



How Do We Start A Recycling Program On Campus?

Five Steps

A recycling program needs approval by the school principal or administrative manager and commitment by staff and students for participation. Upon approval, you can implement the five following steps to obtain recycling success on campus!



1. **Recycling Coordinator:** A Recycling Coordinator is vital to the success of the recycling program. Choose a coordinator at school who is excited about the program and has time to promote it. This key person serves as the point-of-contact between the school and the City of Victorville Recycling Program.



2. **Designate Placement Of Recycling Containers:** Designate a specific location for each type of recycling container and require that containers be returned to its designated location after emptying. Make sure that recycle containers are set next to trash containers. If recycle containers are set by themselves, they tend to be used as a trash can. Place "What Goes Where" posters above each recycle container.



3. **Plan How the Recyclables Will Be Moved From Inside Collection Containers To The Outside Dumpster:** Each school is responsible for collecting recyclables from inside the school and placing them in the external white recycling dumpster. Determine who (custodial staff, student club, etc.) will collect recyclables from the inside recycle containers in each area of your school, and how and when collection will take place. A separate plan may be needed for your school cafeteria. The City of Victorville is responsible for the pick-up of recyclables from the white dumpster and hauling them to the Victor Valley Materials Recovery Facility.



4. **Involve, Train, and/or Motivate Students and Staff:** Involve teachers, students, staff and parents, or volunteers in recycling. Demonstrate to staff and individual classrooms how to recycle. Where possible, provide incentives such as classroom competitions or integrate recycling into classroom curriculum. Remember, the City of Victorville Recycling Program offers in-class presentations for **FREE!**



5. **Monitor Your Recycling Program:** Monitoring trash and recycling containers to ensure that recyclables are being placed in the recycling dumpster and not the trash dumpster is very important. Check to ensure that trash is NOT going into the recycling dumpster. Be sure to provide your day and night custodial staff with a list of "What Goes Where," and train them on how to get it there.

Remember, the City of Victorville Recycling Program can help you get your recycling program set up. Call (760) 955-8615 for more information.