

# The Great Locker Greenout Toolkit

**How to Organize a  
School Locker Cleanout Day that  
Encourages Recycling and Reuse**

Developed by



[massrecycle.org](http://massrecycle.org)  
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# What is the Great Locker Greenout?

More stuff is thrown away at schools during June than any other time of the year. The mission of the **Great Locker Greenout** project is to redirect as much of this material to your recycling bin, your school's supply stock or to a local charity. At the end of the year, every student is required to clean out their desk and/or locker. By setting up sorting stations to collect recyclable and reusable material, and enlisting the help of staff, students and parent volunteers, you can turn this necessary task into a feat of resource conservation.

This toolkit provides:

- Planning Guide and Worksheet (this document)

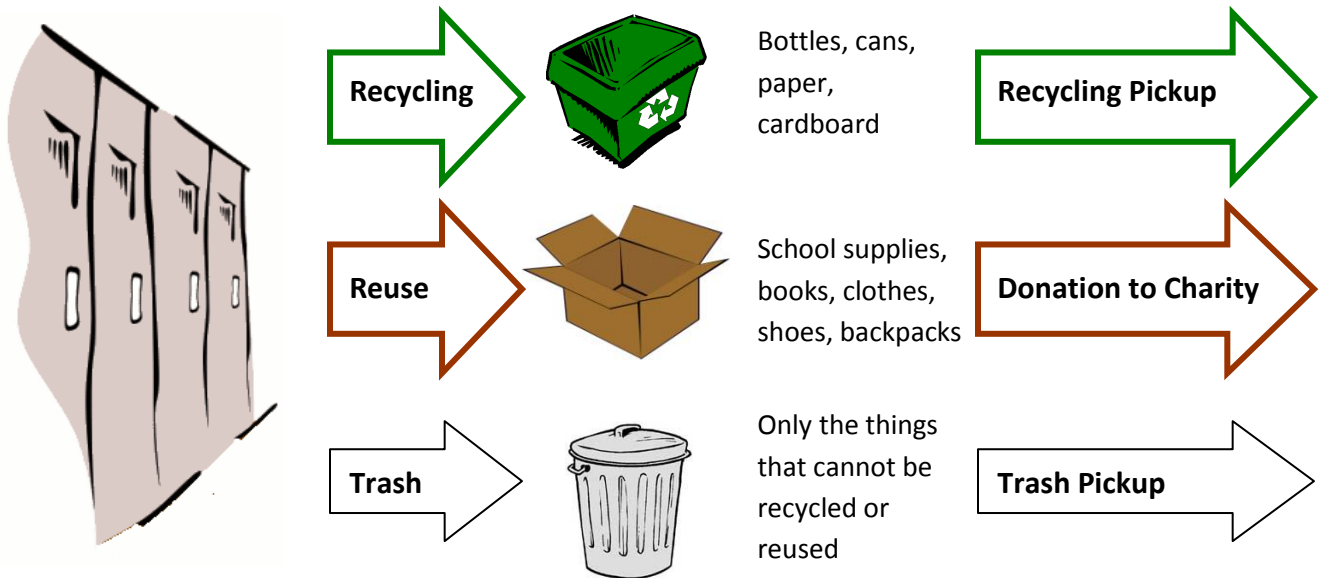
# How does a Locker Greenout Day work?

**This is pretty simple:**

- On the day of the locker cleanout, you will place clearly labeled recycling bins and boxes next to trash cans around the locker areas.
- As students clean out the lockers, encourage them to place some items into the recycling / reuse boxes.
- After the event, some stuff will go to recycling, and some will be donated to charities.

**Planning and Tracking Sheet on Page 9**

The Planning and Tracking Sheet included in this toolkit will help you plan which materials you will collect and where they will go.



# Step 1: Prepare

Once you decide that you should have a Locker Greenout event at your school, here are the things you should do:

- **Choose a fearless leader**

One person (student, teacher, parent, or administration member) should be the point person for the event. That way, everyone will know who to talk to if they have questions.

- **Form an event team**

Form an event team with teachers and students to plan and conduct the locker cleanout event. If your school has a student club working on green issues, they would be a great place to start.

- **Decide on the date**

If the recycling pickup for your school is not every day, schedule the locker cleanout the day before the recycling pickup. That way you will not have to store recyclable items for too long.

- **Decide what materials to collect and where to donate them**

- **Recycling:** Find out more about your school's recycling program:
  - What materials are acceptable?
  - Do you collect paper and cardboard separately from bottles and cans? Or is everything collected together (single-stream)?
- **Reuse:** It is up to you which materials you want to collect for reuse.
  - Look through the list of reuse organizations on Pages 7 and 8 below and decide where the stuff will go. Write down on the Planning and Tracking sheet where you will be donating reusable items.

## Recycling vs. Reuse

**Recycling is important:** it saves natural resources and energy, reduces greenhouse gas emissions and even creates jobs.

### Recycle at Locker Greenout:

- Paper and cardboard
- Bottles and cans
- Rechargeable batteries (optional)

**The benefits of reuse exceed those of recycling,** because instead of buying a new product you or someone else will be reusing an existing one.

### Reuse at Locker Greenout:

- Binders
- Books
- Clothing and shoes
- School supplies: notebooks, pens, pencils and art supplies

- **Prepare supplies**

- Ask your school janitors to start saving boxes for the event – you don't want to run out of those.
- You will also need plastic liners for boxes and latex gloves for volunteers.

- **Plan sorting stations**

A sorting station is a full set of recycling, reuse and trash bins. That way, a student will be able to sort his/her stuff in one place. You can have one or more of those depending on the number of lockers and convenience. For instance, you can set up one sorting station in a central area such as a gymnasium or field house – or place multiple stations on the locker floors.



*Photo: A sorting station at an elementary school in Oregon.*

- **Containers and signs**

- Based on the number of materials you are collecting and the number of sorting stations, figure out how many boxes and bins you will need. You will need a lot of bins for paper – your #1 material.
- Make signs for each box and bin.

- **Assistants at sorting stations**

Assign teachers / student volunteers to each sorting station to help students sort their stuff.

## Step 2: Promote and Educate

Let the school community know that you will be doing things differently this year!

- Send e-mails to all students and teachers with Locker Greenout information (date, collection locations, and which materials will be collected separately)
- Create posters and flyers with the same information
- Ask the principal and the teachers to announce the event
- Use this opportunity to solicit additional volunteers

## Step 3: Hold the Event

This day will be hectic but fun. Make sure each sorting station has a volunteer attendant. Replace or empty bins once they are full – this is where extra boxes will come in handy.

### Additional ideas:

- Dismissing students in intervals prevents volunteers from getting overwhelmed by an entire wing or entire school cleaning out lockers at one time.
- Avoid making trash disposal available outside of the sorting stations. That way everyone will have to make disposal/recycling/reuse choices about their things.
- Teachers should bring their classroom recycling bins out for the event and monitor the sorting process, helping students recycle all that they can.

### It is OK to recycle paper with...

- Paperclips
- Spiral binding
- Staples
- Plastic windows (envelopes)
- Tape

You don't have to remove those to recycle the paper!

## Step 4: Measure Your Success


Your project is not complete unless you track how much material you collected. After the event, you should also sit down and write down the things that went well and that didn't, so that your next **Locker Greenout** would be an even bigger success.

### Why do we ask for the quantities of materials you collected?

In addition to helping us determine the winners of the 2011 Great Locker Greenout Contest, we will use this information to add everyone's recycling and reuse information together and calculate the full impact of the project.

## How to Estimate the Weight of Your Recyclables

You can “eye-ball” or “lift-and-guess” the weight of the materials you are collecting. But if you want to be a bit more precise, here is a table that can help you speed up the process.

					
Material	35 gallon cart	48 gallon cart	65 gallon cart	95 gallon cart	Per gallon
Paper and cardboard	98 lbs	134 lbs	181 lbs	265 lbs	3 lbs
Bottles and cans	40 lbs	55 lbs	75 lbs	110 lbs	1 lbs
Single-stream recycling	28 lbs	38 lbs	52 lbs	76 lbs	1 lbs

# Reuse Organizations to Consider

This is a long list of organizations, but you may need only one or two to handle donations from your event.

## Statewide Organizations

Organization	Items	Ways to Donate	
		Drop-off or Ship	Call for Pickup
<b>Goodwill</b>	Books, CDs, DVDs, clothing, belts, scarves, and sporting goods	<b>Stores:</b> <a href="http://www.goodwillmass.org/stores/store-locations-and-hours.html">www.goodwillmass.org/stores/store-locations-and-hours.html</a>  <b>Donation centers:</b> <a href="http://www.goodwillmass.org/donations/donation-centers-and-hours.html">www.goodwillmass.org/donations/donation-centers-and-hours.html</a>	No
<b>Got Books</b>	Books, CDs, DVDs, audio books and records	<b>Drop-off:</b> <a href="http://www.gotbooks.com/services/massachusetts.html">www.gotbooks.com/services/massachusetts.html</a>	<b>Call</b> 978-664-6555 to schedule a pickup.
<b>Extras for Creative Learning</b>	Any item can be used in classroom or artistic setting	<b>Drop-off:</b> <a href="http://www.exclrecycles.org/donate.html">www.exclrecycles.org/donate.html</a>	<b>Minimum</b> 10 boxes (at least the size of copy paper cases). <b>Contact:</b> Jodi Schmidt or Lindsay Keyes, 617-635-8284 <a href="mailto:bostonrecyclecenter@gmail.com">bostonrecyclecenter@gmail.com</a>
<b>School on Wheels Massachusetts</b>	Backpacks, educational workbooks, pencil pouches, etc.	N/A	<a href="http://www.schoolonwheelsofmass.org/supplydrive.html">www.schoolonwheelsofmass.org/supplydrive.html</a> <b>Contact:</b> Dianne Sproul, <a href="mailto:dianne@sowma.org">dianne@sowma.org</a>
<b>Call2Recycle</b>	Rechargeable batteries & cell phones	<b>Drop-off:</b> <a href="http://www.call2recycle.org/drop-off-your-old-batteries.php?c=1&amp;d=513&amp;w=9200&amp;r=Y">www.call2recycle.org/drop-off-your-old-batteries.php?c=1&amp;d=513&amp;w=9200&amp;r=Y</a> <b>Order a collection kit and ship:</b> <a href="http://www.call2recycle.org/collection-kit.php?c=1&amp;d=366&amp;e=368&amp;f=371&amp;w=2&amp;r=Y">www.call2recycle.org/collection-kit.php?c=1&amp;d=366&amp;e=368&amp;f=371&amp;w=2&amp;r=Y</a>	No

Please suggest additional statewide and local organizations by emailing [president@massrecycle.org](mailto:president@massrecycle.org).

## Local Organizations

There are several organizations that collect lightly used books, clothing and other items. In addition to the list below, please consider local homeless shelters or visit your city/town website for guidance on reuse and recycling.

Organization	Items	Ways to Donate	
		Drop-off or Ship	Call for Pickup
<b>Cradles to Crayons</b> (Brighton)	Clothing, shoes and batteries	<b>Drop-off:</b> <a href="http://boston.cradlestocrayons.org/?q=node/54">boston.cradlestocrayons.org/?q=node/54</a> 155 North Beacon Street Brighton, MA 02135 617-779-4700 <a href="mailto:info@cradlestocrayons.org">info@cradlestocrayons.org</a>	No
<b>Second Chances</b> (Cambridge, Somerville and Watertown)	Clothing	<b>Drop-off:</b> <a href="http://secondchances.org/donate/Clothing.htm">secondchances.org/donate/Clothing.htm</a>	No
<b>Soles 4 Souls</b> (Greater Boston and South Shore)	Shoes	<b>Drop-off:</b> <a href="http://www.soles4souls.org/about/locations.html">www.soles4souls.org/about/locations.html</a> <b>Ship:</b> <a href="http://www.soles4souls.org/about/shipping_info.html">http://www.soles4souls.org/about/shipping_info.html</a>	No
<b>The Wish Project</b> (Lowell)	Cell phones and books	<b>Ship:</b> <a href="http://thewishproject.org/Fundraisers.html">thewishproject.org/Fundraisers.html</a>	Order book dumpsters for pick-up services <a href="http://thewishproject.org/Fundraisers.html">thewishproject.org/Fundraisers.html</a>
<b>More Than Words</b> (Waltham)	Books, CDs and DVDs	<b>Drop off:</b> <a href="http://mtwyouth.org/book_donations/">mtwyouth.org/book_donations/</a> 376 Moody St. Waltham MA 02453	<b>Minimum</b> 10 boxes. Call 781-788-0035 to discuss.
<b>Reader to Reader</b> (Amherst)	Books	<b>Ship:</b> Reader to Reader Cadigan Center 38 Woodside Avenue Amherst, MA 01002 <a href="http://www.readertoreader.org/donate.html">www.readertoreader.org/donate.html</a>	No
<b>Reading Tree</b> (Quincy and Braintree)	Books	<b>Drop-off:</b> <a href="http://readingtree.org/content.aspx?id=169">readingtree.org/content.aspx?id=169</a>	No

Please suggest additional statewide and local organizations by emailing [president@massrecycle.org](mailto:president@massrecycle.org).



# Planning and Tracking Sheet

Start filling out this sheet as you are planning the event, and then use it to collect information on the amount of material you collected. The Quantity Collected column of this sheet matches the **Locker Greenout** contest reporting form, so using this sheet will help you compete!

Material	Destination	Drop-off / Pick-up Information	Quantity Collected (estimated)
<b>Recycling</b>			
Bottles & Cans			Lbs
Paper & Cardboard			Lbs
OR			
Single-Stream Recycling			Lbs
Rechargeable Batteries			(number)
<b>Reuse</b>			
Binders			(number)
Books			(number)
Clothes & Shoes			Lbs
School Supplies: Notebooks, pens, pencils, art supplies			Lbs
Other			Lbs