



# School Recycling and Organics Recycling Plan

Thank you for signing up your school for the City of Victorville’s Recycles Week program! Having a Recycling Plan is integral to recycling success. Please review your school’s current recycling program and document your recycling practices on this form. **Submit this form with your Victorville’s Recycles Week School Participation Form to participate in Victorville’s Recycles Week to be included in the competition for cash prizes.**

School Name  Principal  Grade level range

Business street address  Zip code  Avg Enrollment

Name and title of person providing form info  Phone number

Contact’s email address  How many classrooms do you have?

Do you have a group/club/individual on site that promotes recycling?  Yes  No  We want to

Are there recycling bins in every classroom?  Yes  No  We want to  We need \_\_\_\_\_ more recycle bins.

Is every trash bin paired with a recycle bin\*?  Yes  No

\*NOTE: Recycling works best when Trash and Recycling bins are paired together giving people the option to do the right thing.

Are all containers appropriately labeled “Trash” or “Recycling”?  Yes  No

Who is responsible to empty recycling containers?  Day Custodian  Night Custodian  Other \_\_\_\_\_

How is your recycling material kept separate from the trash when being collected from classrooms/offices and moved to the outside dumpster?  Different color bags  Separate containers with labels  Other (please describe below)

How does your recycling material get from the classrooms/office to the recycle dumpster outside ? \_\_\_\_\_

List the ways you currently promote recycling and composting.  Green Team  Hallway posters  PA announcements

School Assemblies  Other \_\_\_\_\_

Do you need additional bins, fliers, labels, or tools to make the collection process more efficient?  Yes  No

If yes, what do you need? \_\_\_\_\_

Please fill in the rest of the form continued on Page 2

## Food Waste Recycling and Donation Program

### FOOD WASTE COLLECTION

Do you have a designated container/area in your kitchen for cafeteria staff to place food waste/scraps?  Yes  No  We want to

Do you have a designated container area in your cafeteria that **students** can place food waste/scraps for recycling?  Yes  No  We want to

Who is responsible to empty food scraps containers?  Custodian  Kitchen Staff  Other \_\_\_\_\_

Do you have signage to educate students on what can go into the food waste/scraps containers?  Yes  No  We want to

Do you have staff to assist students in the food waste/scraps recycling area during meals?  Yes  No  We want to

Do you have trash containers for non-food trash near the food scraps containers?  Yes  No  We want to

### FOOD REDUCTION/DONATIONS

Do you have a share table for students or other way your school is able to donate still edible food?  Yes  No  We want to

If yes, please describe \_\_\_\_\_  
\_\_\_\_\_

Please describe any programs or efforts you have made to minimize waste in your nutrition program.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### HOW CAN WE HELP?

Do you need tools, signs, fliers, or other resources to make your recycling programs better? If so please describe below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REMINDER: Submit this form with your Victorville’s Recycles Week School Participation Form to participate in Victorville’s Recycles Week to be included in the competition for cash prizes.**