



Staff Meeting Presentations: How to present about Waste Reduction and Recycling

Teacher and staff support for waste reduction and recycling practices is critical. They are role models for the student body. Presenting information about school-wide changes in a clear, concise fashion will help staff understand and support new practices.

Follow the steps below to prepare and present conservation information at staff meetings.

<u>Resources that you will need</u>	
<u>Material resources</u>	<u>People resources</u>
<ul style="list-style-type: none"> - Recycling container - Recycling sticker examples - Bag of common recyclables: these belong in recycling containers <ul style="list-style-type: none"> * Paper, plastic bottle, aluminum can, milk carton, juice box - Bag with common contaminants: these belong in the garbage <ul style="list-style-type: none"> * Paper towel, cap, straw, candy wrapper, chip bag 	<ul style="list-style-type: none"> - 10 minutes to prepare - 10 minutes for presentation

Preparation for staff meeting

1. Get on the agenda. Time the presentation to precede a recycling kick-off event so that staff members can be role models for the changes.
2. Gather samples of what can and can't be recycled to show during the presentation. See the list above of five recyclable items and five common contaminants.
3. Consider what the staff will need to know about the selected waste reduction practices that the school has decided to implement. For example, if the school wants to reduce unwanted newspapers, be prepared to brainstorm with teachers how to share newspapers or access them online.
4. Know how improved recycling and waste reduction practices will benefit the school and the environment. Visit the [Recycling Toolkit page](#) to see *Fast Facts about Waste Reduction and Recycling*.
5. Consider having a student or student club members help with the presentation.

At the staff meeting

1. Let teachers know how valuable their behaviors are as a role model for their students. Also note that this should not be time-consuming for them and that all staff is expected to recycle.
2. Share information on the why, what, where, and how of the new or improved practices, focusing on how teachers will be affected and how they can support the program. Note that garbage and recycling containers should be placed side by side in each classroom.
3. Engage the staff with a speed quiz on recyclable materials. Hold up each recyclable material and each contaminant (e.g., a cap, a straw), then ask for a thumbs up or a thumbs down to quickly assess current knowledge.
4. As needed, sign up staff volunteers to help with planning, student engagement, or a promotional campaign or kick-off event.

If questions arise during the staff meeting that you cannot answer, your Green Schools representative will help find the answers for you.

After the staff meeting

1. **Keep staff informed** about waste reduction and recycling efforts and successes. Schedule a quarterly 5-minute announcement to: a) review what materials are recyclable; b) share the school's current recycling rate and how much it has increased since improvements were initiated; and c) let them know which waste reduction practices have been successful and/or which new practices you would like them to follow.
2. **Regularly promote** waste reduction and recycling practices to the entire school community. Make PA or assembly announcements, include updates in student, parent and staff newsletters, or use other communication methods. For more tips, see *Communication Cycle* on the [Recycling Toolkit page](#) of the Green Schools website.

For more ideas and information, call your Green Schools representative and visit the [Green Schools website](#).

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