



# Checklist For A Better Recycling Program

## Basic

---

- Bin Location – Is Your Bin Visible?  
Can the community and parents access the bin conveniently?  
Is it placed in an area that will promote your program?
- Letter to Parents  
An easy way to spread the word, send a note home with the students.
- Present Program at Faculty & Staff Meeting  
Notify everyone at school what type of recycling programs you have.  
Do they know that their participation can affect your fundraising abilities? Incorporate it into yearly orientation.

## Intermediate

---

- Place Aluminum Recycling Receptacles in Major Congregating Areas  
By providing recycling containers, you make it convenient for others to recycle after they've consumed a beverage.
- Address the PTA / PTO / Home and School Committee  
Raise awareness to help raise funds. Generate enthusiasm to assist your recycling efforts.
- Write School and District Newspaper Article
- Reminder Announcement on PA system or Cable TV Channel

## Advanced

---

- Notify Neighborhood and Local Businesses  
Have students write articles for the local Home Owner's Association newsletter, community newspaper or letters to local businesses.