



Recycling Drive Logistics

Get the Facts

In communities where there is no curbside recycling program, a multi-material recycling drive may assist in offering an opportunity to recycle and increase the awareness of recycling. Recycling drives may also serve as an opportunity to involve community groups, schools and local businesses that may not otherwise (or would not) be able to participate. Participants can be urged to collect items and drop them off at a central collection site or designated sites around the city. Offering recycling options at sporting events is another way to involve and educate all ages about recycling.

Analyzing Your Recycling Capabilities

Before you begin planning your recycling drive, you will need to find out about the recycling capabilities of your community.

- Ask local recyclers for their support for collection and processing of collected materials.
- Find out what materials they will accept.
- Determine what materials will be collected.
- Ask about specific requirements, such as whether they will accept commingled or sorted materials.
- Ask if they will donate and pick up several collection roll-offs.
- Ask local recyclers if they will haul the recyclables from the collection site to the recycling facility.
 - If not, you will need to arrange for transportation of the collected recyclables to the facility.
- Make sure the recycling facility can weigh the collected recyclables so you can count collection results.
- Check with area schools and sporting leagues to see what programs and options currently exist.

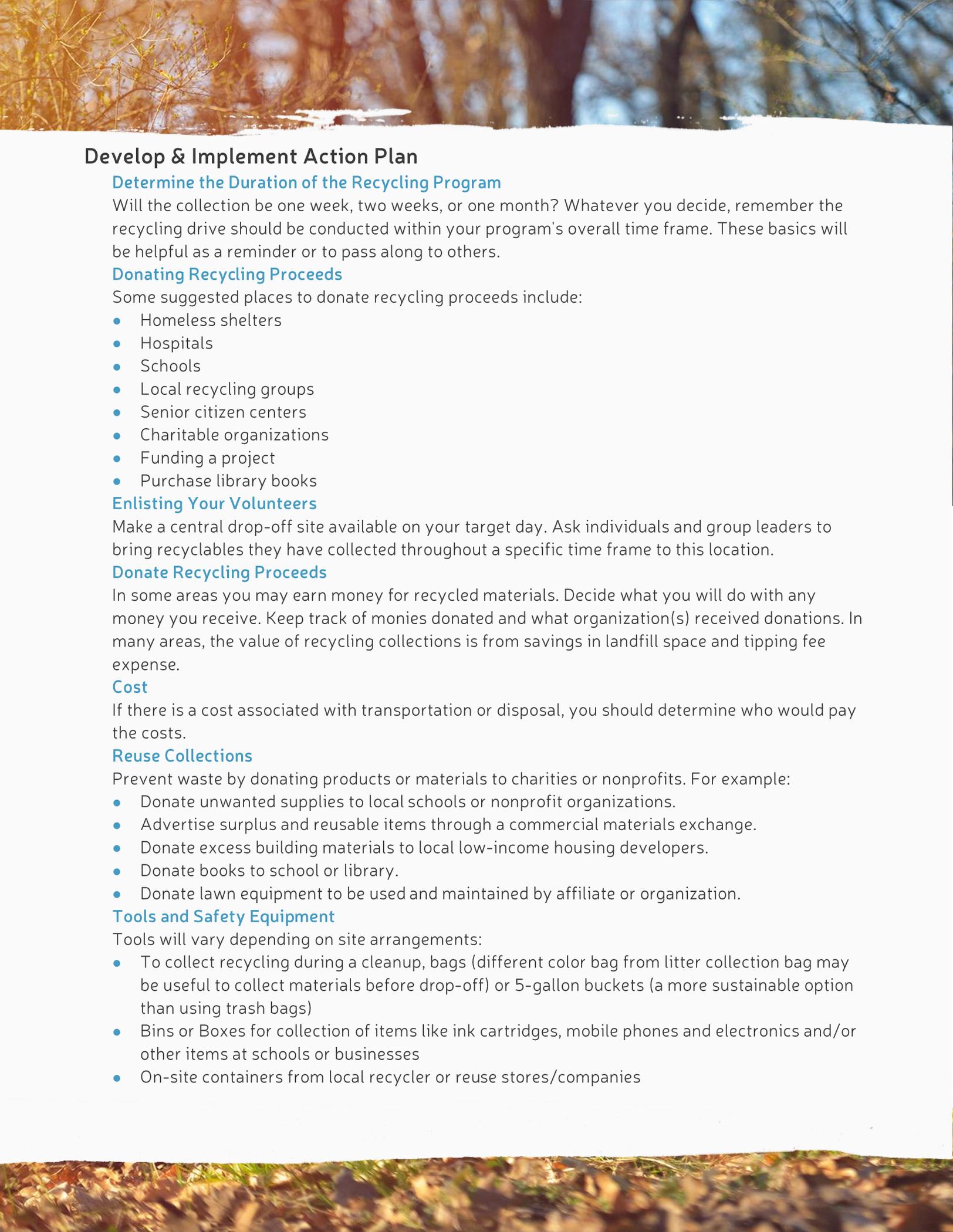
Prioritize the Behaviors

Now that you've been a sustainable sleuth and gathered all your evidence. You need to identify what behaviors you'd like to change with your event.

If you're hosting a recycling drive, what key message do you want to resonate most with attendees and participants?

You can consider the following action:

1. Think before you buy – can participants reuse or repurpose current items before they buy new?



Develop & Implement Action Plan

Determine the Duration of the Recycling Program

Will the collection be one week, two weeks, or one month? Whatever you decide, remember the recycling drive should be conducted within your program's overall time frame. These basics will be helpful as a reminder or to pass along to others.

Donating Recycling Proceeds

Some suggested places to donate recycling proceeds include:

- Homeless shelters
- Hospitals
- Schools
- Local recycling groups
- Senior citizen centers
- Charitable organizations
- Funding a project
- Purchase library books

Enlisting Your Volunteers

Make a central drop-off site available on your target day. Ask individuals and group leaders to bring recyclables they have collected throughout a specific time frame to this location.

Donate Recycling Proceeds

In some areas you may earn money for recycled materials. Decide what you will do with any money you receive. Keep track of monies donated and what organization(s) received donations. In many areas, the value of recycling collections is from savings in landfill space and tipping fee expense.

Cost

If there is a cost associated with transportation or disposal, you should determine who would pay the costs.

Reuse Collections

Prevent waste by donating products or materials to charities or nonprofits. For example:

- Donate unwanted supplies to local schools or nonprofit organizations.
- Advertise surplus and reusable items through a commercial materials exchange.
- Donate excess building materials to local low-income housing developers.
- Donate books to school or library.
- Donate lawn equipment to be used and maintained by affiliate or organization.

Tools and Safety Equipment

Tools will vary depending on site arrangements:

- To collect recycling during a cleanup, bags (different color bag from litter collection bag may be useful to collect materials before drop-off) or 5-gallon buckets (a more sustainable option than using trash bags)
- Bins or Boxes for collection of items like ink cartridges, mobile phones and electronics and/or other items at schools or businesses
- On-site containers from local recycler or reuse stores/companies



Evaluate Impacts

Volunteer groups will be responsible for keeping track of the total number of bags of clothing collected to include in your report.

How will you measure the behavior change impacts and specific community improvements?

- **Results Worksheet**
- **Reporting Instructions**
- **Volume to Weight Conversions**

Provide Feedback

- Say “Thank You”
 - What’s the most successful and what can be improved upon?
 - Who should be consulted on this step?
 - How do you communicate that to community leaders and stakeholders?
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