social studies standards. They compliment recycling education and bring the habit right into the classroom.
- They focus on E-STEM: learning traditional STEM through the environment. They are free and you don't need to work a presentation into your busy schedule.
- Click the Town of Gilbert logo to request a free eco-kit today!

Pinterest



- The Outreach Pinterest page has boards for classroom and curriculum ideas; reduce, reuse, recycle inspiration; and recycled art, amongst other things.
- Boards are updated daily and compliment current initiatives in the Outreach program.
- Click the Pinterest logo to access our page and start pinning great ideas!

“Green” Team



- A group at school that focuses on setting the tone for the sustainability/recycling initiatives.
- The Town is happy to work with these groups to coordinate recycling efforts, plus we might have a reward for those who participate!
- Click the recycling symbol for information on how to start a “Green” Team at your school!



Check it out!



Auditing

- Take the opportunity to periodically audit the recycling and trash bins with the same methods used on page 6, “Establish a Baseline”.
- Compare the results from the observations recorded before the recycling program was implemented.
- Let everyone know how it is going: if the numbers have improved, congratulations! If they are the same or worse, take a few minutes to discuss areas of concern and opportunity. If needed, reset goals.

Don't forget, Outreach staff is here to help! If the school is stuck, give us a call!

Measure up to other schools

The school is going green, so get some credit for it! Check out these competitions and opportunities that have a multitude of prizes, some even cash, for recycling at your school.

- [President's Environmental Youth Award](#)
- [Recycle Bowl](#)
- [Great American Can Roundup](#)
- [Keep America Beautiful National Awards Program](#)
- [American Forest and Paper Association Recycling Awards](#)
- [The Coca-Cola Foundation Keep America Beautiful Bin Grant Program](#)
- [Green Education Foundation Green In Action Awards](#)
- [Captain Planet Foundation](#)
- [Terracycle](#)

A simple search for recycling grants on Google will produce a multitude of results, including many fantastic informational resources.

Remember: Recycling and sustainability should be educational, operational, and FUN! If there are any tips, tricks, or edits your school can provide to Outreach staff, we are more than happy to read them.

Happy recycling!

Definitions & Resources

Definitions:

- **Boards (Pinterest):** boards on Pinterest are places where you put pins, or visual bookmarks, from around the web. Boards can have any theme, from “Places I’d Like to Visit” to “Interesting Animals”.
- **Commingled collection:** a system in which all paper, plastics, metals, and other containers/materials are mixed in a collection truck. They are then sorted into commodities at the Materials Recovery Facility.
- **Curbside collection:** the process of having waste or recycling picked up at the curb. In Gilbert, curbside collection is when a bin is placed out, wheels against the curb, bins at least 1-foot apart, for collection.
- **E-STEM:** learning science, technology, engineering, and math through the environment.
- **Eco-kits:** (5) day lesson plans for fourth-twelfth grade that meet Arizona science and social studies standards. They include objectives, lesson plans, videos, graphs, work sheets, experiments, etc. The Outreach staff created the eco-kits in summer 2013.
- **Environmental Protection Agency (EPA):** an Agency of the United States federal government whose mission is to protect human and environmental health.
- **“Good on one side” (GOOS) box:** a box where students or staff can place paper that was only used on one side so that it can be used again before recycling.
- **“Green” Team:** a group of students, teachers, and/or staff at a school or facility that work together to create the school or facility’s sustainability objectives. They then execute those objectives and help educate the community about recycling and sustainability.
- **Green waste:** biodegradable waste that can be composed of garden or park waste, such as grass or branches.
- **Hard plastic:** plastic that cannot be easily rolled into a ball; hard plastic, when flicked, makes a dull “thud” noise. An example of a hard plastic is a milk jug.
- **Hauler/hauling services:** the organization that hauls trash and recyclables from commercial sites to a transfer station or landfill. The Town of Gilbert is a hauler with its own fleet (truck) services.
- **Materials Recovery Facility (MRF):** pronounced “merf”; specialized facilities that receive, separate, and prepare recyclable materials. The MRF for the Town of Gilbert is ReCommunity. Here recyclables are sorted by both machines and people; almost every recyclable that goes through the MRF is touched by a human hand at some point in the process.
- **Pinterest:** a site where people can create profiles to pin interesting information (articles, recipes, curriculum, DIY’s, etc.) on boards.
- **Prezi:** an interactive presentation that goes beyond the traditional Power Point slide presentation; it allows the creator to zoom in and out of a presentation and work “outside the lines”.
- **Service learning:** teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities (definition courtesy of Learn and Serve America National Service Learning Clearinghouse).

- **Soft plastics (sheet plastic):** plastics that can easily be rolled into a ball; cannot flick them; examples include Ziploc bags, plastic wrap, bubble wrap, shrink wrap, plastic bags, etc.
- **Slop buckets:** buckets where students pour leftover milk, juice, water, and other liquids in order to recycle the container.
- **Twin/twinning/twinned:** taking a recycle bin and pairing it with a trash bin; twinning gives people the opportunity to “do the right thing” and make it easier to recycle.

Resources (in order they appeared):

- Page 4, eco-kits: <https://adobeformscentral.com/?f=3HAfkZxYuVRBjlCvaBGWIA#>
- Page 4, EPA service learning: <http://www.epa.gov/wastes/education/teens/pdf/svclearn.pdf>
- Page 6, Oregon Green Schools: <http://oregongreenschools.org/school-tools/waste-audits/>
- Page 6, Green Flag Schools: <http://www.greenflagschools.org/RRRWasteAudit.htm>
- Page 6, Earth Team Environmental Network: http://schools.stopwaste.org/images/stories/Documents/How_to_Run_A_Waste_Audit_2010-11.pdf
- Page 9, TerraCycle 1: <http://www.terracycle.com/en-US/brigades/writing-instruments-brigade-r.html>
- Page 9 & 23, TerraCycle 2: <http://www.terracycle.com/en-US/>
- Page 21, ReCommunity logo: <http://www.recommunity.com/education/>
- Page 22, Prezi logo: <https://adobeformscentral.com/?f=VH4GVvRcJDt5atziNEvzWQ#>
- Page 22, Adobe logo:
- Page 22, Town of Gilbert logo: <https://adobeformscentral.com/?f=VH4GVvRcJDt5atziNEvzWQ#>
- Page 22, Pinterest logo: <http://www.pinterest.com/GilbertDIY/>
- Page 22, Recycling symbol: <http://www.greenschools.net/article.php?id=361>
- Page 23, President’s Environmental Youth Award: <http://www2.epa.gov/education/presidents-environmental-youth-award>
- Page 23, Recycle Bowl: <http://recycle-bowl.org/>
- Page 23, Great American Can Roundup: <http://www.cancentral.com/recycling-sustainability/programs-initiatives/great-american-can-roundup>
- Page 23, Keep America Beautiful National Awards Program: http://www.kab.org/site/PageServer?pagename=grants_national_and_affiliate_awards
- Page 23, American Forest and Paper Association Recycling Awards: <http://www.paperrecycles.org/recycling-awards/recycling-awards-faq>
- Page 23, The Coca-Cola Foundation Keep America Beautiful Bin Grant Program: <http://bingrant.org/apply-for-grant/>
- Page 23, Green Education Foundation Green In Action Awards: <http://www.greeneducationfoundation.org/greenweek/contests/green-in-action-contest/2014-winners.html>
- Page 23, Captain Planet Foundation: <http://captainplanetfoundation.org/apply-for-grants/>

