



## “Zero Waste” Locker / Cubby Cleanout

Don't throw away old homework, projects or materials at the end of the school year. Instead, think “zero waste!” Unwanted materials can be reused, recycled or donated.

Follow this simple step-by-step plan for cutting down on end of the school year waste.

Does your school have a Green Team or environmental club? If so, they can organize a Zero Waste clean-out as an end-of-the-year project by following these **five easy steps**.

### Step 1

Gather a variety of boxes (ask custodian or kitchen staff) and label them ‘**Donation**,’ ‘**Swap or Reuse**’ and ‘**Recycle**.’ Label the swap/reuse boxes for easy use (e.g., ‘Teacher supplies,’ ‘Books,’ ‘Notebooks,’ ‘Pens’ and ‘Pencils,’ etc.).

- **Swap items:** Materials that can be reused by the school next year. (See other side for “School Supply Swap” guide.)
- **Donation items:** Materials that will not be useful to your school’s teachers or students next year, but that someone might be able to use.
- **Recyclable items:** Used paper, cardboard, bottles and cans to be placed in school recycling containers.

### Step 2

Identify a teacher, other staff member, or parent willing to take donated materials to a donation center nearby. Make sure they wait until the supply swap is over because there may be unwanted materials from the swap that could be donated. To find a donation center, visit [www.goodwill.org/locator/](http://www.goodwill.org/locator/).

### Step 3

Let the custodian know of your plans so that he or she can arrange for an extra recycling pickup from the hauler.

### Step 4

Assign a student from each group to take recyclable materials to the outdoor recycling dumpster – or to a central hallway recycling container – after the cleanout.

### Step 5

Plan a school supply swap day. (See other side for “School Supply Swap” guide.)

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# School Supplies Swap

Do students and teachers have materials that are no longer useful to them but which could be used by students or teachers next year? To keep your school in its zero waste mindset, organize a School Supply Swap Day.

Your school Green Team or other club can plan and promote the Swap Day as an end-of-school-year project.

Follow the **five easy steps** below to plan a School Supply Swap Day that will keep old school materials out of the landfill and in the loop!

## Step 1

At a staff meeting and/or Green Team meeting, generate excitement by sharing ideas for a swap day. Then **set a date and time** that works for most teachers.

Idea: Consider scheduling the Swap Day to follow a locker or cubby cleanout. (See Locker/Cubby Clean Out on p. 1.) While students clean out their supplies, teachers can organize their unwanted materials. Then you will have materials ready to go for the swap.

## Step 2

Think about the **best place** to organize materials. Does it make sense to have items on tables in the gym or cafeteria? Would it be better to hold the swap in hallways or pods?

## Step 3

Determine **who** should participate. Should students be involved in the swap or just teachers? Can a specific time be set aside for each grade level to look through materials?

## Step 4

Identify a teacher, other staff member or parent who is willing to take leftover materials to a donation center after the Swap Day. Wait until both the locker or cubby cleanout and the Swap Day are complete before leftover materials are donated.

## Step 5

**Promote** the Swap Day as soon as a date, time, place and other specifics have been decided. Announce the event over the PA system, in staff meetings and in classrooms. Place notices on bulletin boards and in newsletters.

Hold the Swap Day!

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**King County**

Department of  
Natural Resources and Parks  
**Solid Waste Division**