

Ulster County Schools Recycling Club

SAMPLE LETTER TO OUTSIDE ORGANIZATIONS USING SCHOOL FACILITIES

TO:

FROM: (Name of School) Recycling Committee

DATE:

RE: Your Responsibilities Regarding (Name of School) Recycling Program

(Name of School) keeps the following material separate from the regular trash for recycling purposes: (List the recyclables). Please cooperate by depositing recyclables in the designated recycling receptacles which are located both inside the school buildings and outside on the school grounds. The school is attempting to reinforce the recycling routine which most residents are already following in their homes, and at the same time is trying to control the costs of trash disposal. Thank you for insuring your organization's compliance with the school's recycling requirements. If you have any questions please call (Principal's name and phone number).