



Sample Green Team Meeting Agendas

Meetings to build excitement and establish expectations

- You can use your first meeting to discuss student interests, ideas, and goals.
- Consider asking students to complete an application or pledge form to build commitment and communicate expectations.
- Teams may choose to brainstorm their own list of team norms, expectations, and goals.
- To build team identity, complete an activity such as selecting or creating a team name, logo, or slogan. This branding can be used in education and outreach.
- Develop a list of desired projects for the year, and decide which projects will be priorities.
- Create a calendar of team activities or projects, with the goal of completing one activity, a small project, or one step toward a larger project each month.

Meetings to build awareness and increase knowledgeable about waste reduction, recycling, energy and water conservation, or other conservation practices

- Create a skit or video to share information and inspire conservation behaviors.
- Train students by sorting items commonly found in school recycling, trash, and compostable material bins.
- Use items collected from school trash and recycling bins to make 3-dimensional posters (such as those shown to the right) to post above cafeteria garbage and recycling bins. Ask the Green Schools Program for information about what items can be recycled in your school.
- Create posters to educate and remind students and staff about why conservation practices matter and how to reduce waste, conserve energy, conserve water, and engage in other conservation practices.



Meetings to examine school waste

- Check with administrators, custodians, and teachers before completing this activity. Explain that students will examine school recycling and trash practices to monitor and encourage school-wide waste reduction and recycling.
- Ask student teams to complete a "scavenger hunt" in each classroom, office, and hallway. Scavenger questions may include the following.
 - Is each garbage bin next to a recycling bin?
 - On or above each recycling bin, is there list of what materials are accepted for recycling? Note the number of recycling signs needed in each room.
 - Did students and staff sort items correctly?
 - Does each classroom and office space have a reuse box for paper that's only used on one-side? If yes, where is it located?

- Review scavenger hunt data to identify areas for improvement in school recycling and waste reduction practices.
- Broadcast results and encourage every school community member to practice simple everyday actions to reduce waste, recycle, conserve energy and water, and other conservation practices.
- Contact your Green Schools Program representative to request materials such as recycling signs or bins or energy and water conservation signs.

Meetings to plan an all-school recycling kick-off

- Plan a recycling kick-off event to educate students and staff about waste reduction and recycling and to promote any new or improved practices.

Meetings to plan a student-led staff meeting presentation

- Since staff members play a key role in ensuring long-term recycling success, educate staff on what can and can't be recycled at school. Having students plan and present at a staff meeting can empower students -- and staff listen!
- Establish roles for students. Practice the presentation so students feel comfortable.

Meetings to make one-sided paper reuse trays to reduce school paper waste

- Make visually consistent G.O.O.S. (Good on One Side) paper reuse trays to place in classrooms, offices, and school library. Get permission from each teacher or office staff before placing a box in their space.
- Use empty printer paper box lids to make the G.O.O.S. boxes, and attach a visually consistent label or logo.