

TO: Teachers, Custodians, and Administrative Staff
FR:
DT:

RE: **OUR SCHOOL DISTRICT'S COMMITMENT TO RECYCLING & WASTE REDUCTION**

Our school district is fully committed to participating in our community's award-winning recycling and waste reduction program.

Every time we recycle or reduce waste, we help **save energy, conserve natural resources for our children's futures, and promote cost-efficiency** by reducing our waste disposal costs.

Everyone's cooperation is essential. Working together, our efforts can really add up.

Please remember to separate the following materials for recycling:

 **Paper:**

White paper	Junk mail	Fax paper
Colored paper	Magazines	Folders
Newspapers	Catalogs	All envelopes


Paper with staples, and envelopes with plastic windows, **ARE** recyclable.
Candy and snack wrappers, and tissue paper are **NOT** recyclable.

 **Food and beverage cans**

 **Old Phonebooks**

 **Glass bottles and jars**

 **Corrugated Cardboard**

 **Plastic bottles (#1, #2, #4, #5 and #7 on bottom of container)**

Questions about what can and can't be recycled should be directed to _____.

IMPORTANT: Please make sure your classes have a blue bin or other paper recycling container **next** to each trash can. Please take a moment **to remind your students to recycle properly.**

Everyone is encouraged to utilize the following **waste reduction practices:**

- Print and photocopy on **both sides** of a sheet of paper whenever possible.
- Share magazines, periodicals, newsletters, and newspapers.
- Use e-mail to exchange documents and memos instead of printing or faxing.

Your suggestions concerning the recycling program are welcome. Such input should be directed to _____ **Thank you** for recycling and conserving natural – and financial – resources.