



# **Recycling Manual**

**ASB  
Commissioner  
of  
Environmental Affairs**

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2011-12 ASB Student/Environmental  
Affairs Commissioner

Dear Future ASB Leaders:

The information provided in this manual should include all of the information you need to successfully carry out a variety of recycling programs on your campus. It is designed to be modified with specifics for your school and placed in a binder where it can be easily updated or added to, as needed. I have included information specific to La Jolla High, as an example. Feel free to make changes or additions to fit your school's needs and programs. Some of the programs may not apply to your school, but will give you a good idea of the steps required to implement similar programs.

If you are interested in starting a recycling program at your school, but are not an ASB member, I highly recommend joining. I know of schools where environmental clubs initiate long-lasting recycling programs, but I believe ASB provides a much better platform for this work. If your school's ASB does not have a position for Commissioner of Environmental Affairs, consider establishing one! Following is an overview of this position at La Jolla High School.

If you have any questions, please email me: [ryanmann@mac.com](mailto:ryanmann@mac.com). Good luck with your environmental efforts!

Thanks,

Ryan Mann

## **OVERVIEW:**

### **ASB COMMISSIONER OF ENVIRONMENTAL AFFAIRS**

- 1) Manage and promote the bottle and can recycling program
- 2) Manage and promote the in-classroom recycling program
- 3) Manage and promote the Cell Phone Recycling Drive in January
- 4) Promote the PTA E-Waste Drive and help get volunteers
- 5) Maintain contact with on-campus environmental clubs and groups

#### **Bottle & Can Recycling Program**

- Move bins to pickup area, back in place every third Thursday
- Promotions
  - Picture of bottle/recycling sign on shirt day
  - Throw bottles into open bin - Friday activity
- Posters around campus

#### **Classroom Recycling Program**

- Empty classrooms every Friday
- Put trash and recycle signs in every room
- Buy new bins for teachers, if needed

#### **Cell Phone drive**

- Work with EcoATM - get boxes
- Promote - PTA E-Blast, posters, bulletin
- Set up tables w/ boxes, ticket collection jars, pens, posters

#### **E-Waste Drive**

- Work with PTA - get flyers
- Hang posters up around campus
- Hand out flyers at Farmers' Market
- Get volunteers from environmental clubs, community service clubs, ASB

#### **Additional**

- Attend environmental club meetings every week
- Campus/beach trash pickups
- Energy conservation effort (talk to teachers, buy new light switch stickers?)
- Printer cartridge recycling, trash pickup flash mob, etc?

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## I. Schedule of Events

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- Bottle and can program - all year long (about every three weeks, Thursday and Friday)
  - Classroom recycling program - all year long (every Friday)
  - Campus Trash Pickups - once every few months
  - Bottles on Shirts Promotional Activity - around December 5<sup>th</sup>
  - Cell Phone Drive - around January 13<sup>th</sup>
  - E-Waste Drive - around February 15<sup>th</sup>
  - Recycle Basketball Friday Activity - around March 15<sup>th</sup>
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## II. Important Contacts (update with your school's information)

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***High School Plant Operations Supervisor (POS)/Head Custodian***  
***\*\*\*\*\*@sandi.net***

Contact the head custodian at your school if you have questions about recycling, trash, or the school campus. LJHS head custodian, Pete Shaw, was a great help to me in picking the best spots for the recycling bins and improving the amount recycled.

***Mike Hennessy - Urban Corps Recycling Manager***  
***Cell: 619.778.4883***  
***Phone: 619.235.5426***  
***Fax: 619.235.5425***  
***Email: [mhennessy@urbancorps.org](mailto:mhennessy@urbancorps.org)***

Urban Corps provides collection and reimbursement services for CRV (Cash Refund Value) beverage containers on campus. Call Mr. Hennessy to schedule pickup service at your school, if interested. See the **attached Urban Corps flyer** for more information on their pickup services.

Urban Corps should send a check to your school around December and May and a recycling report (detailing the total amount collected) after the year ends.

### ***Presidents Environmental Clubs***

After Club Day, ask the ASB Vice President for the list of clubs. Introduce yourself to the presidents of all of the environmental clubs (and attend some of their meetings) - they are a great platform for promoting the recycling programs and a great source of volunteers for the E-Waste Drive. The AP Environmental Science

(APES) classes are a huge help as well; make sure to introduce yourself to these teachers, if they don't know you already.

***Drew Spaventa - ecoATM Employee***  
***[dspaventa@ecoatm.com](mailto:dspaventa@ecoatm.com) / 1-805-570-2924***

Contact ecoATM in the middle of December (about a month before the cell phone drive) to let them know what school you are from and that you would like to hold a cell phone drive on a Friday in early January (aim for around the 13th). An ecoATM employee will drop off the collection boxes about a week before the drive, and pick up the cell phones on the day of the drive (ask them to arrive at about 12:00.)

***Janet Whited - District Recycling Specialist***  
***Phone: 858-637-6268***  
***E-mail: [jwhited@sandi.net](mailto:jwhited@sandi.net)***  
***Website: [www.sandi.net/energy](http://www.sandi.net/energy)***

Ms. Whited may have some recycling ideas for you based on what other schools in the district are doing. She also knows of many district, city, and state programs, contests, and grants to earn money and materials for recycling. Check the district recycling website regularly ([www.sandi.net/energy](http://www.sandi.net/energy) - Recycling heading on the left) for new information and resources to be posted. Also, if you make any significant changes to this document (such as add a new recycling program), copy the revisions onto the **District ASB Environmental Affairs Binder** and send the new version to Ms. Whited.



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### III. **Bottle & Can Recycling Program** (specifics listed are for LJHS)

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#### A. **Bin Setup**

- 1) Call Urban Corps as early as possible and ask them to bring eight 90-gallon recycling bins with bike locks.
- 2) The U-locks on the bins should be locked.
- 3) If the signs on the front of the bins signs are dirty, falling off, and/or unreadable, replace them. (See either **Recycling Signs** or **Recycling Sign Type 2**). Use clear packing tape to tape the signs on and, during rainy times of the year, cover the entire sign with strips of the clear tape to make the signs more water-and-dirt-proof. Also check the district's website or contact the district's Recycling Specialist for other signage options ([www.sandi.net/energy](http://www.sandi.net/energy) under Resources & Signage/or call 858-637-6268).
- 4) Bin Placement (example)
  - a) Place bins in their proper locations (see attached document **Recycling Bin Locations**). Make sure the bins are next to a trash can (about a foot away) and pointing in the right direction. Exceptions: The 400 Building bin should be up against the 400 building ramp, not next to the trash can across from it as it is shown in the picture.

- b) The Office bin should be next to the bench that's across from the flagpole, not next to the flagpole trash can as it is shown in the picture. The custodians prefer to have them away from the trash cans in these locations and will move them if you put them next to the trash cans.

## B. Moving Bins for Pickup

- 1) For help moving the bins to the pickup location, it's best to ask for volunteers at the beginning of the ASB class period - just raise your hand during the beginning assembly. If you get 2 or 3 volunteers to help you, recycling bin moving should take less than 10 minutes. Particularly for the day of the pickup, make sure to get this done early in the class period - Urban Corps shows up as early as 11:00, and may leave without doing a pickup if they don't see the bins.
- 2) On the day of the pickup, the bins should be brought to the large driveway in between the Wood Shop room and Parker Auditorium. It's best if the bins are left against the wall of the auditorium so they don't block cars (or the Urban Corps truck) from entering the driveway. If you want to wear gloves while moving the bins, there should be plenty in the ASB closet.
- 3) After all the bins are in the pickup area, it's a good idea to unlock and open all the bins to estimate how much was collected, using the **Recycling Bin Fullness Survey** to tally your results. For the survey, the fullness of each bin is measured out of ten - half full is a 5/10. A total of less than two bins full may indicate that you need to promote more, and bins that are consistently close to empty may need to be moved. Ask the head custodian for the next-best location option(s), and make sure to update this binder to reflect the new bin locations (including new pictures of the proper bin placement in the **Recycling Bin Locations** document).
- 4) When returning the bins to their original spots, check to make sure your volunteers have put the bins in exactly the right place (next to the trash can, facing the right way, etc.) The neater the bin's position looks, the less likely it is going to be moved and kicked around.
- 5) Make sure that the bins are empty before you move them back on Friday. If it appears that Urban Corps forgot to do a pickup, keep the bins where they are and call them.

## C. Promotion

- 1) Beginning-of-the-Year Bulletin Announcement

At the beginning of the year, put the **Beginning of the Year Recycling PSA** in the bulletin. Optional but even better: create a video (or show up live on the show) to explain what should and shouldn't go in the bottle & can recycling bins. (No paper/cardboard and no trash).

## 2) Bulletin Announcements

- a) After every pickup, write up a bulletin notice announcement and send it to the office. Tell the school how much was collected (use the results of your estimation - 1 bin full = 100 gallons collected) and remind them to recycle their bottles and cans and not put trash in the bins.
- b) There is a stack of blank notices that's usually kept in the front-right corner of Room 304. Write up the notice, get it signed by an ASB Advisor, and take it to the front desk of the office. If it's approved there, it should play on the bulletin on the days you specify (it's best to play it twice). The Media Club's policy is that the notice should be turned in more than 24 hours before the morning it airs - so you can't turn it in on Tuesday during ASB for Wednesday morning. Example: **Recycling Bulletin Notice**

## 3) Posters

- a) Posters are a good way to publicize the recycling program and to remind people to recycle throughout the year.
- b) Also, there should be some recycling posters in the ASB closet from CalRecycle. If you need more, you can order them here ([tinyurl.com/3bgv5pz](http://tinyurl.com/3bgv5pz)).
- c) Here are some funny posters from DoSomething.org:  
<http://www.dosomething.org/trashy/gallery>
- d) One other idea is to use smaller posters (the **Recycling Poster**) and put them in places where bottles are being bought. This includes the Student Store (tape on the inside of the window facing out), the lunch carts, and the vending machines (don't forget the ones in the locker rooms).

## 4) Facebook Promotion

- a) Publicize the bottle and can recycling program using Facebook by posting Status Updates at the beginning of the year (explaining the recycling program and what does/does not go in bins - see **Beginning of the Year Recycling PSA**) and after every pickup (just copy bulletin announcement - see **Recycling Bulletin Notice**). Share it on the LJHS ASB Wall, and on the Walls of all of the campus environmental groups that have Facebook pages.

## 5) Promotional Activities

- a) The following two events are intended to draw extra attention to the recycling program and increase the amount collected:

- i. "Bottles on Shirts" Promotion

Get members of ASB, campus environmental clubs, and the AP Environmental Science classes to wear a picture of a bottle or can, a recycling symbol, the word "Recycle" or something similar on their shirt. (It's fine if people do something different - some kids in Treehuggers just wanted to wear the color green, and some AP Enviro kids wore a reusable water bottle around their neck).

Pick a day to wear the recycling decorations, and promote the event to each group in the days before. For instance, the event could be on Friday, you could explain it to ASB on Wednesday, go to the Sierra Club meeting on Thursday, and talk to other environmental clubs and AP Enviro teachers at their meetings. After you explain your idea to each group, hand out **Recycle Shirt Signs** to everyone. Many people will wear just this small sign saying “RECYCLE” on that Friday, and some will add more.

You might want to send an email to the ASB president to ask permission to talk about Recycling Spirit Day during ASB a few days before the event. Also, promote the event through Facebook (see **Bottles on Shirts Facebook Promotion**).

As the leader of the promotion and Commissioner of Environmental Affairs, your decorations have to be the best in the whole school. I chose to wear the small “RECYCLE” sign along with a picture of a Powerade bottle taped to my shirt (clear packing tape works well), put a larger recycling sign on my backpack, and tie a water bottle and soda can so they dangled slightly from my backpack. (See **Recycling Sign, Recycling Sign Front, Recycling Sign Back, and Recycling Sign Back Detail.**)

ii. “Recycle Basketball” Game

This is a Friday Activity - talk to the Commissioner(s) of Spirit to get approval and help - brainstorm with them to see if they have any ideas to improve the event. Talk to the class officers to ask if they can get two non-ASBers per grade to participate in the event. Unlock and open one of the recycling bins and bring it to the concrete/brick area in front of the library. People will throw bottles into the bins to earn candy. (See **Friday Activity Plans**)

You will need:

- Chalk
- Candy (or healthy treat per district requirements)
- Video Camera
- Tape measure
- Posters (“Recycle Basketball”, “Shoot for Candy”, “Get On the Bulletin”)
- Extra bottles to start (filled with a small amount of water).

Publicize with posters, through Facebook (see **Recycle Basketball Facebook Promotion**), and through a notice in the school bulletin. Talk to presidents of environmental clubs to get club members participating. Maybe try to get members of the basketball teams to participate.

Get ASBers out there shooting at the bins - you want people to understand the game as fast as possible and it’s better to show the game rather than explain it.

Other volunteers needed:

- Someone to throw bottles back
- Someone to give out candy
- Someone filming people throwing bottles - make sure they move around to get different camera angles
- Several people holding signs

Rules:

Draw chalk lines ten feet, twenty feet, thirty feet, forty feet, and fifty feet away from the recycling bin. Making a shot from 10 feet = 1 piece of candy, 20 feet = 2 pieces of candy, etc. Anyone who makes it gets to be on the bulletin as part of a recycling video package.

After the event is over, create a short video for the bulletin using the footage from the event. If you don't know how to use iMovie, Windows Movie Maker, or other movie-editing software, find someone in ASB or Media Club who does.

The video package may have to be approved by the principal or other administrator to play on the bulletin. Try to get approval from ASB, the office, and Media Club as fast as possible to get the video airing before people forget about the event.

#### **D. Problems**

##### 1) Someone moving bins

I started having this problem as soon as I got the bins with bike locks on them. There are a few culprits for the moving bins and a few solutions:

##### a) Kids

If occasionally a bin or two moves, and only slightly, it was probably done by kids. Just move the bin back and make sure it's perfectly in place and fairly clean-looking (no trash on it) - kids will be less likely to move it if it looks carefully placed and well cared for.

##### b) Custodians

If most of the bins are moving, it happens regularly, they're moving fairly far, a custodian may be doing it. Check to see if the bins are moving during the school day. Make sure the bins aren't too close to the trash cans - the custodians get annoyed if they have to move the recycling bins to empty the trash. If that doesn't work, try emailing the head custodian.

c) Homeless people

If the recycling bins are moving regularly and appear to be moving after school, it's quite likely it was done by homeless people who are trying to get bottles and cans. If this is a constant problem, you may want to buy cable locks and lock the bins to the trash cans. Definitely get approval from the head custodian and the administration if you're having this problem and thinking of doing this.

2) Not much collected

If you're not collecting much, it might help to increase the amount of publicity; increase the amount of posters and bulletin announcements, and consider holding one of the big publicity events soon. Make sure the bins are in place, there's no trash on them, and the signs are clearly visible.

Also, someone could be taking bottles from the bin (many ASBers have told me that they've seen people digging through the recycling bins). The bike locks make it harder to take bottles, but not impossible. There's not much you can do other than promote and work hard to get more people recycling to offset the ones being taken.

If your school is not collecting enough, Urban Corps WILL take away your bins, so don't let this happen!

3) Trash in/on bins

If there's trash on top of the bin or stuck in the bottle opening, please remove it - it is definitely keeping kids from recycling using that bin.

Some amount of trash in the bins is (unfortunately) normal - Urban Corps will sort it out. If there's a lot of trash, you need to make some posters explaining what should and shouldn't go in the bins. If it's consistently happening in one bin, you may want to move it - ask the head custodian what the next-best location(s) is. Also, make sure to update this binder to reflect the new bin location(s), including a picture of the proper bin placement.

**E. End-of-the-Year**

Contact Urban Corps and let them know that this pickup will be the last of the year, so they should pick up the full bins and not drop off any empty replacement bins.

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## IV. Classroom Recycling Program

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### A. Pickup Schedule

Classroom Recycling Pickups should happen every Friday, unless you're busy with other ASB things (such as special event setup), in which case pickups on Thursday or Monday work fine. If you absolutely have to skip a pickup (for instance, during the week of STAR tests), make sure to let the head custodian know. He'll let the janitors know to empty the recycling bins (but they may mix it in with the trash). Ask the head custodian if they can please help with the recycling effort during this times and NOT trash the recyclables! Also, you may need to skip collection in classrooms where teachers do not want to be interrupted during class.

If you see that the recycling bins are being emptied (and trashed) in the middle of the week by the janitors, tell the head custodian to remind the other janitors about the program so they don't empty the recycling bins unless they're absolutely overflowing. Once-a-week pickups should be enough to prevent this from happening.

### B. Important Locations (specific to LJHS)

The four rolling classroom recycling bins are stored in a locked janitorial closet. The closet is on the side of the cafeteria that faces the senior benches and is right next to a drinking fountain. Get the key from the ASB Advisor(s) to unlock this bin (you may want to hold on to it until the pickup is over). As you go through the pickup process, make sure the door doesn't close until the very end (all four bins are empty again and are in the closet). The door will lock if shut completely.

The recycling dumpsters are the ones that are closest to the back corner of the 500 building, in between Photography and Wood Shop. The other dumpsters (the ones that are closer to Nautilus Street) are for trash. The top of the dumpster shouldn't be too hard to open when the bins are being dumped.

### C. Preparation for Pickups (do this after school on Thursdays)

If members of any of the environmental clubs are helping out with recycling, send them a reminder email. In my case, one of them was coming to ASB to help during 4th period, and the other was helping out during 3rd period Poli Sci.

Finally, print out a copy of the **Classroom Recycling To-Do Slips** and cut it into four slips.

### D. Pickup Steps

Get volunteers at the beginning of class on Friday. Give them the slips, remind them to meet you at 11:10, and maybe write their names on the board. (Try to get 8 volunteers, not including yourself - 2 for each group of classrooms)

At around 11:10, meet up with the volunteers, go to the cafeteria closet, and get the bins out of storage (make sure the door doesn't lock). At this point, everyone will go around to the classrooms listed on their slip to pick up recyclables. Make sure the kids know to be as quiet as possible so as not to disrupt the classes. Stay with each group for a few minutes and help out, then move on and try to find the next group. Your job is to make sure everyone goes to the right rooms, empties the small classroom bins into the large rolling bins, empties the large rolling bins into the recycling dumpster, and puts the bins back in the cafeteria closet (and doesn't lock the door). This process should take between 10 and 15 minutes - if all goes well, all 4 bins should be back in the closet before lunch starts. When all four bins are empty and back in the closet, close and lock the door.

## E. Promotion

If you see that lots of people are putting trash in the recycling bin or recyclables in the trash, put the **Classroom Recycling Bulletin Notice** in the bulletin to remind them.

There should be posters on nearly every classroom trash and recycling bin. If they've fallen off, print out some of the **Classroom Recycling/Trash Signs** on colored construction paper. If you look in the ASB closet, there should be a box marked "Recycling" that has tons of construction paper. Try to print the recycling signs on green paper and the trash signs on yellow paper. If you want to check every classroom on campus, use the **Classroom Recycling Checklist** to write down which teachers have signs and which teachers need them. If you want to create a new checklist to account for new teachers, teachers leaving, and teachers switching rooms, get a master schedule from the front office.

## F. Buying/Securing Bins

*Note: Please check with the district's Recycling Specialist first to see if there is grant funded or other recycling bins available before buying more.*

- 1) Some teachers may still need recycling bins. Go around to classrooms (or send out an email to all teachers from ASB Advisor(s)' email address) to find out which teachers need bins. Once you know how many you need, contact the head custodian to see if he has any in storage. If he doesn't have enough for everyone, you can buy them for about \$7 each ([staples.com/Recycling-Container-7-Gallon/product\\_266429](https://www.staples.com/Recycling-Container-7-Gallon/product_266429)). Talk to the ASB Treasurer and bring the receipt so you can be reimbursed.
- 2) If one or more of the large recycling bins goes missing (I really hope this doesn't happen), you should first contact the head custodian to see if he can help you find them—most likely, one of the custodians moved it accidentally.

If the bins really are gone, here's how to get more:

The bins ([amzn.to/tgPGuh](https://www.amazon.com/dp/B000048888)) are green Rubbermaid Brute 32-gallon bins. Blue would work as well, but grey and black bins should be avoided as they look too much like trash cans.

The dollies ([amzn.to/uPxNwj](http://amzn.to/uPxNwj)) are Brute Quiet Dollies (they have red wheels). I originally had the regular, less expensive dollies, but they were very loud. The red ones are supposed to cut 88% of the noise, and seem to live up to that promise.

Finally, duct-tape **ASB Recycling Bin Signs** on the new bins. You should also do this if the old ones are falling off.

At the end of the year, make sure to contact the head custodian and ask him to please wash out all four of the Brute bins.

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## V. Cell Phone Drive

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### A. Overview

Please see the **Cell Phone Drive Plans**, **Cell Phone Drive Map**, and follow along with the **Cell Phone Drive Calendar** so that the event is well-promoted and runs smoothly.

### B. Contacting ecoATM

Make contact with ecoATM (see contact list) about a month before the drive. Make sure you get the collection boxes about a week before the drive. (See **First ecoATM email** in the **EcoATM Emails** folder).

### C. Promotion

#### 1) Flyers

Edit the **Cell Phone/iPod Drive Flyer** so the dates of the event is correct, print it out (5-10 copies), and put them up about a week before the drive. You can also get Publicity to make some larger posters, or make them yourself.

#### 2) PTA E-Blast

Send the **PTA E-Blast** to the PTA E-Blast person so it's in the E-Blast for the week of the cell phone drive and the week before (see **Cell Phone Drive Calendar** for exact dates). Look on the school website for the PTA E-Blast person's contact info (<http://www.ljhighpta.org/pta-position/e-blast-manager>).

#### 3) Bulletin Announcements

Deliver the **Cell Phone Drive Bulletin Announcements** to the office so they play on the proper days (see **Cell Phone Drive Calendar**). The first announcement should be played in December, the week before Winter Break, the second announcement on the page is for the days leading up to the drive (the week before the drive and the week of), and the third is played on the day of the

cell phone drive. Also, send an email to the ASB president asking him/her to include a quick memo about the Cell Phone Drive in the Weekly ASB email.

#### 4) Facebook Promotion

Promote the event through Facebook status updates in the weeks before the drive (see **Cell Phone Drive Facebook Promotion**).

#### 5) In-Classroom Announcement

Print out several copies of the **Cell Phone Drive Classroom Announcement**. Get some ASB volunteers to go around to all of the classrooms on the day before the cell phone drive and read the announcement.

#### 6) Environmental Clubs/AP Enviro Announcements

Contact AP Enviro teachers and the heads of all the campus environmental clubs to see if they can talk about the cell phone drive in class/at that week's meeting. Also, make an announcement about the event in ASB a few days before the drive in order to get volunteers and so that ASBers know to bring in their old phones and iPods.

### D. Event Setup

Get some volunteers a few days before the event using the **Volunteer Sign-Up Sheet**.

Raffle Tickets: ASB should have or purchase raffle tickets. They can be purchased at Staples or other office/party supply stores. They should have perforated sides and room for writing name on back.

Ticket collection boxes: I used 1-gallon water bottles, but shoeboxes or any other box would work. Make a "Cell Phone/iPod Collection" poster for the front of the tables. Bring two pens and tie strings to the tops. Duct tape the end of the string to the tables on the day of the event.

Get the materials ready during week of the drive and spend ASB period on Friday setting up for event (have another ASBer lead the classroom recycling pickup):

Get two tables from the electrical room and bring them down to collection area. (See the **Cell Phone Drive Map, Collection Table 1**, for the basic setup and placement of the tables.) The Cell Phone/iPod table and Raffle Tickets table should be pushed together to form one large table. The cell phone collection table should have a poster and the four collection boxes on it. The raffle ticket table should have a poster and the four ticket collection boxes on it, and should have two pens on string taped to the tabletop.

### E. After Event

You may want to start cleaning up a few minutes before lunch ends if no one's going through the lines anymore. Mr. Spaventa will take the collection boxes and take the phones to an ecoATM. He should give you a check for the phones, an environmental impact report, and a Trees for the Future

certificate (one tree planted for every phone collected) within a few weeks. Throw away the posters and tape, put the tables away, and hold on to the raffle ticket collection boxes (and pens).

Over the weekend, count the raffle tickets to see how many phones each class collected, as well as the total (see **Cell Phone Drive Results 2011**). Buy two 3-packs of \$10 Amazon gift cards from Vons (\$60 total) and pick two raffle winners from the winning grade, one raffle winner from the three other grades, and one card for the person who donates the most phones/iPods. (If these 3-pack Amazon cards can't be found, buy four \$25 Amazon gift certificates or four \$25 Visa prepaid debit cards.

1) Extra PTA Phones

I kept getting extra phones from the PTA even after the drive ended. If this happens, just email ecoATM to ask them to come by for another pickup.

2) Results Announcement

Turn in the **Bulletin Announcement - After Cell Phone Drive** to the office on Monday with the results of the Friday drive.

3) Giving Out Prizes

During 4th period on Wednesday (the day the results announcement is playing in the bulletin), go around to the classrooms and deliver the gift cards to the winners. (They should have written their 4th period teacher's name on their raffle ticket).

Finally, make sure to take down the Cell Phone Drive posters.

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## VI. E-Waste (specifics listed are for LJHS)

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### A. First Steps

- 1) Email the PTA president to ask who the designated person is for E-Waste Drive. Look on the school website for the president's email address (<http://www.ljhighpta.org/pta-board-roster>).

The PTA member in charge of E-Waste will already be promoting the E-Waste drive through the PTA E-Blast and other channels - your job is to help them out, particularly with promotion and getting student volunteers for the day of E-Waste. Send the PTA member an email, introduce yourself as the ASB Commissioner of Environmental Affairs, and ask how you can help.

- 2) PTA Coordinator Notes for E-Waste Promotion (example from LJHS):

- I emailed several PTA parents & my friends who had agreed to email the flyer to their friends, clubs, work, Facebook, and hang them in their offices clubs rec centers, etc. Also, on the email I always say "Pass it on," so it was more viral.

- Ron from the E-Waste company hung flyers in all of the apartment complexes in UTC. He also made all the fliers for us.
- Sandy Ericson (foundation) went to all the teachers and collected e-waste from the school.
- Kathy Renda had her students make a video for the bulletin.
- Mr. Tenenbaum (AP Environmental Science) handed out flyers to his students and asked them to hang them up and take a picture to show him, so he knew they did it.
- Churches: I emailed LJ Presbyterian, LJ United Methodist church and asked that they put in their bulletin.
- Cluster: I asked the cluster schools (Muirlands Middle, LJ Elementary, Bird Rock Elementary, Torrey Pines Elementary) to put it in their E-Blast.
- My son and his friend hung posters around Bird Rock storefronts.
- Ron always puts a large banner on the corner of Fay and Nautilus 3 weeks out, and a poster in front of the school at Nautilus the day of.
- This year I thought it would be fun to have someone at the corner of Draper and Nautilus as a sign spinner trying to attract people the day of.

## **B. Promotion**

### 1) Bulletin Notice

If the PTA member hasn't already, put a notice in the school bulletin in the weeks leading up to the drive.

Example:

The E-Waste Drive is next Saturday, February 25th. Bring your old electronics to the lower LJHS parking lot any time between 10:00 AM and 4:00 PM. Last year, we collected 26,000 pounds of e-waste and raised \$500 for the school. Thanks - PTA and ASB

### 2) Article in local newspaper (example: La Jolla Light/Village News)

See if the PTA member can get an article about the E-Waste drive in your community's local newspaper(s).

### 3) Flyers

Ask the PTA member to print out a large stack (maybe 100 sheets) of the **E-Waste Flyer**. Talk to ASB, environmental clubs, etc. and ask members to take a few flyers and post them around the

community - in storefronts (about two weeks before) and on street-poles (day before). Street-pole signs must be taken down within a few days.

4) Facebook Promotion

Promote the event through Facebook status updates in the weeks before the drive (see **E-Waste Drive Facebook Promotion**).

5) Farmers' Market

Ask the PTA member to print out several hundred flyers and to contact Darcy Young (<http://www.lajollamarket.com/contact.php> - see Become a Vendor) to get permission to set up a table at the farmers' market. Recruit three volunteers (I got volunteers from Treehuggers Club) for the weekend before E-Waste and three for the weekend before that (see **E-Waste Volunteer Sign-Up**). The volunteers will pass out flyers to people at the farmers' market.

### C. Getting Volunteers

Besides the volunteers for the farmers' market, you need volunteers for the actual E-Waste event (see **E-Waste Volunteer Sign-Up**). Talk to members of ASB, Treehuggers and other environmental clubs, and Interact Club and other community service clubs and get volunteers to sign up for all of the time slots.

### D. Cell Phones Collected

Cell phones are considered e-waste, so there may be some dropped off at the event. Ask the PTA Coordinator if the ASB can take the cell phones for their fundraising activities in return for the help provided. If you are able to get some cell phones, email Mr. Spaventa and ask if he can pick them up.

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## VII. Campus Trash Pickups

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This is something we are trying to start at LJHS. You will need to get gloves and trash bags, and get kids from ASB and environmental clubs to volunteer. Try to hold an event about once per month. Patrick Henry High does something similar and students can earn community service hours for their involvement. This may be a way to encourage other students to volunteer.

Try to plan a clean-up of the football stadium after Blast Off and Homecoming. Also, send an email to the ASB president asking him/her to include a quick memo about the campus trash pickup in the Weekly ASB email.

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## VIII. Energy Conservation

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Learn what conservation measures are happening or not happening on at your campus, and try to keep informed. Talk to teachers (maybe go to a monthly staff meeting), explain that you're trying to promote energy conservation on your campus, and ask them to please make sure to turn off their classroom lights when not in use.

Ask your administration if anyone has signed up to view your school's energy usage on kWckview. Information can be found on the district's website at <http://www.sandi.net/Page/34018>.

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## IX. Printer Cartridge Recycling

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Register on [www.recycleplace.com](http://www.recycleplace.com) under the Groups, Non-profits & Charities Program. Collect printer cartridges (laser and inkjet) from teachers, students, administration, local businesses. Get free shipping labels from recycleplace.com (you will need to call them for a label). Note their requirements for acceptable cartridges.

---

## XI. Trash Pickup Flashmob

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Confuse the seagulls...and make the custodians very happy!  
Set up secret group on Facebook. Pick a random day for a trash flash mob (maybe a Thursday).

Reach out to ASB, environmental clubs, AP Enviro classes. Tell them to pickup one piece of trash at exactly 12:00 noon, during lunch.

Get some ASBers to film. Take footage, share on bulletin in PSA.



**ATTACHMENTS**

**BOTTLE  
&  
CAN  
RECYCLING PROGRAM**



# Looking for a Fun Way to Earn Money for your School While Helping the Environment?

*Here's a bright idea...*

Become an Urban Corps School Recycling Partner and earn up to \$5,000 a year!!!!

Did you know that consumers pay a 5-10 cents tax on each beverage container purchased? It's called a CRV (cash refund value). With Urban Corps of San Diego County's School Recycling Program, 100% of CRV funds as well as 100% of scrap value will be returned to your school!

**Great ASB Fundraiser!**



Urban Corps will provide 95 gallon recycling bins, and biweekly pickup. Money will be returned to your school biannually.

Urban Corps has diverted more than 18 million pounds of recyclables from local landfills while providing youth with education and job training.

For more info or to sign up:  
Contact Mike Hennessy  
(619) 235-6884 ext. 3213  
mhennessy@urbancorps.org



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[www.urbancorpsd.org](http://www.urbancorpsd.org)

Urban Corps is an equal opportunity employer.

# Recycling Signs (<http://recycleacrossamerica.org/home.html>) for more labels



recycle across america .org



www.recycleacrossamerica.org Standardized recycling bin labels - all rights reserved.  
NOT FOR SALE OR RESALE. ©2010 copyright and TM protected by  
Recycle Across America/UPonGREEN Environmental Advancement Foundation 501(c)3



recycle across america .org



www.recycleacrossamerica.org Standardized recycling bin labels - all rights reserved.  
NOT FOR SALE OR RESALE. ©2010 copyright and TM protected by  
Recycle Across America/UPonGREEN Environmental Advancement Foundation 501(c)3

## Recycling Sign Type 2



# Recycling Bin Locations (La Jolla High)



1. CAV (Outside Cav's Room)



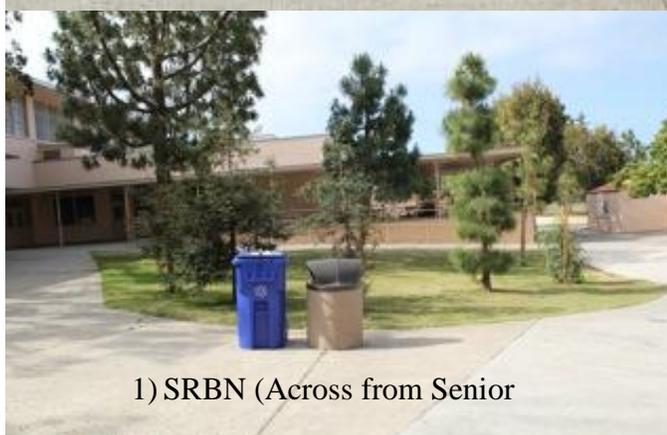
2) 400 (Across from 400 Building)



3. OFF (Across from Main)



4. STSR (On Quad, near



1) SRBN (Across from Senior



6. VKPL (Under Viking Plaza



7. W500 (Next to West 500 Building



8. 900 (In 900 Building

# Recycling Bin Fullness Survey

**Bin 1.  
In Front of Office**

**/10**

**Bin 2.  
Outside Cav's Room**

**/10**

**Bin 3.  
400 Building Ramp**

**/10**

**Bin 4.  
Viking Plaza**

**/10**

**Bin 5.  
West 500 Building Entrance**

**/10**

**Bin 6.  
900 Building Lunch Court**

**/10**

**Bin 7.  
By Senior Benches**

**/10**

**Bin 8.  
By Student Store**

**/10**

# Beginning of the Year Recycling PSA

A Reminder for all LJHS Students:

The blue recycling bins around the campus are for recycling bottles and cans only - no paper and no trash.

Thanks.

-ASB

## Recycling Bulletin Notice

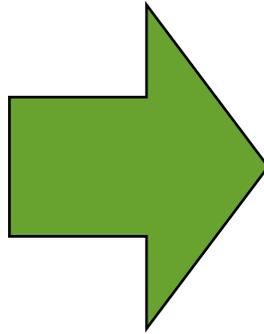
Our second bottle and can recycling pickup was last week. Urban Corps collected about a hundred gallons of plastic bottles and aluminum cans.

Please make sure to recycle your bottles and cans in the recycling bins all around campus, and please don't put paper or trash in the bins.

Thanks.

-ASB

# Recycling Poster



**PLEASE RECYCLE  
YOUR BOTTLES & CANS**

## Recycle Shirt Signs (cut out and distribute)

RECYCLE

RECYCLE

RECYCLE

RECYCLE

RECYCLE

RECYCLE

RECYCLE

# Bottles on Shirts Facebook Promotion

**First, create an event - Recycling Spirit Day**

**Post the following Status Updates on the appropriate dates. Make sure to include a link to the event in every post, and share the event on the LJHS ASB Wall and the Walls of every environmental club with a Facebook page.**

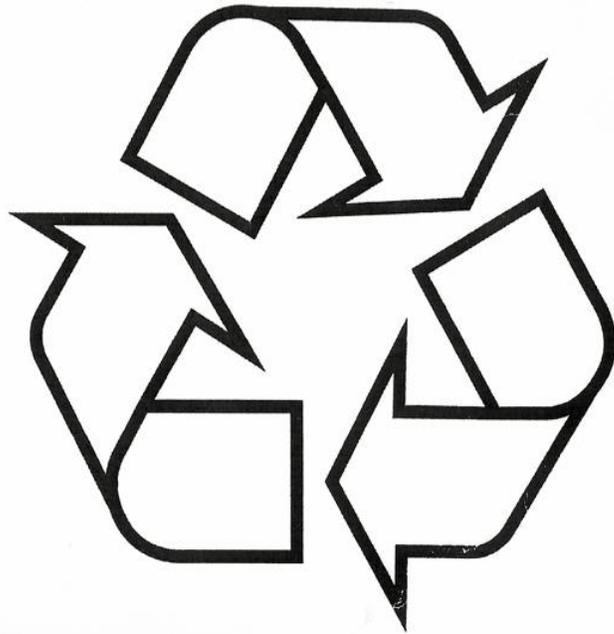
**Week of event:** I'm doing this on Friday - please help me promote the recycling program, especially if you're in ASB, THUGS, Sierra Club, or AP Enviro. (include link to event)

**Day Before:**

Tomorrow is a recycling spirit day promoting ASB's bottle and can recycling program. Please remember to tape a picture of a bottle and the word "Recycle" on their shirt and wear it tomorrow. (If you like, you can put something else recycling-related on your shirt.) Thanks to ASB, THUGS, Sierra Club, and AP Enviro classes for agreeing to participate.

**Recycling Sign (can be taped on shirt)**

**RECYCLE**



## Recycling Sign Front



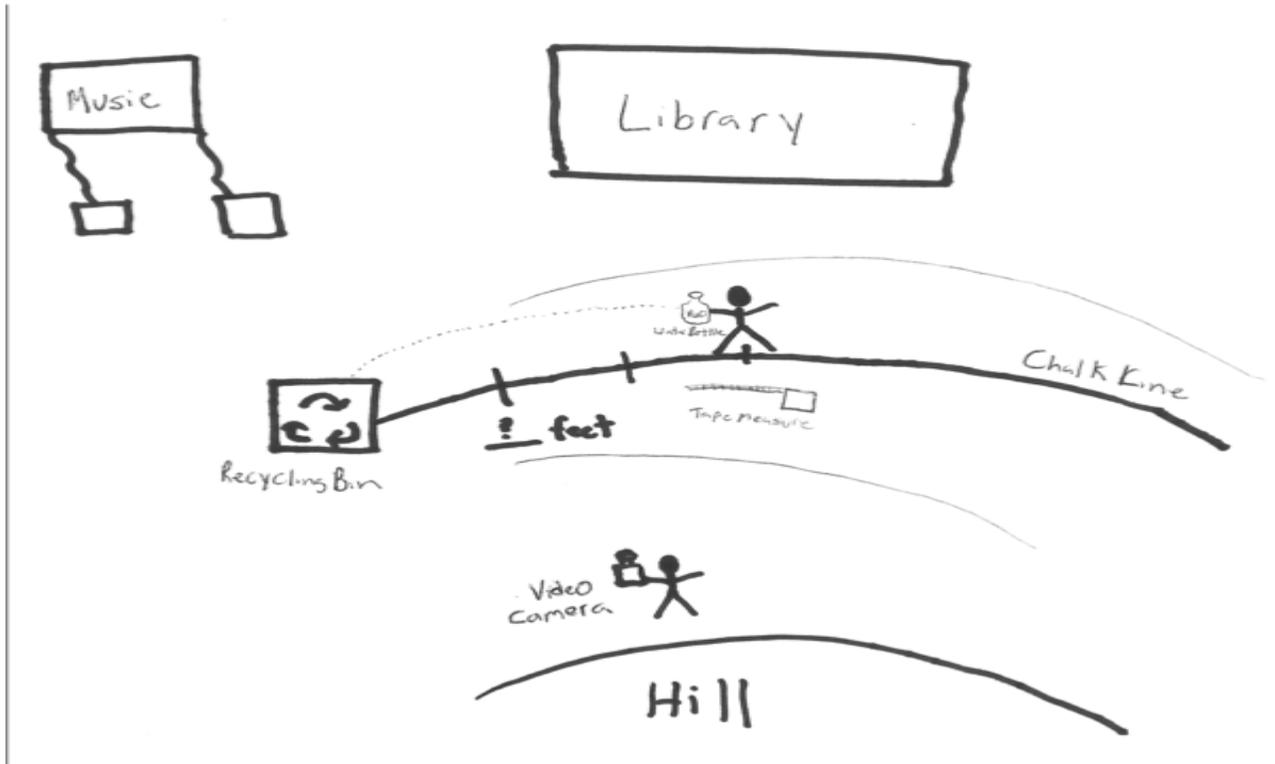
## Recycling Sign Back



## Recycling Sign Back Detail



# Friday Activity Plans



1. Candy – M&M's bag? Given to anyone who makes it from 10 feet.
2. Anyone who makes it gets on the bulletin as part of the recycling video package. Bring 5 extra bottles. Person must use own bottle/previous person's to play.
3. Volunteers needed: 1 with camera, 1 music/announcer, 1 giving out candy, 1 throwing back bottles, several people holding signs.
4. Try to get basketball players to participate (talk to team captains beforehand).

# Recycle Basketball Facebook Promotion

## **First, create an event - Friday Activity: Recycle Basketball**

Time: 11:35 AM - 12:10 PM

Location: La Jolla High School Quad

Event Photos: Use **Recycle Basketball Logo (next attachment)**

Details:

This Friday, ASB is holding a special Friday activity to promote the bottle and can recycling program. Come down to the Quad and shoot a bottle into the open recycling bin - if you make it from more than 10 feet away, you get candy and a video of your successful shot on the video bulletin. See you there!

Invite your friends who attend LJHS as guests. Make sure to send an invitation to LJHS ASB and share the event on the Walls for ASB, campus environmental groups, Class of \_\_\_\_\_ groups, etc.

**Post the following messages on the Walls of groups and clubs on the appropriate dates. Talk to the Rep at Large to see if he or she can post it as a Status Update from the LJHS ASB Facebook profile.**

### **Week of event:**

Come down to the Quad this Friday at lunch to participate in this week's Friday ASB Activity! We're opening up one of the recycling bins - anyone who shoots a bottle in the bin from more than 10 feet away gets candy and a video of their shot on the video bulletin. See you there! -ASB

### **Day before event:**

Come down to the Quad tomorrow at lunch to participate in this week's Friday ASB Activity! We're opening up one of the recycling bins - anyone who shoots a bottle in the bin from more than 10 feet away gets candy and a video of their shot on the video bulletin. See you there! -ASB

### **After school, day of event:**

Thank you so much to everyone who helped or participated at the Friday Activity! Make sure to recycle your bottles and cans in the blue bins! -ASB

After creating video for bulletin:

I just created this using the footage from the Recycle Basketball Friday Activity event. It should play on the bulletin later this week. (include YouTube link to video)

# Recycle Basketball Logo





**ATTACHMENTS**

**CLASSROOM  
RECYCLING PROGRAM**

# Classroom Recycling To-Do Slips

- Get bin out of janitor's closet. The closet is next to a water fountain on the side of the cafeteria that faces the senior benches. After you get the bins, leave the door slightly open so it doesn't lock.
  - Collect recyclables from Student Store, 300 building, library
  - Dump recyclables in recycling dumpster
  - Put bin back in janitor's closet (leave door just a small bit open so it doesn't lock)
- 

- Get bin out of janitor's closet. The closet is next to a water fountain on the side of the cafeteria that faces the senior benches. After you get the bins, leave the door slightly open so it doesn't lock.
  - Collect recyclables from office, 400, lower 500, lower 600, lower 700
  - Dump recyclables in recycling dumpster
  - Put bin back in janitor's closet (leave door just a small bit open so it doesn't lock)
- 

- Get bin out of janitor's closet. The closet is next to a water fountain on the side of the cafeteria that faces the senior benches. After you get the bins, leave the door slightly open so it doesn't lock.
  - Collect recyclables from upper 500, upper 900, upper 700.
  - Dump recyclables in recycling dumpster
  - Put bin back in janitor's closet (leave door just a small bit open so it doesn't lock)
- 

- Get bin out of janitor's closet. The closet is next to a water fountain on the side of the cafeteria that faces the senior benches. After you get the bins, leave the door slightly open so it doesn't lock.
- Collect recyclables from Lower 900 & 800
- Dump recyclables in recycling dumpster
- Put bin back in janitor's closet (leave door just a small bit open so it doesn't lock)

# Classroom Recycling Bulletin Notice

A Reminder for all LJHS Students:

Please make sure to put paper, cardboard, and bottles and cans in the the classroom recycling bins. Anything else should go in the trash.

Thank you,

ASB

## Classroom Recycling Sign



**ASB**  
**CLASSROOM**  
**RECYCLING BIN**

## Classroom Recycling Sign

**RECYCLE**



**PAPER, CARDBOARD,  
BOTTLES & CANS**

## Classroom Trash Sign

# TRASH ONLY



**DO NOT PUT RECYCLABLES IN TRASH**

# Classroom Recycling Checklist (example)

<b>Teacher</b>	<b>✓</b>	<b>Teacher</b>	<b>✓</b>	<b>Teacher</b>	<b>✓</b>
Adams		Hubbard		Mr. Tenenbaum	
Adamson		Irwin		Mrs. Tenenbaum	
Atwell		James		O'Donoghue	
Bankert		Jarvis		Palm	
Benito		Johnson		Perry	
Bertier		Jones		Ponsford	
Boutelle		Kinsel		Quesnell	
Boyd		LaMar		Rosenberg	
Brammer		Lawrence		Savioa	
Cavaiola		LeCren		Shamrock	
Collins		Lindenblatt		Teachworth	
Creswell		Lo		Tellers	
Dill		Lyon		Thomas	
Eaton		Mandock		Valentine	
Essex		Marin-Rodriquez		Volger	
Fiedler/Henderson		Maycock		Vu	
Fields		Menders		Weien	
Friberg		Mika		Wills	
Gallo				Wira	



**ATTACHMENTS**

**CELL PHONE  
DRIVE**

# Cell Phone Drive Plans

Date: Friday, December 10th

Promotion: PTA E-Blast, Video Bulletin, Posters/Fliers around campus

Materials: 2 tables, 4 boxes for collection, 4 boxes for tickets, raffle tickets, six \$10 Amazon gift cards

## Collection Day Procedure:

- Set up 2 tables in the lunch court (see **Cell Phone Drive Map** for details).
- Students receive raffle ticket(s) from ASB volunteer. (One ticket for every item given).
- Students drop off cell phone(s)/iPod(s) in collection box (corresponds to grade).
- Students write name, grade and 4th period teacher on raffle ticket.
- Students drop raffle ticket in ticket collection box (corresponds to grade).

## After Collection Procedure:

- ecoATM picks up cell phones
- ecoATM provides final count of cell phones collected and money raised
- Check to LJHS ASB
- Video bulletin the next week: total phones collected, total money raised, which class raised the most money (spirit points to winning class), and the names of the people who won the raffle.
- Students who win the raffle are given \$25 Visa gifts cards by ASB members during their 4th period class.

## Goal:

200 phones/ \$200. People can only win the raffle and receive gift cards if the whole school collects 100 phones.

The winning grade (ex. seniors) will have 2 winners; the other 3 grades will only have 1 winner. The student who donates the most phones gets a gift card.

# Cell Phone Drive Map

**Library**

**Raffle Ticket Volunteer:**

Make sure students write their name and 4th period teacher on tickets.

Put tickets in grade-specific container.

**Cell Phone Collection Volunteer:**

Put donated cell phones/iPods in proper collection box

**Ticket Handout Volunteer:**

Give out one raffle ticket for every cell phone/iPod donated

Direct students to cell phone collection boxes

**Raffle Ticket Collection Table**

**Cell Phone Collection / Ticket Handout Table**

\*Note:

You may need more volunteers if there are lots of kids donating phones.

**Grass**

# First ecoATM E-mail

Mr. Spaventa:

I'd like to do another cell phone drive this year, on Friday, January 13th. Are you available to drop off four collection boxes sometime this week, sometime between 11:00 and 12:00?

I look forward to working with you again this year.

-Ryan

On Apr 13, 2011, at 4:19 PM, Ryan Mann wrote:

I received the certificate and check last week.

Thank you for working with me and my school - I look forward to doing a cell phone recycling program again next year.

-Ryan

On Mar 21, 2011, at 1:16 PM, Drew Spaventa wrote:

Hi Ryan,

Apologies for the incorrect numbers last week, we processed 2 batches of your phones, the first batch was not included in the last report I sent you. The following should be correct. There is a total of 203 phones I think. Check and TFTF certificate will come shortly.

Thanks,

Drew

Drew Spaventa  
Phone: 805 570 2924  
email: [Dspaventa@ecoatm.com](mailto:Dspaventa@ecoatm.com)

ecoATM Corporate  
10515 Vista Sorrento Pkwy  
San Diego, CA 92121

<LJHS Phone Report 20110321.pdf><LJHS Charity 20110321.xls>

## Cell Phone/iPod Drive Flyer

# Recycle

Old Cell Phones & iPods!

Friday, January 13th at Lunch

Donate Cell



Phones/iPods on the Quad

## Prizes

**\$25 Visa Gift Cards**

**Spirit Points for Winning Class**

# PTA E-blast

## Recycle Your Old Cell Phones and iPods on January 13th

Here's your chance to raise money for La Jolla High ASB and get rid of your old cell phones and iPods.

When: Friday, January 13th. One-day collection during lunch.

Why: Raise money for ASB, keep E-Waste out of the landfill.

How: Have your student bring all unneeded cell phones and iPods to school (both working and non-working).

## Cell Phone Drive Bulletin Announcements

### Week Before Winter Break:

Please save your cell phones and iPods for ASB's second annual collection drive in January. By donating your old phone or iPod, you'll raise money for the school and have a chance to win one of several \$25 Visa gift cards. Thanks in advance for participating.

-ASB

### Week Of Event: (Monday, Wednesday)

Mark your planners: this Friday, January 13th, ASB is holding a recycling drive for old cell phones and iPods. This includes both working and non-working cell phones and iPods. Just bring your family's old phones and iPods to the Quad on Friday during lunch. Besides raising money for La Jolla High, donating phones and iPods could also earn you a \$25 Visa gift card. So don't forget to bring in phones and iPods so you don't miss out! Thank you - ASB.

### Day of the Event:

(Before announcement - ringing cell phone sound effect)

The cell phone and iPod recycling drive is today at lunch - don't forget to come to the Quad and drop your electronics off. Bring your cell phones and iPods to the tables at the bottom of the hill and enter the raffle to earn one of four \$25 gift cards. The results of the drive will be out next week: the winning grade and gift card winners will be announced in the Wednesday bulletin. Thanks in advance for participating - ASB.

# Cell Phone Drive Calendar

**Step 1: Email Mr. Spaventa to get the cell phone collection boxes and set a date for the cell phone drive.**

## **28 - Sunday:**

Make Cell Phone/iPod Fliers  
Write Cell Phone/iPod bulletin announcement  
Write Cell Phone/iPod E-Blast for PTA  
Submit E-Blast to PTA E-Blast person (see school website)

## **29 - Monday:**

Submit Cell Phone/iPod announcement to bulletin for Wednesday, Friday, Monday, Wednesday

## **30 - Tuesday:**

## **1 - Wednesday:**

Cell Phone/iPod announcement plays on bulletin

## **2 - Thursday:**

Email Mr. Spaventa - ask him to drop off collection boxes early next week.

## **3 - Friday:**

Put up flyers around campus  
Cell Phone/iPod announcement plays on bulletin

## **4 - Saturday:**

Email to ASB President: "I would like ASBers to go around to classrooms on Thursday to promote the Cell Phone Drive. Can you please include a request for volunteers in the weekly ASB email?"

## **5 - Sunday:**

Resubmit Cell Phone/iPod eBlast to PTA E-Blast person

## **6 - Monday:**

Cell Phone/iPod announcement plays on bulletin

## **7 - Tuesday:**

## **8 - Wednesday:**

Cell Phone/iPod announcement plays on bulletin

Submit Day-Of-The-Cell-Phone-Drive Announcement to bulletin for Friday

Email confirmation with Mr. Spaventa - pickup cell phones at 12:00 on Friday

Make posters for tables: Cell Phone/iPod Collection, 9th Grade, 10th Grade, 11th Grade, 12th Grade.

Make/bring four raffle ticket collection boxes (I used gallon-size water bottles). Make sure to label the boxes so you don't get them mixed up.

Make four pens on strings (tie a string around the pen and slip the knot under the pen clip.)

## **9 - Thursday:**

Cell Phone Drive Announcement - go around to classes

Get volunteers for Friday: 3 per class + 1 for tickets

Contact ASB President immediately after school - "Please put out a Facebook status update reminding kids to bring cell phones/iPods to school"

## **10 - Friday:**

Day-Of-The-Cell-Phone-Drive Announcement plays on bulletin

Cell Phone/iPod Drive:

- Bring Tickets
- Bring Bottles for Collection of Tickets
- Set up Tables with posters
- Get volunteers
- Make sure cell phones get picked up
- Figure out which class won

## **11 - Saturday**

Buy \$25 Visa gift cards

Pick winners of raffle

## **12 - Sunday**

## **13 - Monday**

Submit announcement to bulletin for Wednesday: number of cell phones collected, winners of raffle

## **14 - Tuesday**

## **15 - Wednesday**

Bulletin Announcement: number of cell phones collected, winners of raffle

Go around to classrooms & give \$25 Visa gift cards to winners.

# Cell Phone Drive Facebook Promotion

## First, create an event - Cell Phone Drive

Time: 11:30 AM - 12:00 PM

Location: La Jolla High School, in the Quad, in front of the Library

Event Photo: Use **Cell Phone/iPod Drive Flyer**. Facebook only accepts certain file formats, so change the Word version so the date is correct, then export to PDF. Open the PDF version and export to JPEG.

### Details:

On January 13th, ASB is holding a recycling drive for old cell phones and iPods. This includes both working and non-working cell phones and iPods. Just bring your family's old phones and iPods to the Quad on Friday during lunch. Besides raising money for La Jolla High, donating phones and iPods could also earn you one of four \$25 Visa gift cards.

Thanks in advance for participating!

- ASB

Invite your friends who attend LJHS as guests. Make sure to send an invitation to LJHS ASB and share the event on the Walls for ASB, campus environmental groups, Class of \_\_\_\_\_ groups, etc.

**Post the following messages on the Walls of groups and clubs on the appropriate dates. Talk to the Rep at Large to see if they can post it as a Status Update from the LJHS ASB Facebook profile.**

### Week of Cell Phone Drive:

Bring your old cell phones and iPods to the quad this Friday at lunch! Help reduce the amount of E-Waste in the landfill, raise money for LJHS, and maybe win a \$25 Visa gift card!

(include link to event)

### Day Before Cell Phone Drive:

Reminder: The ASB Cell Phone Drive is tomorrow, at lunch, in the Quad. Please bring your old cell phones and iPods (both working and non-working) to help raise money for our school (include link to the event)

# Cell Phone Drive Classroom Announcement

The cell phone and iPod recycling drive is tomorrow - don't forget to bring your family's old cell phones and iPods to the Quad during lunch. This includes both working and non-working devices.

For every phone you donate, you get a raffle ticket that could earn you a \$25 Visa gift card. This is a competition between the grades - the winning grade and gift card winners will be announced next week.

---

The cell phone and iPod recycling drive is tomorrow - don't forget to bring your family's old cell phones and iPods to the Quad during lunch. This includes both working and non-working devices.

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For every phone you donate, you get a raffle ticket that could earn you a \$25 Visa gift card. This is a competition between the grades - the winning grade and gift card winners will be announced next week.

# Volunteer Sign-Up Sheet

Freshman:

---

---

Sophomore:

---

---

Junior:

---

---

Senior:

---

---

Extras:

---

---

---

---

# Collection Table



# Cell Phone Drive Results 2011

Phones Collected:

Freshman: 8

Sophomore: 6

Junior: 6

Senior: 23

Extra Phones from PTA: 108

Total: 151

## Bulletin Announcement – After Cell Phone Drive

Thank you to everyone who participated in the Cell Phone and iPod Recycling Drive on Friday. We collected a total of 151 phones and iPods. The Seniors won with 23 phones. And thank you to the PTA parents, who brought in 108 phones. The Senior class earns 10 Spirit Points for their victory.

The winners of the Raffle are:

Freshman: Sarah Young

Sophomore: Ilana Eisen

Junior: Casey Betts

And Marley Herrick from the winning Senior class. Raffle winners will receive their prizes today during 4th period. Thanks again for participating - ASB.



**ATTACHMENTS**

**E-WASTE  
DRIVE**

# E-Waste Bulletin Notice

LJHS's 4th annual E-Waste Drive will be held on February 25th. Make sure to save your e-waste from the holidays and tell your family, friends, and local businesses about the event. Last year, we collected 26,000 pounds of e-waste and earned \$500 for the school.

Thank you! -PTA and ASB.

## E-Waste Flyer (example)

An example flyer for an e-waste recycling event. The flyer has a black header with the text 'Recycle E-Waste' in white. Below the header, it lists various types of e-waste: Computers, Monitors, Laptops, TV's, Printers, Cell Phones, FAX, VCR, DVD, Stereos, Cameras, Scanners, etc. It also states 'NO APPLIANCES OR BATTERIES'. The main message 'BE GREEN' is written in large, bold, green letters. Below this, the date 'Saturday, Feb. 25' and time '10 am - 4 pm' are listed. The location is 'La Jolla High School' at '750 Nautilus Street, La Jolla, CA 92037'. It notes that the drop-off is free and easy in the lower parking lot. The website 'www.ewastegreen.com' is provided. Finally, it states that the proceeds benefit 'LA JOLLA HIGH and MOTHER EARTH.'

**Recycle E-Waste**

Computers-Monitors-Laptops-TV's-  
Printers-Cell Phones-FAX-VCR-DVD  
Stereos-Cameras-Scanners etc.

**NO APPLIANCES OR BATTERIES**

**BE GREEN**

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**Saturday, Feb. 25**

**10 am - 4 pm**

**La Jolla High School**  
**750 Nautilus Street, La Jolla, CA 92037**  
Free and easy drop-Off in lower parking lot

[www.ewastegreen.com](http://www.ewastegreen.com)

**Proceeds benefit LA JOLLA HIGH  
and MOTHER EARTH.**

# E-Waste Drive Facebook Promotion

## First, create an event - E-Waste Drive

Time: 10:00 AM - 4:00 PM

Location: La Jolla High School, Lower Parking Lot

Event Photo: Use **E-Waste Flyer**. Facebook only accepts certain file formats, so change the Word version so the date is correct, then export to PDF. Open the PDF version and export to JPEG

Details:

LJHS's 4th annual E-Waste Drive will be held on February 25th. Bring your old computers, televisions, printers, and other electronics to the lower parking lot any time from 10:00 am to 4:00 pm. Last year, we collected 26,000 pounds of e-waste and earned \$500 for the school.

Thank you!

-PTA and ASB.

Invite your friends who attend LJHS as guests. Make sure to send an invitation to LJHS ASB and share the event on the Walls for ASB, campus environmental groups, Class of \_\_\_\_\_ groups, etc.

**Post the following messages on the Walls of groups and clubs on the appropriate dates. Talk to the Rep at Large to see if he or she can post it as a Status Update from the LJHS ASB Facebook profile.**

Week of E-Waste:

The E-Waste Drive is this Saturday. Come to the lower parking lot to drop off your old electronics, or sign up with the link below if you'd like to volunteer. Also, please "Like" this to pass it on. (x3) (includes Volunteer Sign-up Form)

Day Before E-Waste:

If you can, please come to the E-Waste drive tomorrow in the lower parking lot to drop off your E-Waste or volunteer.

After E-Waste:

Thank you to everyone who helped with E-Waste. I think we got about 1 and 1/3 18-wheeler trucks full of electronics.

# E-Waste Volunteer Sign-Up (example)

1. Sunday February 6th 11:00 am - 1:00 pm

Handing out Fliers at the Farmer's Market (LJ Elementary)

Name	Email Address	Cell Phone #

2. Sunday February 13th - 9:00 am - 11:00 am

Handing out Fliers at the Farmer's Market (LJ Elementary)

Name	Email Address	Cell Phone #

3. Sunday February 13th - 11:00 am - 1:00 pm

Handing out Fliers at the Farmer's Market (LJ Elementary)

Name	Email Address	Cell Phone #

4. Saturday February 12th - 9:00 am - 1:00 pm

E-Waste Collection at LJHS

Name	Email Address	Cell Phone #

5. Saturday February 12th - 1:00 pm - 4:00 pm

E-Waste Collection at LJHS

Name	Email Address	Cell Phone #



**THANK YOU  
FOR HELPING  
THE ENVIRONMENT!**