



Sample Principal Email to Staff about Recycling

Note: Depending on your school's recycling program, this email may need to be revised. Check with your Green Schools representative for help.

Teachers and Staff:

You may have noticed a few changes in the recycling program at our school. Due to participation in the King County Green Schools Program, we have improved our recycling practices. I am counting on you to set a good example for our students and to help them to recycle.

IN CLASSROOMS

- Durable recycling containers are in classrooms that previously did not have containers.
- Stickers were placed on recycling containers listing what can and can't be recycled.

IN COMMON AREAS AND CAFETERIA

- Durable recycling containers for recycling plastic bottles and cans have been added, along with containers for emptying leftover liquids from milk and juice cartons, bottles and cans.
- Each type of container has been marked with a sticker.

RECYCLING REMINDERS

PAPER

Recyclable: Copy paper, newspapers, magazines, sticky notes, envelopes (windows are OK), junk mail (staples are OK) and cardboard.

Not Recyclable: Candy wrappers, paper plates, napkins, tissues, paper towels.

PLASTIC BOTTLES, ALUMINUM CANS and MILK CARTONS

All are recyclable except Capri-Sun juice containers

- Empty leftover liquids before recycling.
- Straws and caps should be placed in garbage cans.

If you have questions, contact me or the Green Schools team leader, _____, at _____.

Thank you for recycling and for helping your students to recycle.